

DOCUMENTS TO BE PROVIDED TO ATTORNEY PRIOR TO FILING

Client(s) Name: _____

In order to comply with the bankruptcy law, and to allow us to evaluate your situation, you will need to supply ALL of the following documents. If something below does not pertain to you, please ask what you should provide instead. Your case cannot and will not be filed until you have provided:

- **Every pay stub and/or other income documentation for you and your spouse (if applicable) from the past six months.** Once you have provided those you should also continue to send pay stubs each time you get paid until your case is filed with the court. If you are married your spouse's pay information MUST be included, even if he/she is not filing for bankruptcy.
- **Copies of tax returns from the past three years.** If you cannot locate copies of your returns, please call the IRS at 1-800-829-1040 to request transcripts. If you have ANY years of unfiled taxes you MUST file them immediately.
- **If you own property provide Deeds and a market analysis for all properties.** An acceptable market analysis will include several comparables of similar properties and a suggested sale price if you were to sell your property today. Any realtor can provide a market analysis.
- **Information regarding any lawsuits in which you are involved,** including the case number, creditor and attorney representing the creditor.
- **Copies of your Driver's License and Social Security Card.** If you need to obtain a copy of your Social Security Card you can call 1-800-772-1213, or visit your local Social Security office.

In this packet are several lists to be completed by you. Please fill them out to the best of your ability and return them to this office.

- **The Household Goods and Furnishings list, and the Clothing and Jewelry lists** should be completed using "Yard Sale Values."
- **The Creditor Information Sheet** must be completed in its entirety. You must include for each creditor their name, complete address, account number, balance, type of debt and the person responsible for that debt. PLEASE BE SPECIFIC! If you fail to provide a complete name and address for any creditor, they will not be listed in your bankruptcy. If you need to add creditors after your case is filed there is a \$50.00 fee PER CREDITOR.

DOCUMENTS TO BE PROVIDED TO ATTORNEY UPON REQUEST

Below is a list of documents that this office may need in the preparation of your bankruptcy petition. After your case is filed your Trustee may request some of these documents. If anything below pertains to you please get it organized and keep it in a safe place until after your court date(s). Everyone's situation and circumstances are different. Some, all or none of the below may apply to you. Additionally, if there is anything not listed in these papers that you believe is important to your case please discuss it with your attorney.

- Papers regarding any unemployment benefits received in the past year.
- Papers regarding any child support or alimony paid or received in the past year.
- Papers regarding any Social Security payments received in the past year.
- Papers regarding any pension or retirement benefits received in the past year.
- Papers regarding any rental income received in the past year.
- Papers regarding any money contributed to your household or living expenses by others, even if they are not related to you.
- Copies of any divorce decree, divorce settlement, separation agreement, or child support orders.
- Utility bills for the past six months.
- Monthly bank statements from all accounts from the past six months.
- A recent credit report, (go to www.annualcreditreport.com for a free copy).
- Papers from any other bankruptcy you filed in the last eight years.
- A list of all addresses for the past three years.
- Papers regarding any property you have sold or refinanced in the past three years, including HUD-1.
- Papers regarding any foreclosures, repossessions, garnishments or attachments during the past year.
- Papers regarding any other personal or real property you own, such as vehicle registrations, stock value statements, cash value life insurance policy documents, timeshare unit documents, etc.
- Statements, bills, notices and letters from all creditors received within the past ninety days.
- Contracts and leases for all motor vehicles purchased or leased in the past four years.
- Proof of insurance for any vehicle on which you still owe money.
- Papers regarding any leases you may have.

CREDITOR INFORMATION SHEET

Creditor Name: _____

Creditor Address, City, State and Zip: _____

Account Number: _____

Balance Due: _____ Type of Debt: Secured _____ Unsecured _____ Taxes _____

If secured, what is the collateral? _____

If secured, how far behind are you on payments? \$ _____

Purpose of Debt: Credit Card _____ Personal Loan _____ Business Loan _____ Contract _____

Medical Bill _____ Contract _____ Auto Loan _____ Mortgage _____ Other _____

Person Responsible: Husband _____ Wife _____ Joint _____ Other _____

If you paid or charged more than \$600.00 in the last 90 days, state the date and amount of each: _____

If referred to a collection agency or attorney, state their name and complete address: _____

Creditor Name: _____

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HOUSEHOLD GOODS AND FURNISHINGS

Bankruptcy requires you to provide a complete and accurate list of everything you own. This means a complete disclosure of everything including personal property, real estate, bank accounts, stocks, bonds, family heir looms, etc.

| ROOM/DESCRIPTION | REPLACEMENT VALUE |
|--------------------------------|-------------------|
| LIVING ROOM | |
| Rugs | _____ |
| sofas and chairs | _____ |
| tables | _____ |
| lamps | _____ |
| pictures | _____ |
| window coverings | _____ |
| televisions and electronics | _____ |
| computers | _____ |
| other | _____ |
| TOTAL LIVING ROOM VALUE | _____ |
| KITCHEN | |
| appliances | _____ |
| tables and chairs | _____ |
| cookware | _____ |
| dishes | _____ |
| other | _____ |
| TOTAL KITCHEN VALUE | _____ |
| DINING ROOM | |
| rugs | _____ |
| tables and chairs | _____ |
| buffet/sideboard | _____ |
| china/glassware | _____ |
| silver | _____ |
| pictures | _____ |
| other | _____ |
| TOTAL DINING ROOM VALUE | _____ |
| BEDROOMS | |
| rugs | _____ |
| beds | _____ |
| bedding | _____ |
| furniture | _____ |
| pictures | _____ |
| desks | _____ |
| television and electronics | _____ |

TOTAL VALUE OF BEDROOMS _____

OTHER ROOMS

rugs _____
sofas and chairs _____
tables _____
lamps _____
pictures _____
window coverings _____
televisions and electronics _____
computers _____
other _____
TOTAL ROOM VALUE _____

GARAGE

Tools _____
lawn mower _____
grill _____
lawn furniture _____
hobby/sports equipment _____
other _____
TOTAL GARAGE VALUE _____

CLOTHING AND JEWELRY LIST

(Even though the bankruptcy laws require you to list the value of your clothing – the value is based upon the current condition of the clothing. In other words, it is not the value of the clothing on the date of the purchase. It is based upon the used, resale value.)

CLOTHING (for him)

| | |
|-------------------|-------|
| Coats and jackets | _____ |
| Sweaters | _____ |
| Pants | _____ |
| Suits | _____ |
| Shoes | _____ |
| Other | _____ |
| Total Value | _____ |

CLOTHING (for her)

| | |
|----------------|-------|
| Coats/Jackets | _____ |
| Sweaters | _____ |
| Slacks | _____ |
| Shirts/blouses | _____ |
| Shoes | _____ |
| Other | _____ |
| Total Value | _____ |

JEWELRY (for him)

| | |
|-------------------|-------|
| Watches | _____ |
| Rings | _____ |
| Necklace/Bracelet | _____ |
| Other | _____ |
| TOTAL VALUE | _____ |

JEWELRY (for her).

| | |
|-------------------|-------|
| Watches | _____ |
| Rings | _____ |
| Necklace/Bracelet | _____ |
| Earrings | _____ |
| Other | _____ |
| TOTAL VALUE | _____ |

