

You must bring in COPIES OF ALL DOCUMENTS unless marked with an *. You WILL be charged 25 cents per page for all COPIES, FAXES, OR EMAILS printed in our office.

Dear Client:

You must schedule a paperwork appointment with Suzanne to review your paperwork, DO NOT JUST DROP PAPERS OFF! In order for me to prepare your bankruptcy petition you will need to bring the following information with you to your paperwork appointment:

- 1) *Your fully completed client questionnaire (pick up 30 days before ready to file)
- 2) *Counseling Certification (wait until just before your paperwork appointment)
- 3) A recent Credit Report from **Experian** . If you have not pulled a free report in the past one year you can obtain a free report from www.annualcreditreport.com . (Please wait until just before your paperwork appointment and bring in the **Experian report from this website**)
- 4) *Your most recent bills, statements or payment books, and most recent collection letters. If you charged on a credit card in the past 90 days we need the statements from that card for 3 months. We also need information on debts you do not intend to discharge in the bankruptcy (i.e. house mortgage, car payment, etc.).
- 5) All pay stubs for the past 6 months calculated by the date you received the pay not by the date you earned the pay. (Husband & Wife, even if both are not filing)
- 6) Proof of income from other sources such as social security benefits, pension benefits, child support, rental income or other income for the past 6 months and a Profit & Loss statement for the past 6 months if you run any type of business.
- 7) Bank statements for the last 6 months (including IRA's). You **MUST** note the source of **ALL** deposits plus any checks or withdrawals over \$200.00.
- 8) Tax Returns for 2008 and 2009 if filing a Chapter 7. Tax Returns for 2006 through 2009 if filing a Chapter 13
- 9) Your mortgages and deeds to all real property including time shares.
- 10) Records of all property transfers within past 2 years and records of all secured transactions within the past 2 ½ years
- 11) A copy of all titles or vehicle registrations in your name.
- 12) Any contracts with secondary lenders holding a non-purchase money security interest.
- 13) All insurance policies
- 14) Any papers regarding lawsuits to which you are or were a party including all judgments.
- 15) Any papers on domestic support obligations and the dissolution judgment and property settlement agreement if divorced within the past 5 years.
- 16) If you expect an increase or decrease in income within the next year please explain.
- 17) If previously filed any Chapter of Bankruptcy, your Bankruptcy Notice, Discharge, and Closing Order