

Document Request Form

The following is a list of the documents or information our office would need to review before your bankruptcy case can be filed. You should compile all of the items below before your first meeting with our office. If any of the items requested do not apply to you (for example, item 6 does not apply to you if you do not own any real estate), then simply disregard those requests. Place a check by the items that do apply to you. The items with blackened check boxes apply to everyone.

<input checked="" type="checkbox"/>	1.	A copy of every paystub (proof of each pay period) you have received over the past six months. You must provide us with paystubs from every employer that paid you during the past six months. [Write/type a list of all other income, if any, that you have received in the past six months.]
<input checked="" type="checkbox"/>	2.	The complete and current address of each creditor you have, including account number, the approximate amount you owe them, and the date(s) you incurred the debt. If a creditor has recently sent you a notice directing where notices should be sent in the event you file a bankruptcy, then please provide us with that address information.
<input checked="" type="checkbox"/>	3.	Copies of state and federal tax returns filed in the past four years (for the most recent tax year and the three years prior), or a copy of the last state and federal tax return you filed if you have not filed a return for more than four years.
<input type="checkbox"/>	4.	The most recent tax returns for any business you operate.
<input type="checkbox"/>	5.	A copy of the most recent real estate tax bill listing the tax assessed value for each parcel of real estate in which you have an interest.
<input type="checkbox"/>	6.	A copy of each <i>recorded</i> mortgage or <i>recorded</i> land contract on property in which you have an interest (copies of recorded mortgages/land contracts are available at the county courthouse for the county in which each prop. is located).
<input type="checkbox"/>	7.	The <i>recorded</i> deed to each parcel of real estate in which you have an interest.
<input type="checkbox"/>	8.	A copy of the title to each automobile on which your name(s) appears.
<input type="checkbox"/>	9.	The current balance owed on each vehicle that you are financing through a lender, the account number, and the address of the lienholder.
<input type="checkbox"/>	10.	A written/typed list of the name, address, and phone number of everyone to whom you owe a domestic support obligation (alimony, maintenance, or support). Also include the amount you owe, the amount of any arrearage, and the amount of the monthly payment. If an Order has been entered with the court outlining your obligations, please provide a copy of the Order.

<input type="checkbox"/>	11.	A copy of any divorce decree entered within the last four years, or such decree entered at any time if property remains to be transferred between you and your ex-spouse at the time of our first consultation with you.
<input type="checkbox"/>	12.	A copy of your marital separation agreement if divorced in the last twelve (12) months.
<input type="checkbox"/>	13.	Any written marital property agreement between yourself and your spouse.
<input type="checkbox"/>	14.	A full written/typed description of any personal injury or worker's compensation claim you may have and a copy of all accident reports related to the claim, a written/typed estimate of the value of the claim, and the name of the attorney(s) who represents you regarding such claim.
<input checked="" type="checkbox"/>	15.	Copies of your bank statements from all financial accounts for the last six months.
<input type="checkbox"/>	16.	A statement for each life insurance policy you own that has cash value (also called "surrender value" or "loan value")
<input type="checkbox"/>	17.	A copy of each automobile note (the financing agreement you signed when you purchased your car) listing you and/or your spouse as the borrower.
<input type="checkbox"/>	18.	A copy of each mortgage note listing you and/or your spouse as the borrower.
<input checked="" type="checkbox"/>	19.	A copy of your social security card. If it is a joint filing, we will need a copy of your spouse's social security card as well.

After you have compiled all of the above items, please bind all of the papers with a rubber band and place this checklist on the top of the stack. If you have any questions regarding how to gather the papers responsive to this request, or if you have more general questions about filing a bankruptcy case, please call us and ask to speak to attorney Crystal Johnson.

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