

DOCUMENTS TO BE PROVIDED TO ATTORNEY

To comply with the new bankruptcy law, you will need to supply as much of the following information as soon as possible. If you cannot provide any of the documents that are applicable to your situation, please let us know so that we may discuss alternatives. Some of these documents may not apply to your situation.

BILLS --Statements, bills, notices, letters or other documents received regarding all debts—credit cards, medical bills, personal loans, car loans, home loans, furniture loans, jewelry, taxes, child support, student loans, student loans. You should provide the 2 most recent communications.

CREDIT REPORT - You should obtain a copy of your credit report to review and add any creditors for whom you do not have bills or statements. (You can obtain a free copy of your credit report once every 12 months. You may obtain a free copy of your credit report by calling 877-322-8228, or logging on to www.annualcreditreport.com . If you do not have access to a computer, you can go to the library and order your credit report.)

PAYCHECK STUBS - Paystubs for the prior 7 months; if you are married, paystubs are needed for both husband and wife. If you do not have the paystubs, you should contact your employer for a printout of your gross wages and deductions for this period. You will need to save all additional paystubs that you receive in the future before your case is filed and provide them to me. We are required to provide the most recent 2 months' worth of paystubs to the court when we file your case.

BANK ACCOUNT STATEMENTS - Copies of bank account statements for the most recent 7 month period. (Note: If any account has been closed during the past year, all statements from that account for the previous 6 months.)

FINANCIAL ACCOUNTS - Statements for all other financial accounts for the past 7 months. This would include stocks, bonds, IRA, 401K, CDs, Life Insurance cash value, retirement/pension plan; credit union, brokerage, money market and similar accounts. (Note: If any account has been closed during the past year, all statements from that account for the previous 6 months.)

CREDIT COUNSELING CERTIFICATE - You must take a Consumer Credit Counseling class. You will be provided with a list of approved providers. This class can be taken telephonically, through the internet or in person. It will take approximately 30 - 60 minutes. When advised to do so, you should contact one of the providers on the list. *** This must be done before your case is filed with the Court.

AUTOMOBILES, TRUCKS, TRAILERS, BOATS, MOTORCYCLE, OTHER VEHICLES
Provide copy of Certificate of Title or Memorandum of Title for all of the above.

TAX RETURN

Provide copies of Federal & State income tax returns for the most recent two (2) calendar years including W-2s and 1099s.

DIVORCE DECREE/SEPARATION AGREEMENT - Provide copy of all orders.

CHILD SUPPORT ORDERS - Provide copy of all orders.

IF SELF-EMPLOYED

A year-to-date or recent monthly Profit and Loss Statement.

SECURED PROPERTY

Documents that provide Payoff information for all property that is secured by a piece of property. This would include a home, vehicle, timeshare, etc.

LAWSUITS

Copies of court papers received for any lawsuits filed against you.

REAL PROPERTY TRANSACTIONS

Papers regarding any real property you own or have owned for the past ten years, including deeds, note payables for all current mortgage loans, information regarding refinancing within the last three (3) years (settlement statement), current billing statements, and transfer of ownership interests within the last four (4) years.

FORECLOSURES, REPOSSESSIONS, GARNISHMENTS OR ATTACHMENTS

Papers regarding any of the above during the past year.

CONTRACT DOCUMENTATION

Contracts and leases for all motor vehicle purchases or leases during the past four years, and for furniture and jewelry during the past two years.

PROOF OF INSURANCE - Proof of insurance for any motor vehicle or home titled or deeded in your name.

FELONY CONVICTION - Documents stating type of conviction

ESTATE, TRUST, POTENTIAL INHERITANCE - Documents regarding past or potential distributions.

EDUCATION IRA, EDUCATION SAVINGS ACCOUNT OR TUITION PROGRAM - Documentation regarding these programs, including account statement.

DRIVER'S LICENSE - A Copy of your driver's license

SOCIAL SECURITY CARD - Copy of social security card. (If you need a replacement, complete an *Application for a Social Security Card*, Form SS-5. This form is available for download at www.socialsecurity.gov/online/ss-5.html. You can also obtain Form SS-5 by calling 1-800-772-1213 or visiting your local Social Security office).