

Document Checklist

Name: _____

- _____ Completed Intake Form (Provided to you in this folder)
 - _____ Completed reading and initialing Chapter 7 or 13 Checklists (Provided to you in this folder)
 - _____ Remaining Attorney's Fees
 - _____ Signed Retainer Agreement
 - _____ Credit Counseling Course Certificate of Completion
- *NOTE: you will need to complete a 2nd course AFTER we file your case

Please bring the following to your second appointment:

- _____ Photo Identification.
- _____ Proof of Social Security Number

Income Documents:

- _____ *7 months* of bank statements of all accounts that are open or have been closed during the last 7 months. This includes all accounts that your name is listed as a joint holder or custodian. ***If self-employed 12 months of bank statements**
- _____ *7 months* of pay stubs and the last pay stub of any job where you were employed within the last year **Also any other income related documents like unemployment or Social Security checks.**
- _____ Tax returns and W2 forms for last two years
- _____ Statement of Child Support Income received in last 12 months

Personal Asset Documents:

- _____ Life insurance policies
- _____ Stock certificates and statements regarding stock accounts
- _____ Statements for retirement accounts and summary plan descriptions
- _____ Title to any vehicle, including boats that are currently owned
- _____ Finance Agreements for vehicle loans within the past 4 years
- _____ Proof of insurance of autos that are currently financed
- _____ Judgments in favor of you
- _____ Statement of Child Support Arrearages (owed to you)

Creditor Documents:

_____ Most recent correspondence from all creditors and collection agencies.

Real Estate Documents:

_____ Mortgage Statement (monthly bill)

_____ Mortgage(s)

_____ Note (for your loan)

_____ Settlement Statement

_____ Comparative Market Analysis done by a realtor (showing current market value) and a realtors opinion of what you can actually sell your home for

_____ Warranty Deed to any property or home that is currently owned

_____ Records of Transfers of property (refinances, real estate, vehicles, boats, etc)

_____ Loan application(s)

Other Documents:

_____ Judgment Papers (in favor of you OR against you)

_____ Lawsuit papers (for any pending lawsuit)

_____ Papers from prior bankruptcies

_____ State court orders for child support or spousal support **received or paid**

_____ Name and address of support oblige (wife/husband who receives support)

_____ Divorce decrees

If you have a **small business**, you will need to also bring the following documents:

_____ Profit and loss statement from prior tax year

_____ Monthly profit and loss statements from the last twelve months

_____ Corporate or partnership tax returns for the last two years

_____ List of corporate assets

_____ Current Balance Sheet

_____ All business loan documents

_____ All incorporation papers

_____ Corporate stock certificates

_____ Records of transfers of assets to and from the company

_____ List of all company debts

_____ List of all names and addresses of the employees of the company