

CLIENT WORKSHEETS

Instructions On Providing Information Required by Bankruptcy Law

You are required to provide certain information to the court when you file bankruptcy. It is our obligation to make diligent inquiry of you so as to obtain information to include in your bankruptcy petition. Attached are forms designed to obtain the necessary information. Please carefully read and follow these instructions.

PLEASE READ AND FILL OUT FORMS COMPLETELY, ACCURATELY, AND NEATLY. DO NOT LEAVE BLANKS. If a particular question does not apply to you, put "N/A" in the blank; by doing so we will know that you did not mistakenly overlook it. List ALL your property. Please sign each page that you have answered the questions truthfully and completely to the best of your ability.

Table of Contents

- I. **General Information**: This is personal information for the person or persons filing. (Page 1 and 2)
- II. **Employment Information**: This form is for each person's employment information and for a non-filing spouse, if applicable. (Page 3)
- III. **Actual Monthly Income**: This is a breakdown of household monthly income from you and your spouse's job or jobs, rental income, roommate contributions, child support, etc. (Pages 4 and 5)
- IV. **Actual Monthly Living Expenses**: These are the monthly living expenses of the household. It doesn't matter who pays which bill. (Page 6)
- V. **Assets and Property Ownership**: Please list as best you can all assets and property that you own or have an interest in at this time. Intentional failure to list all of your property can carry criminal penalties. (Pages 7, 8, 9 and 10)
- VI. **Past Legal History**: This information is to show all past bankruptcies, lawsuits, garnishments, etc. that have been filed by or against you. If you have the court-related papers, please bring them with you. (Pages 11 and 12)

- COVER PAGE FOR 12 PAGES -

I. General Information

(Please print clearly or type)

Today's Date _____

Why have you come to us, and what would you most like us to do for you?

How did you hear about us?

_____ Mail Advertisement _____ Yellow Pages _____ Website _____ Sign
_____ Former Client _____ Referral _____ Other: _____

If by referral, whom can we thank for referring you to us?

Full Name: _____

Telephone Number: () _____ - _____

Mailing Address: _____

Marital Status: _____ Single; _____ Married; _____ Separated; _____ Widowed; _____ Divorced

Dependants living with you and/or claimed as tax exemptions

Name: _____ Relationship: _____ Age: _____

Name: _____ Relationship: _____ Age: _____

Name: _____ Relationship: _____ Age: _____

Name: _____ Relationship: _____ Age: _____

Name: _____ Relationship: _____ Age: _____

Name: _____ Relationship: _____ Age: _____

GENERAL INFORMATION (continued)

DEBTOR (If filing jointly, use husband as "Debtor")

Full Name (First, Middle, Last) _____ SSN: ____ - ____ - ____

Residential address: _____

City: _____ County: _____ Zip Code: _____

Mailing Address (if different from above): _____

Telephone No: (Home) _____ (Work) _____ (Cell) _____

Email Address _____ Date of Birth: _____

SPOUSE (If filing jointly, use wife as "Spouse")

Full Name (First, Middle, Last) _____ SSN: ____ - ____ - ____

Residential address: _____

City: _____ County: _____ Zip Code: _____

Mailing Address (if different from above): _____

Telephone No: (Home) _____ (Work) _____ (Cell) _____

Email Address _____ Date of Birth: _____

OTHER NAMES: If you have gone by any other name in the past 8 years, please print name(s).

Debtor: _____ Spouse: _____

PRIOR ADDRESSES: Please list all of your addresses for the last 3 years: Period of Time

	<u>From</u>	<u>To</u>
_____	/ /	/ /
_____	/ /	/ /
_____	/ /	/ /

II. EMPLOYMENT INFORMATION

DEBTOR

EMPLOYER: _____

Payroll Address: _____

City _____ State _____ Zip Code _____

Salary: _____ Pay Period _____ Length of Employment _____

Occupation/Job Title _____

Payroll Telephone number _____

Second job: (If applicable)

EMPLOYER: _____

Payroll Address: _____

City _____ State _____ Zip Code _____

Salary: _____ Pay Period _____ Length of Employment _____

Occupation/Job Title _____

Payroll Telephone number _____

SPOUSE

EMPLOYER: _____

Payroll Address: _____

City _____ State _____ Zip Code _____

Salary: _____ Pay Period _____ Length of Employment _____

Occupation/Job Title _____

Payroll Telephone number _____

Second job: (If applicable)

EMPLOYER: _____

Payroll Address: _____

City _____ State _____ Zip Code _____

Salary: _____ Pay Period _____ Length of Employment _____

Occupation/Job Title _____

Payroll Telephone number _____

III. ACTUAL MONTHLY INCOME

PAY PERIODS

Debtor

Spouse

_____ monthly	_____ monthly	Paid once each month-12 cks/yr.
_____ semi-monthly	_____ semi-monthly	Paid twice each month-24 cks/yr.
_____ bi-weekly	_____ bi-weekly	Paid every other week-26 cks/yr.
_____ weekly	_____ weekly	Paid once each week-52 cks/yr.

Debtor

Spouse

**GROSS PAY
PER PAYCHECK**

Payroll deductions:

- | | | |
|--------------------|-------|-------|
| - FICA (Soc. Sec.) | _____ | _____ |
| - Federal tax | _____ | _____ |
| - Medicare | _____ | _____ |
| - State tax | _____ | _____ |
| - Insurance | _____ | _____ |
| - Savings/bonds | _____ | _____ |
| - Uniform/union | _____ | _____ |
| - Retirement | _____ | _____ |
| - Retirement loan | _____ | _____ |
| - Credit Union | _____ | _____ |
| - Child support | _____ | _____ |
| - Other | _____ | _____ |

**TAKE HOME PAY
PER PAYCHECK:**

Debtor

Spouse

OTHER MONTHLY INCOME

	<u>Debtor</u>	<u>Spouse</u>
Business	_____	_____
Rental Income	_____	_____
Interest, Dividends, Royalties	_____	_____
Pension or retirement	_____	_____
Child/Spousal Support	_____	_____
Social Security	_____	_____
Unemployment Benefits	_____	_____
Any Other Income	_____	_____
Any Other Income	_____	_____

Explain any anticipated increase or decrease in income of more than 10% in the next 12 months.

GROSS YEARLY INCOME

	Total Income Year To Date	Total Income Last Year	Total Income 2 Years Ago
Debtor:	\$ _____	\$ _____	\$ _____
Spouse:	\$ _____	\$ _____	\$ _____

IV. ACTUAL MONTHLY LIVING EXPENSES

EXPENSES: Use per month figures for everything no matter who pays the bill.

Examples:

- (1) If expense is weekly, multiply that amount by 52 then divide by 12 to get monthly expense.
- (2) If expense is every three (3) months, divide by 3 to get monthly amount
- (3) If expense is yearly divide that amount by 12 to get monthly amount

HOUSEHOLD EXPENSES

(Round off to nearest whole dollar amount)

Rent or 1 st mortgage _____	Auto Insurance _____
2 nd mortgage _____	Homeowner/renter ins. _____
Does mortgage payment include:	
Insurance Yes _____ No _____	Life Ins. (not deducted _____
Property Taxes-Yes _____ No _____	from payroll)
	Health Ins. (not _____
Electric bill _____	deducted from payroll)
Gas bill (heating) _____	Car/truck payment _____
Water/sewer _____	Car/truck payment _____
Home telephone _____	Alimony _____
Cell Phone _____	Child Support _____
Cable _____	Yearly Property Tax _____
Internet _____	Amount _____
	Personal grooming _____
Home Maintenance _____	Childcare _____
(Repairs/upkeep)	
Trash pickup _____	Payments for _____
	Dependants not living at home
Food/groceries _____	Charity/Church _____
Clothing _____	School lunches _____
Laundry/dry cleaning _____	Other _____
Medical/dental exp. _____	Other _____
Prescriptions (not paid by insurance)	
Transportation _____	Other _____
(Gas, oil changes, bus fare, etc.)	

V. ASSETS AND PROPERTY OWNERSHIP

1. Please identify any house, mobile home or real estate that is in your name or that you may own or have any interest in whatsoever.

PROPERTY ADDRESS	DATE PURCHASED	PUCHASE PRICE	SALE VALUE NOW	TAX VALUE	TOTAL DEBT OWED

2. Please identify any cars, trucks, motorcycles, boats, campers, RV's, 4-wheelers, jet skis, wave runners, trailers or any other type of vehicle that is in your name or that you may own any interest in whatsoever.

TYPE OF PROPERTY	YR, MAKE & MODEL	MILEAGE	DATE PURCHASED	IN WHOSE NAME	SALE VALUE NOW	TOTAL DEBT OWED

3. Please identify any bank accounts, credit union accounts, money market accounts or other financial accounts that have your name on them or that you may have any interest in whatsoever even if your name is not on the account.

NAME OF BANK, CREDIT UNION, OR OTHER ENTITY	CHECKING, SAVINGS OR MONEY MARKET?	IN WHOSE NAME?	CURRENT BALANCE	ANY CREDIT CARDS OR LOANS WITH THIS LENDER?

3. Please identify any retirement, pension plan or educational savings plan in which you participate. (Example: 401k, 403b, stock purchase, savings bonds, profit sharing, education accounts, etc.)

NAME OF FINANCIAL INSTITUTION	TYPE OF PLAN	ARE YOU STILL CONTRIBUTING?	CURRENT BALANCE	IN WHOSE NAME	ANY LOANS AGAINST PLAN?

OTHER PERSONAL PROPERTY

For each type of property listed below that you own or have an interest in, list the value and the description. **DO NOT** value your property at the price you paid for the item. But **DO** value it as **used** property and what it would cost to replace it if you were to purchase it from a used property retail merchant. Some examples of used property retail merchants are: the Goodwill Store, Salvation Army Store, pawnshops, etc. If you don't know the value, put a question mark in that block. No need to include a description on the shaded boxes; otherwise include a description. Do not leave any value box blank. Put a number, a zero, a question mark or N/A (Not Applicable).

	<u>Type of Property</u>	<u>Value</u>	<u>Description</u>
1.	Cash on hand and in your pockets		
2.	Money in checking, savings, or other financial accounts (list bank accounts)		
3.	Security deposits (utility companies, and landlords, etc.)		
4.	Living room furniture & furnishings		
5.	Bedroom #1 furniture and furnishings		
6.	Bedroom #2 furniture and furnishings		
7.	Bedroom #3 furniture and furnishings		
8.	Bedroom #4 furniture and furnishings		
9.	Dining room furniture and furnishings		
10.	Kitchen appliances, dishware, cookware, etc.		
11.	Home electronics (TV, DVD player, VCR, and systems, etc.)		
12.	Washer/dryer		
13.	Home office furniture/equipment		
14.	Outdoor furniture/tools		
15.	Property in storage		
16.	Total of lines 4 Through 15		

<u>Type of Property</u>	<u>Value</u>	<u>Description</u>
Books, pictures and collectibles, DVDs, records, tapes, CDs, games		
Clothing		
Furs and Jewelry		
Firearms, sport & hobby equipment		
Interests in insurance policies		
Annuities (regular payments from an insurance policy or pension plan)		
Pension, Profit Sharing, 401(k), IRA		
Stock and Interests in business		
Government and corporate bonds		
Anyone owe you alimony, maintenance or other support?		
Anyone owe you money? (Include product liability, medical malpractice or accident claims, personal loans to friends, etc.)		
Equitable or future interests		
Are you the beneficiary of a deceased person's estate?		
Patents, copyrights, licenses and franchises		
Boats and aircraft		
Office equipment and machinery, inventory		
Animals		
Farm Equipment		
Property held for you by someone else?		
Any other property anywhere of any type		

PAST LEGAL HISTORY

Have you ever filed a Chapter 7, Chapter 13, or any type of bankruptcy before? _____
 If yes, please fill in the information below.

TYPE OF BANKRUPTCY	DATE FILED	WHERE AND WHEN WAS IT FILED	WAS CASE COMPLETED & YOU RECEIVED A DISCHARGE? DATE ?	WAS CASE DISMISSED BEFORE COMPLETION? IF SO WHEN	CASE NO.	FORMER BANKRUPTCY ATTORNEY

Has a lawsuit ever been filed against you? _____ If yes, please fill in the information below.

LAWSUIT FILED AGAINST YOU BY WHOM?	REASON FOR LAWSUIT AND DATE LAWSUIT WAS SERVED ON YOU	COUNTY WHERE FILED	CASE NUMBER	STATUS NOW

Have your wages or your bank account ever been garnished or levied upon? _____
 If yes, please fill in the information below.

WHO IS GARNISHING?	WHEN DID GARNISHMENT BEGIN?	IS GARNISHMENT ON-GOING?	WHO IS PLAINTIFF'S LAWYER?

Have you ever had a house foreclosed on? _____ If yes, please fill in the information below.

MORTGAGE COMPANY/LENDER	FORECLOSING LAW FIRM	WHEN WAS HOUSE SOLD	ADDRESS OF FORECLOSED PROPERTY	CURRENT STATUS

Have you ever had a vehicle repossessed? _____ If yes, please fill in the information below.

CAR FINANCE COMPANY	WHEN WAS VEHICLE SEIZED	VEHICLE MAKE AND MODEL	HAVE YOU RECEIVED NOTICE THAT YOU STILL OWE MONEY ON THE VEHICLE?

_____ Debtor

_____ Spouse