



## Documents Needed to Prepare your Chapter 7 & Chapter 13 Petition

### Documents to provide with your Client Questionnaire:

1. Paycheck stubs or proof of income (e.g. Social Security: Disability, Pension, Retirement, Child Support, etc) for the past seven months. (Please provide copies ongoing as you get them until case is settled.)
2. Tax returns, both State and Federal for most recent year.
3. Copies of W-2s for most recent year.
4. Paperwork for lawsuits, seizures, garnishments, judgments, directly or indirectly affecting you.
5. List of all tax authorities you owe money (see the information needed under number 8).
6. Social Security card and valid picture ID (preferably drivers license). NOTE: YOU MUST HAVE ORIGINALS AT COURT FOR 341 MEETING OR IT WILL BE CANCELLED.

### Additional document to gather for your use in completing your Client Questionnaire. Please keep these documents handy in your personal file as they may be needed at some point in the process.

7. Credit report for spouse or former spouse if there are co-debts or joint debts (or jointly owned assets).
8. Creditors – List all creditors including the name, complete address with zip code, account number, date the account was opened and the balance. (Note: If an account has been referred to a collection agency or attorney, please also write the name address with the respective creditor.)
9. Insurance for home(s) and vehicle(s) – proof of insurance with loss payee (the mortgage company) information, preferably the declaration sheet.
10. Loan documents for home(s) with copy of appraisal if any were done.
11. Loan document for any other loan taken out (e.g. finance companies, credit unions, banks).
12. Contracts or Lease – provide paperwork
13. Loans with a co-debtor (co-signer) – Please provide a list co-debtor's name, address and creditor's information as stated on 8.
14. Inheritance property - (if any) (e.g. will succession, etc.).
15. Divorced - a copy of the judgment of divorce and property settlement.
16. Life Insurance - information about the cash value on the policy.
17. Child Support – if you are receiving or paying child support please provide court order information.
18. Security Deposits – please provide security deposit information for any utility company or landlord including the amount, the name and address of who is holding the deposit.
19. Student Loans – (Note: See #4 above).
20. Closed financial Accounts (checking, savings, Christmas Club, safe deposit box, etc.) you need a copy of the last statement showing date and balance. You will also need to explain how the funds were used.
21. Previous Bankruptcies – If you filed a bankruptcy case in the last 8 years, you will need the case number, filing date and status.

### Chapter 13 ONLY

Utility Usage – Print out payments for the last 12 months for light, water, sewer.

Medical Costs – determine costs for doctors, dentists, prescriptions and any over the counter medication and/or vitamins for you and your family (Note: You may obtain a printout form pharmacies or store).