

YOU MUST HAVE THE FOLLOWING DOCUMENTS READY TO GIVE TO YOUR VOLUNTEER ATTORNEY.

Please gather ALL documents in this checklist that match your situation.

BANKRUPTCY DOCUMENTS

- _____ CREDIT REPORTS (see handout for instructions on getting free credit reports)
- _____ List of personal property you own (Please complete the enclosed "List of Property" chart)
- _____ List of monthly expenses (Please complete the enclosed "Monthly Expenses" chart)

TAXES

- _____ TAXES (Most recent year of Federal & State)

[Please cross out or remove your social security number to protect your private information].

IF YOU OWN HOUSING and/or OTHER PROPERTY (Land, Cabin, etc.)

- _____ MORTGAGE (Original paperwork & current statement)
- _____ DEED
- _____ PROPERTY TAX STATEMENT (County Tax Assessment)
- _____ 2nd MORTGAGES (Current statement)

COURT DOCUMENTS

- _____ COURT RECORDS (Judgments, etc.)
- _____ COLLECTIONS Efforts Underway Involving Court Action (garnishments)

INCOME & ASSETS

[Please cross out or remove your social security number to protect your private information]

- _____ PAY STUBS (6 full months plus current month)
- _____ Social Security (SSI/SSDI)
- _____ Unemployment

- _____ ALL OTHER SOURCES OF INCOME (for example: welfare, child support, alimony, worker's compensation, VA benefits, financial help from friends and family)
- _____ BANK RECORDS (3 months of statements from all accounts)
- _____ BANK RECORDS FOR THE DAY OF FILING (all accounts)
- _____ STOCKS, BONDS & INVESTMENTS (3 months of statements)
- _____ RETIREMENT FUNDS & PENSIONS OF ANY TYPE (Current statement)
- _____ CASH ON HAND (money at home or in wallet, etc., but not in a bank account)
- _____ WHOLE LIFE INSURANCE POLICY (Policy that has a cash value you can cash-out)
- _____ COPIES OF TITLES (To any property having a title of ownership)

DEBTS & BILLS

- _____ CURRENT CREDIT CARD STATEMENTS
- _____ COLLECTIONS LETTERS
- _____ CAR LOANS (Most recent statement)
- _____ CAR LEASE (Lease & most recent statement)
- _____ ALL OTHER DEBTS (Get current statement for each)

CATCH-ALL CATEGORY

- _____ ANYTHING ELSE that you feel is missing from the above lists
- _____ CLAIMS OTHERS HAVE AGAINST YOU THAT YOU FEEL ARE FALSE AND MAYBE NOT WORTH MENTIONING (DON'T SKIP THESE!)