FREE CLIENT INTAKE FORMS

These forms were originally developed by Victoria Ring back in 1999 when she worked for a law firm in Ohio. It took 100s of client intake interviews to perfect them, but they have proven to benefit law firms across the United States. Victoria provides them free of charge to all bankruptcy attorneys in order to help them improve their operations.

In addition, Victoria Ring provides a wide variety of services specifically to meet the needs of Chapter 7 and 13 debtor bankruptcy attorneys. One popular service is Bankruptcy Paralegal Services through preparation of your client’s petitions. Here is how it works:

1. Have your client read the instructions and fill out the forms in this package.

2. Return the following to us:
   a. Client Intake Forms filled out by clients
   b. Credit Counseling Certificate
   c. 6 Months of pay stubs or other proof of income

3. We will contact you upon receipt to obtain your attorney bar number and other information for the bankruptcy petition. At that time, we will also discuss our fees and obtain your approval before performing any work.

4. Upon approval, we will prepare your petition and send you a Summary sheet. Our service also includes a client intake interview (to obtain more information for completion of the petition) as well as electronic filing of your petition.

5. In addition, we also stay with you throughout the petition process. If there should be a need to amend the schedules, we will prepare them for you.

Get started now. We look forward to working with you.

CONTACT INFORMATION:

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Chapter713Training.Com
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Colorado Springs, CO 80906
Office: 719-375-1504
Fax: 719-325-8332
Cell: 719-659-0743
http://www.chapter713training.com
http://www.mybankruptcyschool.com
IMPORTANT
Instructions For Filling Out Client Intake Forms

Your Assets

Everything you have in your possession, from the coffee pot to the house you live in (and everything in between) is an asset. Even if you still owe money to a creditor, the asset you are paying for is still in your possession and its value must be disclosed when you are filing bankruptcy. Your attorney may be able to help you estimate the value of some property, but in most cases, values can be obtained by you from current mortgage statements, receipts and even bank records.

VERY IMPORTANT

The extra time you spend in providing detailed answers to the questions on these Client Intake Forms will prevent your case from being delayed. If you do not provide the answers, we will need to speak with you at a later time to obtain the information anyway. So please take the time now and do not allow your case to be delayed over a few unanswered questions.

Please provide COMPLETE addresses

Providing the complete names and addresses for every debt you owe (as well as the company collecting for this debt [if applicable]) is extremely important. Without this crucial information, the company you owe money to may not be properly notified by the court and the debt may not be eligible for discharge. Additionally, in some instances, it can even be considered “fraud” not to provide complete mailing addresses for all creditors because it denies a creditor the right to file a Proof of Claim or Motion for Relief from Stay in a timely manner and could even delay the discharge of your bankruptcy case.

What if you don’t know the address of the company you owe money to?

If you or your attorney requested a credit report before filling out these Client Intake Forms, the credit report may or may not contain all the addresses you need to properly complete the debt sheets. You have the right to request one FREE credit report a year online at https://www.annualcreditreport.com/ This 3-in-1 report contains addresses and other detailed information not provided in other credit reports.

However to help you in locating addresses for creditors, the best place to start is to call the toll-free national information line at 1-800-555-1212 and see if a toll-free number is listed under the company’s name. If not, you may need to look in your phone directory or do an online search from Google at http://www.google.com which we found to be the fastest method of locating current name and address information for companies.

Listing the address of the original company you owe money to as well as the collection agency collecting on the debt is also just as important. By doing this, all parties concerned with the debt are notified by the court and it will greatly aide in deceasing all collection phone calls you may be currently receiving.

What do you do after you have retained an attorney but the credit collectors continue to call you?

Provide the credit collector with the name and telephone number of your bankruptcy attorney. If you have a case number you can provide that also. But do NOT provide any other information whatsoever. Allow your attorney to deal with the creditor. That is what you hired him or her for - to represent you.

Other Tips for Filling Out the Debt Sheets:

- Make sure all company names are spelled out. (For example, instead of writing “HSB” for a company name, write out the words “Home Secure Bank” or whatever the case may be.)
- Make sure the street address is readable and any abbreviations are spelled out.

Forms developed by Victoria Ring ✨ Visit us online at http://www.chapter713training.com
• Make sure the city, state, and ZIP are included for all addresses. If the zip code is not known, it can be obtained online: http://www.usps.com.

• Make sure all the information for each creditor is completely filled in. Every piece of this information is important in preparing a detailed bankruptcy petition for you. If you do not know the exact date you made a debt, or charged on the account, a “year” is sufficient. The “year” can also be within a 2-year time frame. Not providing dates or years will delay the processing of your petition as we must contact you to obtain the information.

• For the “last date charged on this account” line, do not provide the last date you received a statement. We are only interested in the last date you actually made a purchase using this particular charge account.

Means Test Page

To meet the requirement of the changes in the bankruptcy law on October 17, 2005 - you are now required to pass a Means Test to determine if you are eligible to file a Chapter 7 or 13.

In order to make this determination, the court requires that you provide the amount of income you earned for the last 6 months. Even if your income has drastically increased or decreased recently, the amount of income you received is still disclosed on the Means Test. This information may or may not be the same for the form named “Income History for You Page” (see below.)

Income History for You

An often overlooked piece of vital information we need on the Income History for You form is your year-to-date income, plus the income you made in the last 2 years. This question appears right below your name on the form page. Your year-to-date income should appear on your recent pay-check stub. However, if you have had more than one employer this year, you will need to provide us with the TOTAL amount of income you made working for ALL employers.

In addition, if you also receive (or have received) another type of income (child support, unemployment, social security, pension, etc.) within the past 2 years, turn the page over (or use an additional sheet of paper) and provide the income for this year and the last 2 years for each separate type of income.

Social security income is not considered to be income under the bankruptcy law but your attorney still needs to have this information available in your file for reference purposes.

Statement of Affairs Form

Make sure that every box is answered with either a “yes” or “no” on the Statement of Affairs forms within this package. These pages serve as a written statement concerning your current financial condition. If a box is left unanswered, you will need to provide a written statement that specifically answers this question before your petition can be finalized. Please double-check and make sure you have answered every question on the form pages titled “Statement of Affairs.”

In addition, if any question on the Statement of Affairs forms is answered “yes,” it is extremely important that you fill in all the required information under the question you checked “yes” to. For instance, some people check “yes” to the item on the Statement of Affairs referring to previous addresses; however, they do not include the city, state and zip code of the address they lived at. Or, if a car has been repossessed, don’t just call it a “car” but provide the make, model and year. It is important for you to be as detailed as possible when answering any question “yes.” Also, if you run out of room, turn the paper over and write on the back. The higher level of detail you provide at this initial stage will greatly aide in moving your case along at a fast pace and prevent long delays and additional paperwork later down the road.

Motor Vehicles

Please remember to ALWAYS provide the make, model and year of your motor vehicle. We must obtain market values of all motor vehicles from the Blue or Black Book for the bankruptcy court. We need all the information on the vehicle, including the present mileage to obtain the correct market value. Example: 2001 Kia should be 2001 Kia Rio, or 2001 Kia Spectra, or whatever the case may be. Simply writing the word “car”
does not tell us anything and delays the filing of your bankruptcy petition.

Court Documents

If you have been involved in a court proceeding of any type within the past 12 months, including a foreclosure, wage garnishment, traffic tickets, other fines, lawsuits, judgments for debt collection, etc. -- we need to know the following information, which can be obtained directly from the court pleading you received in the mail:

- Court Heading -- (example: John Doe, Plaintiff - vs - Jane Doe, Defendant)
- Case Number
- Name and address of court where document was filed
- Date document was filed with the court
- Names and complete addresses of any attorneys or parties involved with the case (including the Plaintiff)
- Current status -- Has a hearing already taken place? If so, what was the result? If the hearing has not taken place and a decision has not been reached yet, provide the date of the court hearing and let us know if the case is still “pending.”

You may find it easier to simply make a copy of the court document and include it with your Client Intake Forms when you return them to your attorney.

If you no longer have a copy of the court pleading that provides this information, you may be able to go online and get a copy. Go to a search engine like Google at http://www.google.com. Type in a search for your county (example: Franklin County Ohio). If your county is online, you can normally do a simple search by your last name and locate public records that may be helpful in locating the information needed for your bankruptcy petition.

Contracts

Contracts you have may include cell phones, a lease for an automobile or even a contract you entered into with another party to pay back a debt. Be sure to provide the following:

- The date or year the contract began;
- How many months the contract is for;
- How much you pay per month (installment payment);
- If you want to continue paying the contract or not assume the lease; and
- Any details about this contract (lease).

Summary

Thank you for taking the time to read these important instructions before filling out the Client Intake Forms. We understand that filing bankruptcy is not something people enjoy doing. In fact, we know this is a stressful time in your life. However, we want to make the experience as easy as possible. The only way we can do this is to obtain all the information that is needed for the attorney to represent you in court.

Thank you for taking the extra steps necessary to help us make this time in your life a little less stressful. And please do not hesitate to call our office if we can assist you in any way. We sincerely hope you are happy with our law firm and will want to recommend us to others.

Famous People who filed bankruptcy:

1871 - Phineas Taylor Barnum (Barnum and Bailey’s Circus)
1872 - Mathew Brady (famous photographer)
1875 - Henry John Heinz (Heinz catsup developer)
1884 - Henry Ford (automobile manufacturer)
1892 - Milton Snavely Hershey (Hershey chocolate)
1894 - Mark Twain (famous writer)
1962 - Mickey Rooney (famous actor)
1988 - Jerry Lee Lewis (famous singer)
1991 - Johnny Unitas (famous quarterback)
1992 - Debbie Reynolds (famous singer)
1992 - Wayne Newton (famous singer)
1993 - Kim Basinger (famous actress)
1996 - Burt Reynolds (famous actor)
1996 - MC Hammer (famous singer)
1999 - Sherman Hemsley (George Jefferson on the hit 1970s TV show)
2000 - Marjorie Margolies Mezvinsky (U.S. House of Representatives)

* Online Source: Thomson-West, an article by Laura J. Margulies of Laura J. Margulies & Associates LLC
GENERAL INFORMATION

Please fill out ALL the information requested in these forms. If a question or section does NOT apply to you, write “N/A” in the space. (N/A means “not applicable.”) The more information you provide in these forms, the faster your bankruptcy petition can be prepared. There will be a delay if we need to verify or obtain more information concerning a specific asset, debt or creditor; so please provide as much detail as you can and fill in ALL the information requested on these forms. Thank you for taking the time to be thorough and complete, resulting in faster turnaround.

<table>
<thead>
<tr>
<th>Name, First</th>
<th>Middle (spell out)</th>
<th>Last</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social Security Number</td>
<td>Date of Birth</td>
<td></td>
</tr>
<tr>
<td>Street Address</td>
<td></td>
<td></td>
</tr>
<tr>
<td>City</td>
<td>State</td>
<td>Zip</td>
</tr>
<tr>
<td>County of Residence</td>
<td>Length of Time at This Address</td>
<td></td>
</tr>
<tr>
<td>Home Phone</td>
<td>Other Phone</td>
<td></td>
</tr>
<tr>
<td>Email address</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

MAILING ADDRESS - If you would like any correspondence by the bankruptcy court to be sent to a different mailing address than the physical address you provided above (i.e, PO Box, etc.), please provide that address below:

INFORMATION ABOUT YOUR SPOUSE

<table>
<thead>
<tr>
<th>SPOUSE, First Name</th>
<th>Middle (spell out)</th>
<th>Last</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social Security Number</td>
<td>Date of Birth</td>
<td></td>
</tr>
<tr>
<td>Address (if living separately)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>City</td>
<td>State</td>
<td>Zip</td>
</tr>
</tbody>
</table>

Have you resided in the same county for at least 180 days (6 months)? □ Yes □ No
If not, where have you resided?
Are you filing this bankruptcy petition with your spouse? □ Yes □ No
If “no” please check one: □ Unmarried □ Spouse filing separately □ Other Reason
Have you filed bankruptcy within the last eight (8) years? □ Yes □ No
If “yes” provide date(s):
Have you met the Debt Counseling requirement for your state? Please check one of the choices below:
□ Counseling not completed □ Received counseling within the past 180 days □ Request waiver □ Does not apply to my district

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GENERAL INFORMATION (continued)

☐ Check this box if you are a disabled veteran with debts incurred primarily during active duty or homeland defense.

DEPENDENTS

<table>
<thead>
<tr>
<th>Name</th>
<th>Age</th>
<th>Relationship to You</th>
<th>Is this person/child living with you?</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td>☐ YES ☐ NO</td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td>☐ YES ☐ NO</td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
<td>☐ YES ☐ NO</td>
</tr>
<tr>
<td>4.</td>
<td></td>
<td></td>
<td>☐ YES ☐ NO</td>
</tr>
</tbody>
</table>

OTHER INFORMATION

Has either you or your spouse been known by any other name during the past 8 years? ☐ Yes ☐ No
(Example: maiden name, last name from previous marriage, legal name change, etc.)
If yes, write the NAME KNOWN AS and DATE(S) THIS NAME WAS USED below:

Name Used __________________________ Dates Used ______ thru _____________
Name Used __________________________ Dates Used ______ thru _____________

Has your income significantly increased or decreased during the past six (6) months? If so, please provide details below:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

CREDIT COUNSELING

The bankruptcy code requires that you obtain a Credit Counseling Certificate before you file bankruptcy. If not directed by your attorney, you can complete this requirement online at http://www.cricketdebt.com

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YOUR REAL ESTATE

☐ Check this box if you have a homestead exemption that exceeds $125,000.00

PRINT OUT ADDITIONAL PAGES FOR EVERY SEPARATE PIECE OF REAL ESTATE THAT YOU OWN.

Check the type of real estate you own: ☐ House ☐ Condominium ☐ Vacant Lot ☐ Other

Name(s) on Deed

Address of Real Estate

Description of Real Estate: (example: 1,250 square foot home with 2 bedrooms, 2 baths, attached 2-car garage situated on 2 acres of ground with outbuildings.)

Name of Mortgage Company

Address

City State Zip

Account Number Date obtained this mortgage?

What are the monthly payments? $ What is the pay-off amount on this mortgage? $

Are you behind in payments? ☐ YES ☐ NO If so, what months? 

What interest rate do you pay? _____ % Amount to catch up back payments? $

What year was your real estate last appraised? ______ What was the appraised value? $

Do you have a second mortgage on the real estate? ☐ YES ☐ NO Intention: ☐ KEEP ☐ SURRENDER

SECOND MORTGAGE INFORMATION (IF APPLICABLE)

Name of Mortgage Company

Address

City State Zip

Account Number Date obtained this mortgage?

What are the monthly payments? $ What is the pay-off amount on this mortgage? $

Are you behind in payments? ☐ YES ☐ NO If so, what months? 

What interest rate do you pay? _____ % Amount to catch up back payments? $

COLLECTION INFORMATION (IF APPLICABLE)

Name of Collector or Attorney

Address

City State Zip

Is this real estate in the process of foreclosure or replevin action? ☐ YES ☐ NO

If in collection, please provide a copy of the court documents you were served.

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**YOUR MOBILE HOME**

PRINT OUT ADDITIONAL PAGES FOR EVERY MOBILE HOMES THAT YOU OWN.

Name(s) on Title __________________________________________

Address of Mobile Home ______________________________________

Are the wheels completely removed from your mobile home and it is attached to the ground?  **YES**  **NO**

Does your mobile home sit in a mobile home park?  **YES**  **NO**  What is the monthly lot rent?  $__________

Does your mobile home sit on a piece of ground you own?  **YES**  **NO**  Size of ground __________

Do you make separate payments for the ground your mobile home sits on?  ____________________________

If so, explain: ________________________________________________________________________

If you own the ground free and clear, what is the resell value for this piece of ground?  __________________

Description of Mobile Home: (example: 28x40 doublewide, 2 bedrooms, 1 bath, on wheels with skirting and steps and 1 outbuilding shed, situated in mobile home park.) __________________________

Name of Mortgage Company ________________________________

Address _______________________________________________________________________________

City ___________________________ State ___________ Zip ___________

Account Number __________________________ Date obtained this mortgage? _______________________

What are the monthly payments?  $__________ What is the pay-off amount on this mortgage?  $__________

Are you behind in payments?  **YES**  **NO**  If so, what months? ____________________________

What interest rate do you pay?  ______%  Amount to catch up back payments?  $__________

What year was your mobile home last appraised?  _______ What was the appraised value?  $__________

Do you have a second mortgage on this mobile home?  **YES**  **NO**

<table>
<thead>
<tr>
<th>SECOND MORTGAGE INFORMATION (IF APPLICABLE)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Mortgage Company</td>
</tr>
<tr>
<td>Address _______________________________________________________________________________</td>
</tr>
</tbody>
</table>
| City ___________________________ State ___________ Zip ___________
| Account Number __________________________ Date obtained this mortgage? _______________________
| What are the monthly payments?  $__________ What is the pay-off amount on this mortgage?  $__________
| Are you behind in payments?  **YES**  **NO**  If so, what months? ____________________________
| What interest rate do you pay?  ______%  Amount to catch up back payments?  $__________ |

<table>
<thead>
<tr>
<th>COLLECTION INFORMATION (IF APPLICABLE)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Collector or Attorney</td>
</tr>
<tr>
<td>Address ______________________________________________________________________________</td>
</tr>
</tbody>
</table>
| City ___________________________ State ___________ Zip ___________

If in collection, please provide a copy of the court documents you were served.

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YOUR HOUSEHOLD INVENTORY

Please check the items below that you currently have in your home. Then, provide the Yard Sale Value of each item -- NOT the replacement cost.

Yard Sale Value

☐ Stove/Cooking Unit $ ________________
☐ Refrigerator $ ________________
☐ Washer/Dryer $ ________________
☐ Microwave $ ________________
☐ Cooking Utensils $ ________________
☐ Silverware/Flatware $ ________________
☐ Cookware (Pots/Pans) $ ________________
☐ Living Room Furniture $ ________________
☐ Dining Room Furniture $ ________________
☐ Tables and Chairs $ ________________
☐ Televisions(s) $ ________________
☐ VCR(s) $ ________________
☐ DVD(s) $ ________________
☐ Compact Disks $ ________________
☐ All Other Stereo Equipment $ ________________

☐ Paintings/Art $ ________________
Describe item(s): __________________________

☐ Carpenters Tools $ ________________
Describe item(s): __________________________

☐ Mechanics Tools $ ________________
Describe item(s): __________________________

☐ Guns and Firearms $ ________________
Describe item(s): __________________________

☐ Bedroom Furniture $ ________________
☐ Dressers/Nightstands $ ________________
☐ Lamps and Accessories $ ________________
☐ Wedding Rings $ ________________
☐ Other Jewelry/Watches $ ________________

☐ Lawnmower $ ________________
☐ Boats $ ________________
☐ Trailers $ ________________
☐ Campers $ ________________
☐ Yard Tools/Equipment $ ________________
☐ Swimming Pool $ ________________
☐ Cell Phones $ ________________

OTHER ASSETS

☐ Rent deposit with landlord $ ________________
Name of Landlord _________________________
Address _________________________________
City _____________State _____ Zip __________

☐ Government Bonds $ ________________
☐ Certificate of Deposits $ ________________
☐ Copyrights/Patents $ ________________
☐ Aircraft $ ________________
☐ Interests in education IRA $ ________________
☐ Customer lists $ ________________

☐ Collectibles $ ________________
Describe item(s): __________________________

☐ Photography Equipment $ ________________
☐ Satellite Disks $ ________________
☐ All Clothing $ ________________
(including shoes, coats, hats, etc.)

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# YOUR MOTOR VEHICLES

Motor vehicles include cars, trucks, SUV’s, motorcycles, mobile homes, boats, trailers, campers, etc. that are **TITLED IN YOU (OR YOUR SPOUSE’S NAME)**. Print out more sheets if you own more than 2 vehicles.

<table>
<thead>
<tr>
<th>Type:</th>
<th>□ Automobile</th>
<th>□ Truck</th>
<th>□ Motorcycle</th>
<th>□ Mobile Home (Title Only)</th>
<th>□ Other:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year</td>
<td></td>
<td>Make</td>
<td>Model</td>
<td>Style</td>
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</tbody>
</table>

**Condition**  
□ Excellent  □ Good  □ Fair  □ Poor  □ Not Running

**Mileage**

**Name(s) on vehicle title?**

**Is vehicle leased?** □ YES  □ NO  If yes, what is the “buy out” on the lease? _____________________________

**Name of company you make payments to for this vehicle:** _____________________________

**Address**

City _____________________________  State _____________________________  Zip _____________________________

**Account Number** _____________________________  **Date Established Loan** _____________________________

**Monthly Payment** $ ____________  **How many months are you behind in payments?** _____________________________

**What is the “pay off” amount on this vehicle?** $ ____________  **Check one: □ Keep □ Surrender**

**Have you went to a loan company and listed this vehicle as collateral for a personal loan?** □ YES  □ NO

If so, **name of loan company for personal loan:** _____________________________

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<table>
<thead>
<tr>
<th>Type:</th>
<th>□ Automobile</th>
<th>□ Truck</th>
<th>□ Motorcycle</th>
<th>□ Mobile Home (Title Only)</th>
<th>□ Other:</th>
</tr>
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<tr>
<td>Year</td>
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<td>Make</td>
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**Address**

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If so, **name of loan company for personal loan:** _____________________________

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**Forms developed by Victoria Ring**  
Visit us online at http://www.chapter713training.com
# DEBT SHEET 1 OF 5

- PRINT OUT MORE PAGES IF YOU HAVE MORE THAN 15 TOTAL DEBTS.
- DO NOT JUST LIST DEBTS YOU WANT TO INCLUDE -- BUT EVERY DEBT YOU OWE, EVEN LOAN FROM RELATIVES

<table>
<thead>
<tr>
<th>Name of Creditor</th>
<th>Address</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
<th>Total amount you owe on this debt</th>
<th>Account No:</th>
</tr>
</thead>
<tbody>
<tr>
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<td></td>
<td></td>
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Date (or year) you originally obtained this debt or established credit:

If this debt is for a credit card, what date (or year) did you last make a purchase?

What is this debt for?  
- Medical
- Credit Card
- Loan
- Other

Who is financially responsible for this debt?  
- HUSBAND
- WIFE
- BOTH
- OTHER

Has this debt been turned over to a collection agency?  
- YES
- NO

Name of collection agency or law firm:

<table>
<thead>
<tr>
<th>Address</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
<tbody>
<tr>
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- Credit Card
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</tbody>
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Account No:

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What is this debt for?  
- Medical
- Credit Card
- Loan
- Other

Who is financially responsible for this debt?  
- HUSBAND
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- BOTH
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Has this debt been turned over to a collection agency?  
- YES
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DEBT SHEET 5 OF 5

- PRINT OUT MORE PAGES IF YOU HAVE MORE THAN 15 TOTAL DEBTS.
- DO NOT JUST LIST DEBTS YOU WANT TO INCLUDE -- BUT EVERY DEBT YOU OWE, EVEN LOAN FROM RELATIVES

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Name of collection agency or law firm __________________________

Address _________________________________________________________

City ______________________ State __________ Zip ________________

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INCOME HISTORY FOR YOU

Your Name as listed on your current paycheck stub: ________________________________

Year-to-Date Total for this current year? ________________________________

VERY IMPORTANT: Gross Income last year ____________ Gross Income 2 Yrs Ago __________

Employer’s Name ________________________________

Address ________________________________________________

City, State, Zip ________________________________

Telephone Number ______________________________________

Length of Time at This Job?__________ Years ________ Months ________________

Job Title (do not abbreviate) ______________________________________

How often do you get paid? (circle or check one)

☐ every week ☐ bi-weekly (sometimes I get paid 3 times a month ☐ once a month

☐ semi-monthly (on the same 2 days of each month)

What is your “average” gross wages before deductions? ________________________________

How much “average” extra money do you receive in overtime and commissions per pay period? ________________________________

What is the total amount of taxes deducted (FICA, Federal, State, Local) from your paycheck? ________________________________

How much Insurance is deducted from your paycheck? ________ How much in Union Dues? ________

How much do you pay in Alimony or Child Support if any? ________ Are you court ordered to pay this? ☐ YES ☐ NO

Are there any other deductions from your paycheck? ☐ YES ☐ NO If yes, how much? ________________________________

What is this “other” deduction for? ________________________________ If 401K Plan, how long have you participated? ________________________________

How much additional income do you make monthly from a business, flea market, etc? ________________________________

Monthly Income from real property (rentals) ____________ Monthly Interests and Dividends ____________

Monthly Alimony or Child Support received ____________ Monthly Social Security ____________

Monthly Government Assistance ____________ Monthly Food Stamps ____________

Monthly Public Assistance ____________ Monthly Pension or Retirement ____________

Other Income (Reason and amount received monthly)? ________________________________

Do you have a second job? ☐ YES ☐ NO If yes, name of employer: ________________________________

Address ________________________________________________

City, State, Zip ________________________________

Telephone Number ______________________________________

Length of Time at This Job?__________ Job Title ______________________________________

How often do you get paid? (check one)

☐ every week ☐ bi-weekly (sometimes I get paid 3 times a month ☐ once a month

☐ semi-monthly (on the same 2 days of each month)

What is your “average” gross wages before deductions? ________________________________

Do you receive any income from a home-based business? ☐ YES ☐ NO How much per month? ____________
INCOME HISTORY FOR YOUR SPOUSE

Your Name as listed on your current paycheck stub: ________________________________

Year-to-Date Total for this current year? ________________________________________

VERY IMPORTANT: Gross Income last year ______________ Gross Income 2 Yrs Ago __________

Employer’s Name ____________________________________________________________

Address ___________________________________________________________________

City, State, Zip _____________________________________________________________

Telephone Number __________________________________________________________

Length of Time at This Job?__________ Years ________ Months ________________

Job Title (do not abbreviate) _________________________________________________

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What is this “other” deduction for? If 401K Plan, how long have you participated? ________________

How much additional income do you make monthly from a business, flea market, etc? __________________________

Monthly Income from real property (rentals) ______________ Monthly Interests and Dividends ______________

Monthly Alimony or Child Support received ______________ Monthly Social Security ______________

Monthly Government Assistance ______________ Monthly Food Stamps ______________

Monthly Public Assistance ______________ Monthly Pension or Retirement ______________

Other Income (Reason and amount received monthly)? __________________________________________

Do you have a second job? ☐ YES ☐ NO If yes, name of employer: __________________________

Address _________________________________________________________________

City, State, Zip _____________________________________________________________

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Length of Time at This Job?__________ Job Title ________________________________

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What is your “average” gross wages before deductions? ____________________________

Do you receive any income from a home-based business? ☐ YES ☐ NO How much per month? ______________

__________________________________________________________________________

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BUSINESS OWNERS

If you have been self-employed during the past 12 months, please list below the normal income and expenses your business generated for an average month. If you did not have an average monthly income due to extreme highs and lows in your business, estimate your total yearly income and divide by 12 to get the average monthly income. Use the same method of determining your average monthly expenses and enter those figures into the spaces below:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Average monthly business income</td>
<td>$</td>
</tr>
<tr>
<td>Did you withhold any earnings for tax purposes?</td>
<td>Yes □ No □</td>
</tr>
<tr>
<td>If yes, how much did you withhold monthly?</td>
<td>$</td>
</tr>
<tr>
<td>Average monthly business expenses (if applicable)</td>
<td>$</td>
</tr>
<tr>
<td>Rent and utilities</td>
<td>$</td>
</tr>
<tr>
<td>Office Supplies</td>
<td>$</td>
</tr>
<tr>
<td>Product Supplies</td>
<td>$</td>
</tr>
<tr>
<td>Wages</td>
<td>$</td>
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<tr>
<td>Equipment Leases</td>
<td>$</td>
</tr>
<tr>
<td>Other Business Leases</td>
<td>$</td>
</tr>
<tr>
<td>Other</td>
<td>$</td>
</tr>
<tr>
<td>Total Average Monthly Income</td>
<td>$</td>
</tr>
<tr>
<td>Total Average Monthly Expenses</td>
<td>$</td>
</tr>
<tr>
<td>Average Monthly Business Profit</td>
<td>$</td>
</tr>
<tr>
<td>Did you file income taxes for the years you operated your business?</td>
<td>Yes □ No □</td>
</tr>
<tr>
<td>If not, what years did you NOT file taxes?</td>
<td></td>
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MONTHLY BUDGET

This form is necessary to determine how much you spend each month on living expenses. Be sure to write in the MONTHLY (not yearly) amounts in the spaces below each expenditure. For utilities, your bill may be higher in the winter than in the summer, so write an amount that is “average” covering the whole 12 month period.

**Housing Expenses**

<table>
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</thead>
<tbody>
<tr>
<td>Rent (if you do not own your home)</td>
<td>$______</td>
</tr>
<tr>
<td>First Mortgage payment or mobile home monthly payment</td>
<td>$______</td>
</tr>
<tr>
<td>Second mortgage (if applicable)</td>
<td>$______</td>
</tr>
<tr>
<td>Third mortgage (if applicable)</td>
<td>$______</td>
</tr>
<tr>
<td>Lot Payment (if applicable)</td>
<td>$______</td>
</tr>
</tbody>
</table>

- **Are real estate taxes included in your mortgage payment?**
  - Yes
  - No $______

- **Taxes not included in house payment**
  - Yes $______
  - No $______

**Utilities (Normal Monthly Average)**

<table>
<thead>
<tr>
<th>Utility</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electricity and Gas</td>
<td>$______</td>
</tr>
<tr>
<td>Water</td>
<td>$______</td>
</tr>
<tr>
<td>Telephone (Basic Service)</td>
<td>$______</td>
</tr>
<tr>
<td>Trash Pick-Up</td>
<td>$______</td>
</tr>
</tbody>
</table>

**Basic Needs**

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home Maintenance (home owners)</td>
<td>$______</td>
</tr>
<tr>
<td>Food (Monthly)</td>
<td>$______</td>
</tr>
<tr>
<td>Clothing (Monthly Expense)</td>
<td>$______</td>
</tr>
<tr>
<td>Laundry, dry cleaning, soap, etc.</td>
<td>$______</td>
</tr>
<tr>
<td>Medical expenses not paid by insurance</td>
<td>$______</td>
</tr>
</tbody>
</table>

**Transportation**

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gasoline/auto maintenance</td>
<td>$______</td>
</tr>
<tr>
<td>Recreation, Entertainment</td>
<td>$______</td>
</tr>
<tr>
<td>Charitable Giving (if claimed on taxes)</td>
<td>$______</td>
</tr>
</tbody>
</table>

**Insurance**

<table>
<thead>
<tr>
<th>Insurance</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Renters Insurance</td>
<td>$______</td>
</tr>
<tr>
<td>Life Insurance (other than employer)</td>
<td>$______</td>
</tr>
<tr>
<td>Health Insurance (other than employer)</td>
<td>$______</td>
</tr>
<tr>
<td>Automobile Insurance</td>
<td>$______</td>
</tr>
<tr>
<td>Other Insurance</td>
<td>$______</td>
</tr>
</tbody>
</table>

**Taxes**

- **Are any other taxes deducted from your wages?** If so, what type of taxes are they?
  - $______

**Other Expenses**

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alimony or Child Support</td>
<td>$______</td>
</tr>
<tr>
<td>Payments for someone outside your home</td>
<td>$______</td>
</tr>
<tr>
<td>Union Dues (not payroll deducted)</td>
<td>$______</td>
</tr>
<tr>
<td>Professional Dues (not payroll deducted)</td>
<td>$______</td>
</tr>
<tr>
<td>Child Care Expenses</td>
<td>$______</td>
</tr>
<tr>
<td>Babysitter/Day Care Expenses</td>
<td>$______</td>
</tr>
<tr>
<td>School Expenses</td>
<td>$______</td>
</tr>
<tr>
<td>School Lunch Expenses</td>
<td>$______</td>
</tr>
<tr>
<td>College Tuition (Not Loans)</td>
<td>$______</td>
</tr>
<tr>
<td>Student Loan Repayment</td>
<td>$______</td>
</tr>
<tr>
<td>Newspapers, Books, Magazines</td>
<td>$______</td>
</tr>
<tr>
<td>Personal Care Items</td>
<td>$______</td>
</tr>
<tr>
<td>Other</td>
<td>$______</td>
</tr>
<tr>
<td>Other</td>
<td>$______</td>
</tr>
</tbody>
</table>

Use the space below to describe any additional monthly expenses that you must pay out of your pocket that are not covered here. Explain the type of expense, amount of expense and how long you will continue to have this expense:

__________________________
__________________________
__________________________
__________________________
__________________________

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List the names of all spouses (past and present) that you have been married to, as well as the dates you were married to this spouse:

<table>
<thead>
<tr>
<th>Full Name (First, Middle, Last)</th>
<th>Dates Married: From          To</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Have you ever provided a notice to any governmental unit of a Release of Hazardous Materials?

- Yes
- No

If so, list the name and address of every site for which you have provided notice to a governmental unit of a release of Hazardous Material. Indicate the governmental unit to which the notice was sent and the date of the notice.

<table>
<thead>
<tr>
<th>Name/Address of Site</th>
<th>Governmental Unit Notice Sent To</th>
<th>Date Notice Sent to Governmental Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Do you share the ownership of any real property with another person, such as a co-tenancy or joint tenancy? (This does not apply to your spouse.)

- Yes
- No

Name of person

Do you have a future interest in any real estate, such as putting money down on a property you have not purchased yet?

- Yes
- No

If so, provide details:

Do you own or are you buying a time-share in a vacation property or resort?

- Yes
- No

If so, provide details:

Do you have a car, truck, motorcycle, boat or camper in your possession titled in someone else’s name?

- Yes
- No

Year, Make, Model of Vehicle

Whose name is the motor vehicle titled to?

Address

City State Zip

What is this person’s relationship to you?

Why are you holding this property?

---

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STATEMENT OF AFFAIRS (2 of 11)

Are you buying any of your furniture or appliances with installment payments?  ☐ Yes  ☐ No

Description of Item(s)
1. __________________________________________________________ Yard Sale Value __________
2. __________________________________________________________ Yard Sale Value __________
3. __________________________________________________________ Yard Sale Value __________

Name of company you make installment payments to: ____________________________________________

** MAKE SURE TO LIST THESE DEBTS ON THE DEBT SHEETS.

Are you renting-to-own any of your furniture or appliances?  ☐ Yes  ☐ No

Description of Item(s)
1. __________________________________________________________ Yard Sale Value __________
2. __________________________________________________________ Yard Sale Value __________
3. __________________________________________________________ Yard Sale Value __________

Name of company you make installment payments to: ____________________________________________

** MAKE SURE TO LIST THESE DEBTS ON THE DEBT SHEETS.

Have you gone to a loan company or bank and listed any of your furniture, appliances or personal possessions at the time you obtained the loan?  ☐ Yes  ☐ No

Description of Item(s)
1. __________________________________________________________ Yard Sale Value __________
2. __________________________________________________________ Yard Sale Value __________
3. __________________________________________________________ Yard Sale Value __________

Name of company you make installment payments to: ____________________________________________

** MAKE SURE TO LIST THESE DEBTS ON THE DEBT SHEETS.

Do you own or are you buying any tools or equipment that you use for your work?  ☐ Yes  ☐ No

Description of Item(s): __________________________________________________________

Value of the item if sold at a flea market or yard sale: ________________________________________

If making payments on, who do you pay? __________________________________________

** MAKE SURE TO LIST THESE DEBTS ON THE DEBT SHEETS

At present, do you have any inventory (stock in trade) that could be sold for $200 or more in profit?  ☐ Yes  ☐ No

Description of Item(s): __________________________________________________________

Value of the item if sold at a flea market or yard sale: ________________________________________
STATEMENT OF AFFAIRS (3 of 11)

Are you buying any jewelry with installment payments?  ☐ Yes  ☐ No

Description of Item(s)
1. _____________________________________ Yard Sale Value __________
2. _____________________________________ Yard Sale Value __________
3. _____________________________________ Yard Sale Value __________

Name of company you make installment payments to: ______________________________________

** MAKE SURE TO LIST THESE DEBTS ON THE DEBT SHEETS.**

Do you have any animals, livestock or pets you could sell for $200 or more?  ☐ Yes  ☐ No

Description of Animal(s) ________________________________________________

Value of the animals if you had to sell them ______________________________________

Do you have any checking or savings account(s) at this time?  ☐ Yes  ☐ No

Name of Bank _____________________________________________________________

Address of Branch: _________________________________________________________

City ______________ State ___________ Zip __________

Type of account: Checking, Savings or Both? _________________________________

Name(s) on the Account ________________________________

Account Number for Checking ___________________________ Present Balance __________

Account Number for Savings (if applicable) _________________________ Present Balance __________

Name of Second Bank (if applicable) ________________________________

Address of Branch: _________________________________________________________

City ______________ State ___________ Zip __________

Type of account: Checking, Savings or Both? _________________________________

Name(s) on the Account ________________________________

Account Number ___________________________ Present Balance __________

Have you closed any bank accounts within the past two (2) years?  ☐ Yes  ☐ No

Name of Bank _____________________________________________________________

Address of Bank: _________________________________________________________

City __________________________ State ___________ Zip __________

Account Number ___________________________ Date Closed __________ Name on Account __________________

Did you owe a balance when you closed this account?  ☐ Yes  ☐ No  Balance owed: __________

If you did not owe a balance when you closed this account, how much money did you receive? __________
Do you or have you rented a safe deposit box during the past two (2) years?  ☐ Yes  ☐ No
Name of Financial Institution  
Address of Financial Institution  
City  State  Zip  
What are the contents of the safe deposit box?  
What monthly amount do you pay for rental of this deposit box?  
If you no longer have the safe deposit box, what date/year did you surrender it?  
If you transferred the safe deposit box, who did you transfer it to?  

Do you have a Christmas Club Account or any other special purpose accounts?  ☐ Yes  ☐ No
Name of Financial Institution  
Address of Financial Institution  
City  State  Zip  
Type of account:  Account Number  
Name(s) on the Account  Present Balance  

Do you currently have any security deposits being held by a utility company?  ☐ Yes  ☐ No
If yes, what is the amount?  Name of Utility Company:  
Address of Utility Company  
City  State  Zip  
Account Number  Present Balance  
** Remember to include any past-due utility bills that you owe from previous addresses on your Debt Sheets.  

Do you have any life insurance?  ☐ Yes  ☐ No
Name of Insurance Company  
If a “whole life” policy -- what is the current cash value?  
If your life insurance is only payable upon death, what is the face value of the policy?  
Who is the beneficiary?  Relationship  
** If you have other life insurance policies, please list the information above for each one on BACK of this page.  

Do you or your spouse participate in a retirement, 401K or pension plan?  ☐ Yes  ☐ No
Type of pension plan (i.e., 401-K, PERS, etc.)  
When did you first enroll in this plan?  Current cash value:  

---

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STATEMENT OF AFFAIRS (5 of 11)

Have you set up your own separate retirement not provided by employer?  □ Yes  □ No
Name of Financial Institution (if applicable) ________________________________
Amount in this separate retirement account? ____________ Who is the beneficiary? ________________

Will you be receiving retirement benefits from a previous employer within the next six (6) months?  □ Yes  □ No
Date you expect to start receiving retirement benefits: ________________________________

Do you have any stocks, bonds (including savings bonds) or mutual funds?  □ Yes  □ No
Type of bond, stock, mutual fund: ________________________________
Does this bond, stock or mutual fund have a cash value?  □ Yes  □ No  Cash value: ________________

Do you have a cell phone?  □ Yes  □ No
Name of cell phone company ________________________________
Address ________________________________
City ________________________________ State ____________ Zip ________________
Account Number ________________________________ Date contract began ________________________________
Is this a month-to-month contract?  □ Yes  □ No
If not, what is the length of the contract?  □ 1 year  □ 2 years  □ 3 years  □ Other: ________________
What is the normal monthly contract payment? (i.e.: $19.95, $29.95, etc) ________________________________
Do you wish to keep the cell phone and continue paying the monthly contract?  □ Yes  □ No
** If you have more than one cell phone, list the same information above on the BACK of this page.

Do you live with a roommate/relative that pays part of your expenses?  □ Yes  □ No
Name of roommate or relative: ________________________________ Relationship? ________________________________
What expenses do they pay? ________________________________
What is the total amount they contribute on a monthly basis to your living expenses? ________________
How long have they been paying this amount? From___________ To___________

Do relatives or other parties help to pay part or all of your monthly expenses?  □ Yes  □ No
Name of relatives providing additional support: ________________________________
Relationship of this relative to you: ________________________________
What is the total amount they contribute on a monthly basis to your living expenses? ________________
How long have they been paying this amount? From___________ To___________
STATEMENT OF AFFAIRS (6 of 11)

Are you currently attending college? □ Yes □ No
Name of college ______________________________________________________
Anticipated graduation date ________________ Major of Study _______________

Do you have a student loan? □ Yes □ No
Name of institution you will make payments to: ______________________________________________________
Address ________________________________________________________________
City ___________________________ State ________ Zip _________________________
Date student loan first obtained? ________________ Date payment is/was to begin: ________________
Total amount to pay off student loan ________________ Average monthly payment ________________

Do you currently owe any fines? (includes parking tickets, moving violations, etc) □ Yes □ No
Name of court you owe fines to ________________________________________________
Address ________________________________________________________________
City ___________________________ State ________ Zip _________________________
Date of occurrence ___________________________ Amount owed ________________________
Case number assigned by court ___________________________ Name of party □ Husband □ Wife □ Other
What was this fine for? ______________________________________________________

If you pay child support, are you currently behind in any payments? □ Yes □ No
Name of person/agency you pay child support to ____________________________________________
Address ________________________________________________________________
City ___________________________ State ________ Zip _________________________
What is the total amount you owe in back child support? __________________________
What date (or year) were you supposed to start paying child support? __________________
If so, what are the payment arrangements? __________________________________________

Even if you never expect to collect any money, does an ex-spouse owe you money for alimony or child support? □ Yes □ No
Name of Ex-Spouse ____________________________
Address of Ex-Spouse __________________________________________________________
City ___________________________ State ________ Zip _________________________
Total amount he/she owes you ________________ Date originally started owing you ________________
Has this ex-spouse been court ordered to pay you? ___________________________ Year of court order? ________________

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Over the last year, have you, your children or your spouse been involved in an accident where someone was hurt, for example, a car accident? □ Yes □ No

No

Who was at fault?

Was any insurance money received? □ Yes □ No If yes, how much?

During the next six (6) months, do you expect to inherit anything? □ Yes □ No

No

How much do you expect to inherit? __________________________ Date expected ____________

Reasons for inheritance __________________________

During the next six (6) months, do you expect to recover on anyone’s life insurance policy? □ Yes □ No

No

How much do you expect to receive? __________________________ Date expected ____________

Reasons for receiving this money: __________________________

Do you expect to receive any money from any insurance claim, for any reason, during the next six (6) months? □ Yes □ No

No

How much do you expect to receive? __________________________ Date expected ____________

Reasons for receiving this money: __________________________

Are you the beneficiary of a trust fund? □ Yes □ No

No

What is the amount of the trust fund? __________ Name of trust fund owner __________________________

Relationship to you: __________________________ When will you have access to this trust fund? __________________________

Are you owed any back wages, commissions, or vacation pay from your current or previous employer? □ Yes □ No

No

Employer Name __________________________

Amount expected to receive __________________________ Date expected to receive ____________

** Provide details about this amount owed you. (Feel free to use the back of this page if necessary)

Is any of your property in the hands of a repairman, storage company or pawnbroker? □ Yes □ No

No

Name of Place Holding Your Property __________________________

Address __________________________

City __________________________ State ____________ Zip ____________

Description of Items and yard sale value:

1. __________________________ Yard Sale Value ____________

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STATEMENT OF AFFAIRS (8 of 11)

2. ____________________________ Yard Sale Value ______________
3. ____________________________ Yard Sale Value ______________
   What is the total amount you need to pay in order to get these items released? ______________________

In the near future, do you expect to settle, win or begin a case for personal injury? □ Yes □ No
How much do you expect to receive? ______________ Date you expect to receive this money? ______________
Provide details about this personal injury claim: ______________________________________________________
Name of attorney or law firm handling this claim: ______________________________________________________

In the near future, do you expect to enter into any property settlement with a former spouse? □ Yes □ No
List all items you expect to receive or turn over in the property settlement (including cash): ______________

What is the total market value (yard sale value) of these items? ______________
When do you expect to receive this money or property? or ______________
When do you expect to turn over this cash or property? ______________

Does anyone owe you any money for a judgment you have obtained against them? □ Yes □ No
Name of party you filed a lawsuit on _______________________________________________________________
Address _______________________________________________________________________________________
City __________________________ State ________ Zip ______________
Date you filed this lawsuit? ______________ Money amount awarded you in judgment: ______________________

Even if you never expect to collect, does anyone owe you any money for any reason whatsoever? □ Yes □ No
Name of Person who owes you money _______________________________________________________________
Address _______________________________________________________________________________________
City __________________________ State ________ Zip ______________
Explain why they owe you money: __________________________________________________________________
Amount they owe you ______________ Date they originally started owing you ______________

Have you made any payments on your loans or bills other than ordinary payments? In other words, have you made catch-up payments, paid off or borrowed to pay on or off bills or loans? □ Yes □ No
Name of Creditor You Paid ________________________________________________________________
Date Paid ______________ Amount Paid ______________ Current Balance Due ______________
Name of Creditor You Paid ________________________________________________________________
Date Paid ______________ Amount Paid ______________ Current Balance Due ______________
**STATEMENT OF AFFAIRS (9 of 11)**

**Are there any lawsuits pending against you now?**

☐ Yes  ☐ No

Name of party suing you (Plaintiff)? ________________________________

Case Number ___________________________ Date Lawsuit Filed ______________

Type of Lawsuit From Court Pleading (Complaint, Summons, etc.) ___________________________

Attorney for the Plaintiff (found on court pleading): ________________________________

Address ______________________________________________________

City ___________________________ State ___________ Zip ___________

Court when lawsuit was filed (at the top of the pleading) ________________________________

Address ______________________________________________________

City ___________________________ State ___________ Zip ___________

**If lawsuit is LESS THAN 1 YEAR OLD, please make a copy and include with these forms**

**Have your wages or property been garnisheed or attached?**

☐ Yes  ☐ No

Who garnisheed your wages or attached your property? ________________________________

When item did they repossess? (If car, provide the year, make, model) __________________

How much money do they take from your paycheck? ____________ How often is this deducted? ____________

**Have you returned any property to creditors or was any of your property repossessed from you, sold at foreclosure, transferred through a deed or returned to a seller?**

☐ Yes  ☐ No

What property did you turn over to a receiver? ________________________________

When and where did this take place? ____________________________________________

**Is any of your property in receivership or other legal custody?**

☐ Yes  ☐ No

When did you file your receivership? ________________________________

In what court was this done? ____________________________________________

**Have you made any gifts to friends or relatives?**

☐ Yes  ☐ No

What gifts or transfers have you made? ________________________________

Who did you give the gift to? ____________________________________________

What date/year did you make the gift? ____________ What is the approximate value? ____________

**Have you transferred any money or property to family members or friends or paid them any money on debts you might owe them?**

☐ Yes  ☐ No

Type of property transferred: ________________________________

What date/year was it transferred? ________________ What is the approximate value? ________________

---

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STATEMENT OF AFFAIRS (10 of 11)

Have you have any unusual losses, such as fire, theft, gambling or otherwise? □ Yes □ No
Type of loss? □ Fire □ Theft □ Gambling □ Other: ________________________________
What item(s) or amount of money was lost? ________________________________________
What date/year was it lost? ________________________ Amount insurance paid? ____________

Have you had any losses covered by insurance? □ Yes □ No
Describe loss: ________________________________________________________________
Date/year of loss? ________________________ Amount insurance paid? ____________

Have you consulted with any other attorney about your financial affairs or paid money to a debt counseling service? □ Yes □ No
Name of attorney or service ____________________________________________________
Address ________________________________________________________________
City ____________________________ State ________ Zip __________________________
Consultation Date ____________________________ Total paid for service ______________

Have you filed any bankruptcy within the last eight (8) years? □ Yes □ No
Did you file a Chapter 7, Chapter 13, or a Chapter 11? ________________________________
Date your bankruptcy was filed? ________________________ City, State Filed? ______________
Name(s) of persons who filed? ____________________________________________________
Was the case discharged? □ Yes □ No Case Number ________________________________

Is anyone holding any property that belongs to you? □ Yes □ No
Item(s) in someone else’s possession that belong to you? ________________________________
Name of person holding these items: _______________________________________________
Address ________________________________________________________________
City ____________________________ State ________ Zip __________________________

Beside your current address, have you lived at any other addresses within the past six (6) years? □ Yes □ No
Previous Address lived at: __________________________________________________________
City ____________________________ State ________ Zip __________________________
Time period lived at this address: From (date/year) ________________________ To (date/year) ______________
Name(s) of parties who lived at this address: ________________________________________

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STATEMENT OF AFFAIRS (11 of 11)

Previous Address lived at: ____________________________________________
City _____________________ State ________ Zip _________________________
Time period lived at this address: From (date/year) ________________ To (date/year) ________________
Name(s) of parties who lived at this address: ________________________________________________

Previous Address lived at: ____________________________________________
City _____________________ State ________ Zip _________________________
Time period lived at this address: From (date/year) ________________ To (date/year) ________________
Name(s) of parties who lived at this address: ________________________________________________

Have you been self-employed or had any financial interest in any business (or been involved in a partnership with someone who owned a business) within the past eight (8) years?  □ Yes  □ No
Name of business ________________________________
Business address _________________________________________________________
Type of business (what type of products were sold)? ________________________________
Date business began __________________ Date business ended ______________________
Name of your partners, co-investors, or associates? __________________________________
What were your net profits for this year? __________ Last year? __________ 2 Yrs Ago? __________
How much income tax do you pay from the income you make with your business? ________________

During the past two (2) years, have either you or your spouse had any other income source outside normal pay from your employer? (includes flea market dealers) □ Yes  □ No
Income this year? __________________ Last year? ______________ 2 Yrs Ago? ________________

What is the amount of the TAX REFUND you received this year? ____________________________
□ I did not file taxes  □ I had to pay taxes and did not receive a refund

By signing below, I state that all the information provided in these Client Intake Forms are true, accurate and complete to the best of my (our) knowledge.

__________________________________________  __________________________________________
Signature of Debtor #1  Signature of Debtor #2
Date: ___________________________  Date: ___________________________

__________________________________________  __________________________________________

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Due to changes in the bankruptcy law, clients must provide the following documents (where applicable) to their bankruptcy attorney prior to the preparation of their bankruptcy petition.

1. 6 months of paycheck stubs if you are employed.

2. 6 months of bank account statements that verify the income provided on the paycheck stubs, or social security and pension deposits, etc.

3. Copies of titles to all motor vehicles.

4. If you own property: Recorded mortgage and deed for all real property. These documents are normally obtained from the Recorder's Office for the county where the real property is located.

5. Copies of any and all lease agreements, including motor vehicle leases, rent-to-own property, contracts, etc.

6. A copy of appraisals made within the past 12 months for all real property. If you are buying or own any other real property, and it has not been appraised within the past 12 months, you must pay for an appraisal prior to filing bankruptcy.

   **Note:** There are two different types of appraisals: (1) Full appraisal completed by a real estate agent when a home is sold through the real estate market; and (2) Drive by appraisal that accurately reflects the current market value for your bankruptcy filing. Make sure your appraiser knows the difference and you will save money.

7. Copies of any lawsuits, foreclosures, judgments, liens or garnishments filed within the past two (2) years.

8. Copies of all insurance policies including life, disability insurance, homeowners, renters, motor vehicles or any other insured assets. Be sure to include any "riders" which cover any specific items of personal property with insured values.

9. Income tax returns for the past two (2) years.

10. All documents relating to retirement accounts, IRAs, 401Ks, etc.

11. Separation agreements, decrees of dissolution, divorce decrees or support obligations filed within the past one (1) year.

12. Security agreements, financing statements and any or all personal property leases.

(continued on next page)
13. Copies of credit reports from all 3 credit reporting agencies: Equifax, TransUnion and Experian. Under law, you are entitled to one free credit report per year which you can obtain online at: https://www.annualcreditreport.com/

14. Stock certificates, bonds, credit union and passbook savings accounts and statements evidencing investments or savings.

15. Documents verifying interest in any future property (such as a Will)

16. Consumer credit counseling documents. If you have not obtained your credit counseling, you may obtain them online at: http://www.cricketdebt.com

17. Copies of any previous bankruptcy cases filed within the past eight (8) years.

18. Copies of the most recent statement from any educations IRS and/or Tuition Trust account.

19. Copies of the most recent statements from any student loans.

20. List of prior addresses you have lived at within the past three (3) years.

21. Copies of utility bills for the past six (6) months.

22. Driver's license or state identification card which provides verification of your social security number.

23. Any documents relating to a "disabled veteran" status.

**Note:** If you wish to retain the original of your documents, you may either copy them at a copy shop or scan them into PDF format and place on a CD-Rom for your attorney prior to your meeting.

Thank you for taking the time to provide your attorney with as much detailed information as possible. The more detail you provide along with the required documentation, the faster your bankruptcy petition can be prepared and filed with the bankruptcy court. Please do not hesitate to contact your bankruptcy attorney if you have any questions during the bankruptcy process.