

**DOCUMENTS YOU MUST HAVE IN ORDER TO FILE FOR BANKRUPTCY**  
**(CHAPTER 7 OR 13)**

- DRIVERS LICENSE AND SOCIAL SECURITY CARD
- ALL BANK ACCOUNT STATEMENTS FOR ANY AND ALL ACCOUNTS FOR LAST 12 MONTHS PRIOR TO FILING
- 401 K PLAN, IRA, STOCK OR MUTUAL FUND ACCOUNT STATEMENTS
- ALL INCOME TAX RETURNS FOR 2007, 2006, 2005, 2004 AND ALL W2'S & 1099'S
- ALL LIFE INSURANCE POLICIES
- ALL SOURCES OF INCOME: PAY STUBS/PROOF OF SOCIAL SECURITY OR DISABILITY PAYMENTS FOR THE **LAST SIX (6) MONTHS FOR BOTH CLIENT AND SPOUSE.** ALSO: CHILD SUPPORT, FOOD STAMPS, FIA ASSISTANCE, ALIMONY, AND WELFARE ASSISTANCE**
- MONTHLY PROFIT AND LOSS STATEMENTS IF SELF EMPLOYED FOR SIX MONTHS
- ALL CREDIT CARD STATEMENTS, MEDICAL BILLS, JUDGMENTS, GARNISHMENTS,
- NOTICE OF SHERIFF SALE
- ALL REAL ESTATE PROPERTY TAX STATEMENTS FOR ALL OWNED PROPERTIES
- ALL MONTHLY MORTGAGE / EQUITY LOANS STATEMENTS FOR ALL PROPERTIES OWNED
- APARTMENT / HOUSE LEASE
- CHILD SUPPORT ARREARS STATEMENTS AND NAME & ADDRESS OF RECIPIENT
- JUDGMENTS OF DIVORCE
- PRIOR BANKRUPTCY CASE NUMBER AND INFORMATION
- ALL UTILITY BILLS, INSURANCE BILLS AND ALL INSURANCE POLICIES **AND** DECLARATION PAGES
- AUTOMOBILE LEASE PAYMENT STATEMENTS
- AUTOMOBILE, MOTORCYCLE, TRAILER, ETC... MONTHLY PAYMENT STATEMENTS
- TITLES AND REGISTRATIONS TO ALL AUTOS, MOBILE HOMES, MOTORCYCLES, RVs, CAMPERS, BOATS, ETC....
- CLOSING DOCUMENTS AND DEEDS FOR ALL SALES OR TRANSFERS OF REAL ESTATE WITHIN THE LAST 6 YEARS

**\*FOR ALL BANKRUPTCY CASES IF YOU OWN REAL ESTATE**

- \*RECORDED** MORTGAGE(S) TO REAL ESTATE. THESE DOCUMENTS CAN BE OBTAINED ONLY FROM THE REGISTER OF DEEDS OFFICE IN YOUR COUNTY.
- \*RECORDED** DEED(S) TO ALL REAL ESTATE. THESE DOCUMENTS CAN BE OBTAINED ONLY FROM THE REGISTER OF DEEDS OFFICE IN YOUR COUNTY.

PLEASE NOTE: THE ABOVE DOCUMENTS **MUST** BE PROVIDED TO OUR OFFICE WITHIN 5 DAYS OF RETAINING OUR OFFICE. **WE ARE REQUIRED BY FEDERAL AND/OR STATE LAW** TO PROVIDE THE ABOVE DOCUMENTS TO THE U.S. TRUSTEE'S OFFICE IMMEDIATELY. OTHERWISE YOUR BANKRUPTCY CANNOT BE PROCESSED AND YOUR CASE MAY BE DISMISSED.

**CLIENT(S) ACKNOWLEDGE RECEIPT OF THIS LIST AND AGREE TO PROVIDE THE REQUESTED DOCUMENTS IMMEDIATELY.**

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

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