

## BANKRUPTCY DOCUMENTS NEEDED

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The following documents must be supplied to our office in order to get your case prepared and filed in a timely manner. In some cases, we may need to request additional documents. Please email all documents to: \_\_\_\_\_. If you are not able to scan documents, please provide COPIES of the documents either via mail, fax or drop them at our office.

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- DRIVER'S LICENSE AND SOCIAL SECURITY CARD**
- INCOME** – all pay stubs and any other source of income (i.e. pension, unemployment, social security, child support, etc.) for the six months preceding the filing of your bankruptcy case. NOTE: you must include your spouse's income even if he/she is not filing the bankruptcy. If you are a business, you will need to provide a profit/loss statement for the last six months.
- FEDERAL AND STATE TAX RETURNS – Chapter 7 Clients:** last two years of returns; **Chapter 13 Clients:** last 4 years of returns (5 years for chapter 13 clients who operate a business). NOTE: we need every page of the tax return.
- BANK STATEMENTS** –last three months of bank statements (six months if you operate a business)
- BILLING STATEMENTS** – most recent billing statements from every unsecured creditor including your most recent credit card statements, collection notices, medical bills, department store/gas cards and ALL lawsuit documents filed in the last two years, including wage garnishment notices, bank levies and liens (abstracts of judgment). NOTE: only provide one statement per account.
- SECURED LOAN DOCUMENTS** - most recent mortgage and vehicle loan statements with proof of insurance for each (the declaration page of your policy). We also need a copy of your vehicle purchase contract. If you are in a lease we need a copy of the lease.
- CHILD SUPPORT/DISSOLUTION DOCUMENTS** – If you are currently paying, or are supposed to be paying child support, provide a copy of the child support order. It should include the case number and the name of the person and the address of where the child support payments are to be sent.
- 401(k) STATEMENTS** - Retirement account statements and retirement loan statements.
- CONSUMER CREDIT COUNSELING CERTIFICATE** – You are required to complete a Credit Counseling Course. You should complete this course once you have paid your legal fees in full. Once you have completed this class, the required certificate will be issued. This course can be completed by going to [www.\\_\\_\\_\\_\\_](http://www._____.) and following the steps to complete the course. Be sure to enter our "Attorneys Firm Code" \_\_\_\_\_. If you do not have access to the Internet, you can complete the class via phone by calling \_\_\_\_\_.