

INSTRUCTIONS REGARDING FILING BANKRUPTCY PETITION

For your appointment for compiling the necessary bankruptcy schedules, please bring:

1. A copy of your last two years Federal and State Income Tax Returns. If you haven't yet filed, bring with you a copy of your W-2 Form(s).
2. A copy of your latest pay stub with your year-to-date income.
3. Any whole life insurance policies. Check with your insurance agent and get the cash surrender value of each policy and bring this information with you.
4. All deeds, deeds of trust and current tax assessments regarding real estate (house and lot, land only, cemetery lots, etc.).
5. Proof of liens against your vehicle(s). You must either provide copies of loan documents, or go to DMV and request a copy of your DMV title.
6. A list of every civil lawsuit that has been filed against you during the last year, including the name of the creditor, location of the Court, the amount of the claim, the case, court date and disposition of same, and any warrants in debt or garnishment orders. A copy of each document which has been served on you or mailed to you.
7. A list of any IRA, KEOGH, profit sharing plan, retirement plan or civil service retirement benefits in which you have an interest and the current value of each.
8. Any and all documents you may have pertaining to any previous bankruptcies which you may have filed, and a statement as to whether or not a discharge was granted in those proceedings.
9. Complete creditors list (attached). You must list all of your creditors and provide complete name and addresses on our forms.
10. Completed budget sheet (our form - attached)
11. Completed assets/property list (our form - attached)
12. Complete addresses of prior residences for the past two years.
13. other:

**REMINDER: DO NOT INCUR ANY FUTURE CREDIT (i.e. borrow money from banks)
DO NOT CHARGE ANY ADDITIONAL EXPENSES ON CREDIT CARDS.**