

Client(s) Name \_\_\_\_\_

## **DeMott Law Firm, P.A. Checklist for Mandatory Documents**

Please provide me with copies of the requested documents listed below that are relevant to your specific case. If you provide original documents, please specifically advise that you need your originals returned.

### **INCOME**

- 1  Paycheck stubs for the last six months. (NOTE: you must continue to provide pay stubs until your case is filed.)
- 2  If you receive Social Security, Disability, Pension or Retirement Benefits, please provide six months of checks received. (If the amount is the same, one check will be sufficient.) If the payments started less than six months ago, please list the starting date of the payments. \_\_\_\_\_
- 3  A completed business income and expense statement, also known as a profit and loss statement, for the last six months if you own or operate a business (LLC, Inc. or DBA). Each month needs to be broken down separately.
- 4  The amount of money regularly contributed to household expenses by other household members (this includes family, significant others, non-filing spouses, roommates, and friends).
- 5  Any statements or information regarding any other source of income.

### **FINANCIAL**

- 6  Tax returns (state and federal) for the last two years.
- 7  Six months of bank statements for all bank accounts prior to filing.
- 8  Lawsuits to which you are, or have been, a party (this includes judgments against you).
- 9  Most recent statement for any IRA, 401(k) or retirement plan.
- 10  Name and address of any individual to whom you owe money.
- 11  Most current statement for any investment account, stocks or bonds (including savings bonds).

### **INSURANCE**

- 12  CASH VALUE life insurance policies (whole life). Statement(s) verifying current value.

### **VEHICLES**

- 13  Contracts or leases for vehicles in your possession or for which you own or lease.

## IDENTIFICATION

- 14  Copy of Driver's License (or State ID or Passport) and Social Security Card.

## DIVORCE/SUPPORT

- 15  Copy of Judgment of Divorce granted in the past year and property settlement agreement.
- 16  Order for Child Support or Spousal Support.

## DONATIONS

- 17  If you make a monthly donation or tithe to your church, please provide a statement.

## BANKRUPTCY BRIEFING CERTIFICATE

- 18  You are required to take credit counseling course before you can file bankruptcy. You must also complete a financial management course after you file bankruptcy, but BEFORE your discharge will be granted. While there are numerous debt counselors available, we recommend:

- Incharge Education Foundation (Internet & Phone)

[www.personalfinanceeducation.com](http://www.personalfinanceeducation.com)

1(866) 729-0049

*Please provide them with this email address: russ@demottlawfirm.com*

- Institute for Financial Literacy (Internet & Phone)

[www.financiallit.org](http://www.financiallit.org)

1(866) 662-4932

*Please provide them with the attorney # 1047*

- Family Services, Inc. (Internet & Phone & In Person)

[www.fsisc.org](http://www.fsisc.org)

(843) 744-1348

*Please provide them with our name and email address: russ@demottlawfirm.com*

- ConsumerBankruptcyCounseling.info (Internet) (This Course is Free)

[www.consumerbankruptcycounseling.info](http://www.consumerbankruptcycounseling.info)

*Please provide them with our name and email address: russ@demottlawfirm.com*

NOTE: Please do this LAST. We ask that you take this course last because it has to be taken within 180 days prior to filing your bankruptcy case.

Work at getting all the documents requested first. Then call us for your intake interview. We allow two hours for this meeting.

**PLEASE DO NOT BRING MINOR CHILDREN TO THE INTAKE INTERVIEW.**

**IMPORTANT:** DO NOT maintain accounts of any nature (checking, savings, money market, CDs, or ANY other) at a bank or other lending institution to which you owe money. Example: You bank at ABC bank and have a VISA card at ABC Bank. Since you will no longer pay the VISA, you should immediately close that account prior to any default on payments, then open an account at a bank where you have no loans of any kind. Contact us if you have any questions regarding this statement. **WARNING: Wells Fargo and Wachovia will freeze any money in your accounts EVEN IF you don't owe them money. If you have a Wells Fargo or Wachovia account, you should not maintain a balance in those accounts. I strongly recommend you (1) use banks to which you don't owe money, and (2) DO NOT use Wells Fargo or Wachovia.**

#### **IMPORTANT BANKING INFORMATION**

At the time you sign your bankruptcy, you must furnish our office with the exact bank balances as of that date. Make sure all checks for mortgages, groceries, car payments, etc., have cleared your account.