

**IT IS ESSENTIAL THAT YOU PROVIDE THE DOCUMENTS REQUESTED, WE CANNOT START WORK ON YOUR BANKRUPTCY PETITION IF YOU DO NOT GIVE US THE INFORMATION WE REQUEST.**

**Please provide the following documents:**

1. Your tax returns & W-2s for the last three (3) years;
2. Copies of all deeds & mortgages to real estate you have any interest in;
3. A current credit report (a credit report from all three credit agencies may be obtained free of charge once a year from [www.annualcreditreport.com](http://www.annualcreditreport.com));
4. Copies of all stocks or bonds which you own;
5. If there is a pending probate court case from which you expect to receive an inheritance, please provide copies of any probate papers in your possession;
6. Copies of your pay stubs for the last six (6) months (THIS IS REQUIRED BY THE BANKRUPTCY COURT);
7. Copies of any life insurance policies or annuities;
8. Copies of any other type of insurance policies except health insurance (car, house, personal article, etc.)
9. A copy of the last statement you received from each of your creditors;
10. Are you currently under any type of contract or unexpired lease (apartment, vehicles, land installment contract etc.)? If so, please attach copy of contract or lease.
11. If you have been divorced or have received a dissolution, a copy of your final documents (judgment entry, decree of dissolution, etc.).
12. If you have a retirement plan or pension, please ask your administrator for a summary plan description and provide it to my office. Also, provide a current statement from the plan showing the account value.
13. Documentation for all investment funds/stocks/mutual funds.
14. Last 3 statements for each bank account you have (checking, savings, etc.)
15. Copies of the title to your car or other titles for automobiles or watercraft.