



REQUIRED DOCUMENTATION TO FILE BANKRUPTCY

Due to changes in the bankruptcy law, clients must provide the following documents (where applicable) to their bankruptcy attorney prior to the preparation of their bankruptcy petition. Your case cannot be filed unless all of the following documents are provided:

1. 6 months of paycheck stubs. _____ (initial)
2. Income tax returns for the past three (3) years. _____ (int)
3. 6 months of bank account statements. _____ (int)
4. Copies of any lawsuits, foreclosures, judgments, liens or garnishments filed within the past three (3) years. _____ (int)
5. Driver's license or state identification card, which provides verification of your social security number. _____ (int)
6. Completed set of Client Intake Forms, which provides us with the information to prepare a well-detailed bankruptcy petition acceptable to the court. In no circumstance should your credit report be used in place of the Debt Sheets within the Client Intake Forms. Your credit report should be used as a guide to make sure all your debts are included. _____ (initial)
7. Copies of utility bills for the past six (6) months. _____ (int)
8. All documents relating to retirement accounts, IRAs, 401Ks, etc. _____ (int)
9. Copies of the most recent statement from any education IRA and/or Tuition Trust account. _____ (int)
10. Stock certificates, bonds, credit union and passbook savings accounts and statements evidencing investments or savings. _____ (int)
11. Copies of all insurance policies including life, disability insurance, homeowners, renters, motor vehicles or any other insured assets. _____ (int)
12. Any documentation relating to a pending or closed personal injury cases or lawsuits where you are likely to recover or are seeking monetary damages. _____ (int)
13. Documents verifying interest in any future property (such as a will). _____ (int)

14. Separation agreements, decrees of dissolution, divorce decrees or support obligations showing payments you make and/or receive. _____ (int)
15. Recorded mortgage and deed for all real property. These documents are normally obtained from the Recorder's Office for the county where the real property is located. _____ (int)
16. A copy of appraisals made within the past 12 months for all real property. _____ (int)
17. Documents relating to past due and ongoing Homeowner's Asn. Dues. _____ (int)
18. Documents relating to foreclosures. _____ (int)
19. Security agreements, financing statements and any or all personal property leases. _____ (int)
20. Copies of any and all lease agreements, including motor vehicle leases, rent-to-own property, contracts, etc. _____ (int)
21. Copies of titles to all motor vehicles. _____ (int)
22. Copies of the most recent statements from any student loans. _____ (int)
23. Copies of any previous bankruptcy cases filed within the past eight (8) years. _____ (int)
24. Any documents relating to a "disabled veteran" status. _____ (int)
25. List of prior addresses you have lived at within the past three (3) years. _____ (int)

Please bring copies of your documents to your appointment. WE DO NOT ACCEPT ORIGINAL DOCUMENTS. Please place all copies in separate folders and number them in accordance with the numbers above. Hait & Kuhn will not accept unorganized paperwork unless the client pays an additional fee of \$250 upfront to cover the costs of a paralegal to organize and copy the client's documents.

Please DO NOT STAPLE your documents. Everything you drop off will be scanned and may be provided to your Trustee.

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185 Stockwood Dr. Suite 100
Woodstock, GA 30188
770-517-0045

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11545 Parkwoods Cir. Dr., Suite C
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