

## CHECKLIST - DOCUMENTS NEEDED FOR BANKRUPTCY FILING

### **Documents covered in initial meeting**

- Section 342(b) notice with Section 527(a) supplement
  - Section 527(b) statement
  - Written contract as required by section 528(a)
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### **Documents to be provided by client:**

- Counseling certificate
  - Most recent tax return
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### **Additional documents needed regarding disclosure of assets**

- Record of property transfers for past two years - including trade in of vehicles
  - Record of secured transactions for past 910 days (i.e. purchase of vehicle or financed furniture)
  - Copies of bank statements for past 90 days
  - Copies of all insurance policies
  - Copies of retirement statements (IRA's, 401(k)) showing total amounts
  - Information regarding all pending causes of action in which the debtor is the plaintiff (examples include car accident or medical malpractice claims)
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### **Complete disclosure of liabilities**

- Credit card statements for the most recent 90 days
  - Copy of your credit report- visit [www.annualcreditreport.com](http://www.annualcreditreport.com) for free copies of your credit report
  - Copies of orders creating domestic support obligations (i.e. child or spousal support)
  - Copies of all pending causes of action in which the debtor is a defendant
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**Complete disclosure of income and expenses.**

- Copy of pay stubs for past six (6) months, or if possible, include a print out of last six months of pay from employer.
- Proof of income from other sources (i.e. social security award letters, unemployment).
- Provide proof of any extraordinary expenses - including large medical expenses
  - If pay decrease is anticipated, perhaps filing should be delayed
  - If pay increase is anticipated within one year, this fact must be disclose

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Please explain if any documents requested above cannot be provided and state the reason:

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