

Document List

1. Photocopy of each client's Driver's License & Social Security Card.
2. Copy of the Certificate of Credit Counseling for each Debtor. You can complete your credit counseling course through Allen Credit & Debt Counseling Agency on line at <https://www.acdcas.com/default.aspx> for \$20.00 per household or at <http://www.debtorcc.org/pre-filing-bankruptcy-credit-counseling.aspx> for \$14.95 per household. If you prefer to take the course over the phone you can do so for \$25.00 through Allen Credit & Debt Counseling Agency by calling 1-888-415-8173.
3. All Titles for all titled property (automobiles, mobile homes, ATVs, snowmobiles, boats, etc.). **If a vehicle title is in the lender's possession, please provide the vehicle's VIN.**
4. Kelley Blue Book **private party** valuation for all vehicles. Website: www.kbb.com
5. NADA valuation for all recreational vehicles, if any. Website: <http://www.nadaguides.com/?gclid=CMOLmoOI7b8CFStgMgodYSwAMg>
6. Copies of all **Recorded** Deeds and **Recorded** Mortgages for all Real Property (homes, land, vacation homes, cabins, time shares).
7. Pay stubs for the 6 month period prior to filing your case for each debtor for each job.
8. Documentation of any income from the following sources, if any, for the 6 month period prior to filing your case for each debtor: alimony; child support; Social Security, unemployment, and other public benefit payments; pensions; rental income; money collected from lawsuits; and gambling and lottery winnings.
9. If you are paying child support and/or alimony please provide the name/address of the payee. If you are receiving child support and/or alimony please provide the name and address of the payor.
10. Copy of your personal (and business, if any) 2016 Tax Return **with all attachments (W-2s, 1099s, etc.)**.
11. Copy of your personal (and business, if any) 2017 Tax Return **with all attachments (W-2s, 1099s, etc.)**.
12. Copy of each client's credit report. Please run your credit report from all three reporting agencies using <https://www.annualcreditreport.com/cra/index.jsp>. **We will need the reports from this site, using sites like Credit Karma, etc. do not provide us with all the necessary information needed to complete the bankruptcy documents.**
13. Most recent bill/statement from each creditor (including statements showing current loan/mortgage balances).
14. Copies of all credit card statements for the last three months.
15. Copies of all bank statements for the last three months.
16. Copies of the most recent statement regarding all life/AD&D insurance policies, retirement accounts, investments, etc.
17. Copy of file stamped divorce decree if divorced within the last 8 years.
18. Documents regarding any workman's compensation or personal injury claim.
19. Completed worksheets (done on-line through MyCaseInfo.com).
20. Signed 527 Notices
21. Signed Bankruptcy Fee Payment Agreement