

LEWIS ADAMS AND ASSOCIATES

ATTORNEY AT LAW

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Client Checklist - Bankruptcy

For us to complete the documents needed to file your case with the United States Bankruptcy Court, you will need to provide our office with the following items.

- Signed Representation and Fee Agreement
- FEES (In the form of cash, money order or cashiers check made payable to Lewis P. Adams, Attorney) *Please, no personal checks.*
The \$500.00 initial fees are due *prior to any preparation of your paperwork* and are non-refundable once work has started. The following are total fees, which MUST be paid before the case can be filed with the Bankruptcy Court.

Credit Report Fee:	\$ _____
Filing Fee:	\$ _____
Attorney Fee:	\$ _____
Total due:	\$ _____

- Completed Questionnaire Packet
- Credit Report release form
- Picture ID, preferably your driver's licence.
- Social Security Number, preferably your Social Security Card.
(We can use a current W-2 if it shows your full social security number.)
- Credit Counseling Certificate (a case can't be filed without this certificate)
Reminder: a second, Financial Management Course must be taken after filing.
- Last 6 MONTHS of bank statements prior to the filing. (Include all savings, checking, Paypal accounts, Prepaid Employment Debit Cards that your name is on.)
- Last 7 MONTHS of consecutive pay stubs for each job you have, including any pay or other income information from any other source. INCLUDING A NON-FILING SPOUSE. *Pay information will need to be kept current right up to the date the petition is filed.*
- Last 4 years tax returns for both the IRS and State of Utah (or any other state return) with all W-2 or 1099 information attached, signed in blue ink. (For Chapter 13's, If they have not been filed, they will need to be prepared and we will file them for you.)
- Completed VEHICLE INFORMATION SHEET. Make sure to include the mileage.
- VEHICLE REGISTRATION OR TITLE for all cars, motorcycles, boats, 4 wheelers, etc.
- Last 7 months of verification of unemployment income, food stamps, any other income received other than income from employment.

CHECKLIST CONTINUES TO THE NEXT PAGE

- 401(k) Statement.** If you have a 401(k) loan, provide a statement showing current **REMAINING** balance and **DATE** when loan will be paid.
 - IRA, Annuities, or Pension Plans.** Provide a current balance statement.
 - Proof of all charitable contributions paid within one year prior to filing.**
(The trustee does not accept receipts, a statement or signed letter must be provided)
 - Proof of Daycare expenses.** *(Provide a signed letter from the provider or receipts.)*
 - Property tax assessment and any recent appraisals for all real property.**
 - Life Insurance.** Provide the policy, current statement and monthly premium amounts.
 - Copy of all billing statements, including mortgage statements, collection letters, utility bills, etc.** *Provide for the last 2 months and well as all lease contracts.*
 - Read and Sign the “Information Required to File Bankruptcy” document**
 - Read and Sign the “Tax Returns/Refunds Acknowledgment”**
 - Any Personal Injury claim or lawsuit you may have against others.**
 - Divorce Decree if divorced within three years**
 - Any and all court papers you have received including Complaints, Judgments, Garnishment Orders, Liens, etc.** *(Garnishments cannot be stopped unless all attorney fee’s are paid and all paper documentation requested is provided to our office).*
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If you own a business please ask us for the business questionnaire and checklist.

- Business questionnaire for each business.**
 - Provide documents requested on Business checklist**
 - Profit and Loss Statement for 6 months prior to filing, including year-to-date (at least six months) profit and expense detail**
 - Business tax returns for the last two years, if applicable, both IRS and State.**
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We understand that this process can be overwhelming and that the court/trustee requires a substantial amount of information. As you are preparing this information please don’t hesitate to call or email our office with any questions.

If you would like to email your documents to use please send them to the emails below.

marissa@lewisadams.com

daneise@lewisadams.com