CHAPTER 7 BANKRUPTCY

The decision to file Bankruptcy is not an easy one. Usually, Bankruptcy is the last resort for those suffering financial hardship.

Though it may be difficult to answer the personal questions in this worksheet, your Attorney needs your answers to complete the Bankruptcy documents and to properly advise you of your rights and responsibilities. As with all communication between you and your Attorney, the information you supply is **ABSOLUTELY CONFIDENTIAL**. Never keep information from your Attorney because you are afraid or embarrassed. To properly advise you, your Attorney must have all the facts.

You might view these questions as your second step towards financial recovery. The first step was contacting our office. The information and instructions you read while completing these questions are not meant to replace your Attorney, who is your advocate and counselor.

If you should have any questions while filling out this questionnaire, please contact RJ or Morgan at the Independence office Monday through Friday between the hours of 9:00 A.M. & 4:30 P.M.

Peters & Longmuir, PLC
309 1st St East
Independence, IA 50644
Phone: 319-334-9992
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Thank you!

At the time you return the completed packet to our office, please include the following along with the packet:

1. Copies of all bills and collection letters.

2. Copies of your most recent 3 months bank statements.

3. Copies of the most recent 6 months paystubs.

4. Copies of the last 2 years' income tax returns.

5. Copies of any lawsuits filed against you in the last year.

We will run a current credit report with you either in person or by telephone after you have furnished us with the above information.

Once again, if you have any questions regarding this information, please feel free to contact us.

Bankruptcy Fees and Costs

The bankruptcy process has costs associated with it that are the client's responsibility to pay. These include filing fees with the Bankruptcy Court, fees for a credit report, and fees for two required classes for bankruptcy petitioners. These fees may be subject to change depending on the time of filing.

The current fees are as follows:

1. Bankruptcy Clerk of Court
    a. $338
    b. There may be additional fees for corrections or additions if we are not provided with all of the correct information at the time of filing.
2. Credit Report
    a. $45 for an individual
    b. $90 for a married couple filing jointly
3. Debtor Education and Credit Counseling Classes
    a. Varies based on class provider
4. Fees for legal services are a flat fee of $1,600 and must be deposited to our trust account before we begin working on your case. This amount will be applied as follows:
    a. $400 is deemed to be earned when we begin preparation of your bankruptcy petition. If it is determined that you do not qualify to file for bankruptcy or you choose not to proceed at this point, the remainder will be refunded to you.
    b. After a draft bankruptcy petition is emailed to you for review, you will need to respond and schedule an appointment for final review and signature. If we do not hear from you within 14 days of the email, then your financial information will need to be updated. $400 from your deposit will be deemed earned due to the added time in updating your petition.
    c. The total $1,600 will be deemed earned upon filing your bankruptcy petition with the bankruptcy court.
    d. If we prepare a bankruptcy petition for you and do not hear from you within three months, then a refund of $800 will be issued to you, and your file will be closed. If you decide to restart the bankruptcy process, then you will need to deposit an additional $1,600.

BANKRUPTCY INFORMATION WORKSHEET

In order to properly evaluate and file for protection from creditors in the United States Bankruptcy Court, it is very important to have **accurate & timely** information. To assist you in providing this information, we ask that you take an opportunity to review and answer to the best of your knowledge and available information, the questions set forth below.

If you have questions concerning any of the information being requested, please feel free to contact our office.

I. GENERAL INFORMATION

A. Information regarding Debtor

1. Full legal name:_____
2. Social Security Number:_____
3. Date of Birth:_____
4. Address & City:_____Zip code: _____

   County:_____
5. Telephone #:_____
6. Email:_____
7. **Place and address** of employment & **years worked there**:_____

   _____
8. Do you participate in a legal services plan through your employer? Y N

B. Debtor's Spouse

1. Full legal name:_____
2. Social Security Number:_____
3. Date of Birth:_____
4. Address:_____

   County:_____
5. Telephone #:_____
6. Email:_____
7. **Place and address** of employment & **years worked there**:_____

   _____
8. Do you participate in a legal services plan through your employer? Y N

C. Dependents

1. Name & Relationship:_____ Age:_____ M/F ___ Lives w/you: Y N

2. Name & Relationship:_____ Age:_____ M/F ___ Lives w/you: Y N

3. Name & Relationship: _____Age:_____M/F ___ Lives w/you: Y N

4. Name & Relationship: _____ Age: _____ M/F ___ Lives w/you: Y N

D. Prior Bankruptcies.

Please indicate if you or your spouse have previously filed an action in Bankruptcy Court in the past 8 years.

Yes: _____ No: _____ Year:_____

If "Yes" in which district of which State was the case filed? _____

Date filed: _____ Date Discharged: _____

II. ASSETS

A. Cash on hand: $_____

B. Checking, savings, or other financial accounts.

Name of Financial Institution _____

Type: Checking _____ Savings_____

Balance: $_____

Name of Financial Institution_____

Type: Checking _____ Savings_____

Balance: $_____

Name of Financial Institution_____

Type: Checking _____ Savings_____

Balance: $_____

C. Household goods and furnishings.

List every appliance or piece of furniture in your home that you believe would sell for more than $500 at this time.

_____

D. If you have any collectible items of significant value list them below.

_____

E. Firearms and sporting equipment.

List all firearms & sporting equipment that you or your spouse may own having a current value in excess of $250:

Rifles, shotguns or pistols:_____value: _____

Hobby equipment and sporting equipment:_____value:_____

F. Annuities. If you have an interest in an annuity, please list below.

1. Name of annuity _____

   Current Value: $ _____

2. Name of Annuity _____

   Current Value: $ _____

G. Pension, IRA, 401K Information

1. Name of Pension _____

   Type (IRA, 401k, etc.) _____Estimated Value: $ _____

2. Name of Pension _____

   Type (IRA, 401k, etc.) _____Estimated Value: $ _____

3. Name of Pension _____

   Type (IRA, 401k, etc.) _____Estimated Value: $ _____

H. If any person or company owes you money, list their name, address and the amount owed to you below.

1. Name:_____ Amount Owed:_____

   Address:_____

2. Name:_____ Amount Owed:_____

   Address:_____

I. Alimony, Maintenance, Support, Property Settlement.

If you are entitled to payment as a result of a Court Order for Alimony, Maintenance, Support or Property Settlement indicate detailed information below.

Amount: $ _____ per (frequency): _____ Purpose: _____

Name/Address of person receiving payment:_____

Amount: $ _____ per (frequency): _____ Purpose: _____

Name/Address of person receiving payment:_____

J. Motor Vehicles

List all motor vehicles in which you have an interest.

Year_____ Make _____ Model _____ Value _____

Financial Institution, if any, owed for this vehicle: _____

Year_____ Make _____Model _____Value _____

Financial Institution, if any, owed for this vehicle: _____

Year_____ Make _____ Model _____ Value _____

Financial Institution, if any, owed for this vehicle: _____

Year_____ Make _____ Model _____ Value _____

Financial Institution, if any, owed for this vehicle: _____

K. Recreational Vehicles. Boats, Motorcycles, Snowmobiles, etc.

Year_____ Make _____Model _____Value _____

Financial Institution, if any, owed for this vehicle: _____

Year_____ Make _____Model _____Value _____

Financial Institution, if any, owed for this vehicle: _____

Year_____ Make _____Model _____ Value _____

Financial Institution, if any, owed for this vehicle: _____

II. HISTORICAL FINANCIAL INFORMATION

A. If you have been a party to a lawsuit within the past 12 months provide information concerning the lawsuit.

1. Describe the type of lawsuit. _____

2. Has the matter been resolved:_____

If so in what manner:_____

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2. Has the matter been resolved:_____

If so in what manner:_____

1. Describe the type of lawsuit. _____

2. Has the matter been resolved:_____

If so in what manner:_____

B. Repossessions, Foreclosures and Returns.

List each type of property that you have/had which has been subject to a repossession or foreclosure within the last 12 months.

Property:_____

C. Garnishments.

If you have had wages or bank accounts garnished within the past 12 months, indicate the name of the creditor and the date the garnishment took place.

_____

D. Gifts.

If you have made a gift in excess of $250 to any family member or other person in the past 12 months indicate information regarding such gifts. _____

E. If you have closed any financial accounts within the past 12 months indicate the type of account that was closed and the approximate date that you closed it.

_____

F. Safe Deposit Boxes.

List the name of any financial institution in which you have had a safe deposit box in the past 12 months. _____

G. Prior Address.

Please indicate each and every address where you have presided for the past 3 years

_____

H. Co-Signers.

Are any debts owed by you subject to co-signers? If so, indicate the name, address and obligation for which any person has co-signed for a debt owed by you.

_____

III. DEBTS

Please provide a copy of all bills/debts that you owe at this time. If you do not have a copy of a bill or statement, please indicate the name and address of the creditor, the amount owed and a description of the indebtedness

IV. INCOME INFORMATION

A. Indicate and describe any business that you operate as an owner or co-owner.

_____

B. Provide copies of paystubs from your employment for the past 6 months. If you do not have 6 months of paystubs available to you, contact your employer and request a printout of this information. You will not be able to file an action for Bankruptcy without this information. **Also note that we need the complete paystub information showing all taxes and deductions. Screen shots from cell phones are not acceptable.**

C. Provide statements indicating any other income that you may receive.

IE: Unemployment, Social Security, etc.

D. Income Tax Returns.

Please provide copies of Income Tax Returns filed by you for the past 2 years.

V. EXPENSES

A. Rent or home mortgage payment: $_____/monthly

If you make a mortgage payment do you want to reaffirm your mortgage? _____

If yes on reaffirming your mortgage, are any payments delinquent? _____

What institution do you make your mortgage payments to:_____

B. Real Estate Taxes if not included in mortgage payment: $ _____/annual

C. Property Insurance if not included in mortgage payment: $ _____/annual

D. Utilities:

Electric: $ _____/monthly

Heating Fuel: $ _____/monthly

Water/Sewer: $ _____/monthly

Telephone: $ _____/monthly

Cable TV: $ _____/monthly

Internet: $ _____/monthly

E. Home Maintenance.

Repair & Maintenance: $_____/monthly

F. Food: $ _____/monthly

G. Clothing: $ _____/monthly

H. Laundry & Dry Cleaning: $ _____/monthly

I. Medical & Dental Expense not covered by insurance: $ _____/monthly

J. Transportation: Estimated repairs, gasoline & maintenance: $ _____/monthly

K. Recreation, Clubs & Entertainment: $ _____/monthly

L. Childcare & children's education costs: $ _____/monthly

M. Insurance premium payments.

1. Life Insurance: $ _____/monthly

2. Health Insurance $ _____/monthly

3. Auto Insurance $ _____/monthly

N. Child Support, alimony or settlement monies paid by you: $ _____/monthly

Name & Address of Recipient: _____

O. Car payments: $ _____/monthly

What Institution are your payments to: _____

Do you want to reaffirm your vehicle loan? _____

If yes on reaffirming this loan, are any payments delinquent? _____

P. Payments for Recreational Vehicles: $ _____/monthly

Q. Other installment payments (describe): $ _____/monthly