

Law Office of Patricia Downing, LLC  
1248 Nilles Road, Ste. 7  
Fairfield, OH 45014  
(513)642-7046  
Fax (513)889-0600  
[pat@downinglawoffice.com](mailto:pat@downinglawoffice.com)

## **NOTICE OF ALL BANKRUPTCY CLIENTS**

The following information **must** be provided to me in order to complete and file your bankruptcy petition. Your failure to provide any one of the items check marked below could result in a delay in your bankruptcy petition being filed.

- \_\_\_\_\_ 1. List of all creditors, including name, address, account number, balance due. (You must provide the bills themselves to verify the information on your list). If you owe money to a family member, they are a creditor and must be listed. Also include friends, taxing authorities, utilities. (SEE 342 (c) (2) (A) for requirements.)
- \_\_\_\_\_ 2. List of all cosigners, including name and address and copy of the underlying debt.
- \_\_\_\_\_ 3. Current paycheck stub AND evidence of income over the last **6 months**.

**I NEED EACH AND EVERY PAYCHECK STUB FOR THE LAST SIX (6) MONTHS YOU ARE UNDER A CONTINUING DUTY TO PROVIDE MY OFFICE WITH CURRENT PAYCHECK STUBS. YOU CAN SEND THEM BY MAIL, FAX OR HAND DELIVERY.**

- \_\_\_\_\_ 4. Certificates of title to all titled assets, including but not limited to vehicles, motors, mobile homes, trailers, motorcycles.
- \_\_\_\_\_ 5. Copies of all leases, including premises and personal property leases.
- \_\_\_\_\_ 6. Copies of any and all deeds to real estate, including cemetery plots.
- \_\_\_\_\_ 7. Copies of recorded mortgages.
- \_\_\_\_\_ 8. Copies of any appraisals you have done on any real estate over the last 4 years. (An appraisal is needed to confirm a Chapter 13, must not be more than 1 year old in most circumstances).
- \_\_\_\_\_ 9. Copies of your **FEDERAL AND STATE** tax returns for the last three (3) years including 1099's, and w-2's.
- \_\_\_\_\_ 10. Copies of any and all lawsuits, judgments or liens, including tax liens filed against you.
- \_\_\_\_\_ 11. Copies of a divorce decrees and/or domestic court orders relative to debt and/or support obligations.

\_\_\_\_\_ 12. Copies of your credit reports from all three (3) credit reporting agencies. Try to get at least One (1). **All three (3) are not required to file. I DO NOT NEED YOUR CREDIT SCORE**

- a. Equifax: PO Box 740214, Atlanta, GA 30374; (800)685-1111
- b. Experian: PO Box 2104, Allen, TX 75013; (888)397-3742
- c. TransUnion: PO Box 1000, Chester, PA 19022; (800)888-4213

OR

All three are available on line at [www.annualcreditreport.com](http://www.annualcreditreport.com)

**\*\*\*ADDRESSES FOR YOUR CREDITORS MUST BE ON YOUR CREDIT REPORT\*\***

\_\_\_\_\_ 13. Checking and/or Savings account information for the last 6 months (ledger/statements).

**\*\*\*I MUST HAVE A STATEMENT FOR EVERY BANK ACCOUNT YOU HAVE\*\*\***

\_\_\_\_\_ 14. Copies of insurance policies for all insured assets, including but not limited to homeowners and vehicle policies. Include copies of riders setting out specific items of personal property insured with values.

\_\_\_\_\_ 15. Copies of statements showing amounts in pension plans, 401-K's, and any other retirement accounts.

\_\_\_\_\_ 16. Consumer Credit Counseling certificate of completion of pre-petition counseling. See [www.usdoj.gov/ust](http://www.usdoj.gov/ust) and click on Debtor Approved Counseling Agencies for approved credit reporting agencies for the SOUTHERN DISTRICT OF OHIO.

\_\_\_\_\_ 17. Copies of any prior bankruptcy cases, including petition, schedules, and statement of affairs.

**I DO HEREBY ACKNOWLEDGE RECEIPT OF THE ABOVE-REFERENCED CHECKLIST AND ACKNOWLEDGE THAT ALL ITEMS IDENTIFIED MUST BE PROVIDED TO MY ATTORNEY PRIOR TO FILING BANKRUPTCY.**

\_\_\_\_\_  
CLIENT

\_\_\_\_\_  
DATE

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CLIENT

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DATE