

THE GENESIS LAW GROUP

**BANKRUPTCY
PACKAGE**

FOR

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CLIENT INTAKE FORMS

In order to save you time and prevent any unnecessary delays in the processing of your bankruptcy petition, we have included the instructions below to help you complete the forms properly. It is very important to be as detailed as possible in your answers to the questions.

Will The Court Take My Stuff?

When you are filling out the forms, do not be afraid to list items simply because you are afraid the court will take that item away from you. This is a common fear most people have; however, a bankruptcy petition is a complete overview of your current financial situation. If you are in danger of losing any items, we will point these out to you before completing your petition. We will single out items not covered by exemptions and provide you with this information beforehand so there should be no surprises.

Creditors

We will need the name, address, account number, type of bill, and amount owed for all of your creditors. We ask that you bring your most recent billing statement with you and that you write on the statement for credit cards the last date you used that card (the card should not have been used within the 60 day period prior to your filing bankruptcy, if it has we may need to wait to file your petition). Also include the date that the debts were incurred (the year is sufficient). We will use your actual statements to prepare your petition. Remember to bring a billing statement or provide a listing of all of your creditors. You may the debt sheet at the back of this packet to list those creditors for which you do not have a billing statement for.

What if you don't know the address of a creditor?

If you requested a credit report before filling out the Client Intake Forms, the credit report may or may not contain all the addresses you need. Often, credit reports will only contain the address of the collection agency, and only reference the original creditors name without an address.

In this case, you will have to do a little work on your own to obtain the missing address. The best place to start in trying to find an address of a creditor is to look on a bill or statement. If you have no bill or statement, call the toll-free national information line at 1-800-555-1212 and see if a toll-free number is listed under the company's name. If not, you may have to look in your phone directory or do an online search of the yellow pages.

Once you obtain the telephone number of the creditor, simply call them and ask for their mailing address.

Income Page

An often overlooked piece of vital information we need is your **year-to-date income**, plus the **income you made last year** and the **year before**. This question appears right below your name on the "income History" page. Your year-to-date income should appear on your recent paycheck stub or paycheck stubs (if you have worked for more than one employer this year).

Other income such as child support, social security, pension, food stamps, self-employment, etc. needs to be separated and listed separately.

Statement of Affairs Form

Make sure that every box on the question forms are answered with either a "yes" or "no". These questions serve as a written statement concerning your current financial condition. If a box is left unanswered, you will need to provide a written statement that specifically answers this question before your petition can be finalized so make sure you answer EVERY single question.

In addition, if any question on the question pages is answered "yes," make sure you fill in ALL the information needed to answer that question in the boxes provided. For instance, some people check "yes" to the item on the question pages referring to previous addresses, however, they forget to include the city, state and zip code of the address they lived at. Or, if a car has been repossessed, don't just call it a "car" but provide the make, model and year. Be as detailed as possible when answering any questions with a "yes" response. The detail you provide at this stage will greatly increase the turnaround time for completing your petition and help with the smoothness of the entire bankruptcy process.

Motor Vehicles

Please remember to ALWAYS provide the make, model and year of your motor vehicle. We must obtain market values of all motor vehicles from the Kelly Blue Book for the bankruptcy court and we need all the information on the vehicle, including the mileage to obtain the correct market value. Example: 1997 Ford should be 1997 Ford Mustang, or 1997 Ford F-150 Super Cab, or whatever the case may be.

Please Remove This Sheet and Keep For Your Records

CREATING A LIST OF CREDITORS

When you file for bankruptcy it is important to list all your creditors (the people you owe money to). Be sure to include EVERYONE on your list, including friends, relatives, neighbors, and anyone else that you owe money to. If you fail to include a creditor, that debt will not be discharged and you will still owe the money.

The easiest way to compile your list of creditors is to use a combination of your bills or statements, and your credit report.

There are three main companies that collect and report credit data. You can order your credit report by mail, by phone, or over their website. At each of their websites there is also a link for obtaining all three credit reports with one purchase.

It is best to order all three reports, since different companies report data to different places. One report may include something that the others do not.

If you order by phone or by mail, most credit reporting agencies will send out the information within 5 to 10 business days. That means it can be two to three weeks before you receive the credit report. If you have a credit card, you can order the report online. Many services allow you to view the credit report online and print it off immediately.

Most credit reporting agencies will charge you a fee to obtain your credit report. The amount of this fee may vary by state.

TransUnion LLC

Consumer Disclosure Center
P.O. Box 1000
Chester, PA 19022
To order by phone: 800-888-4213
<http://www.transunion.com>

Equifax Credit Information Services, Inc

P.O. Box 740241
Atlanta, GA 30374
To order by phone: 800-685-1111
<http://www.equifax.com/>

Experian

P.O. Box 2002
Allen, TX 75013
To order by phone: 888-EXPERIAN
(1-888-397-3742)
www.experian.com

Regardless of how you choose to obtain your credit report, you will need the following information:

- First, middle, and last name (including Jr., Sr., III)
- Current address
- Previous addresses in the past five years, if any
- Social Security Number
- Date of birth
- Current employer
- Phone number
- Spouses name and Social Security Number
- Signature
- Applicable fee
- If you are mailing it in, you may also need two proofs of your current address. These can include copies of utility bills or insurance bills. These items must have your name and current address on them.

Free Credit Reports

Under the Fair Credit Reporting Act, you may be entitled to receive a free copy of your personal credit report if you have been declined credit, employment or housing in the last 60 days, or if adverse action has been taken against you in the last 60 days, based on information from a credit report. You can only get a free copy by mail, not online. You will need to contact each company to request information on how to confirm your eligibility and to request your free copy. It usually takes three to four weeks to receive your free copy by mail.

Under the Fair and Accurate Credit Transactions Act you are entitled to a free copy of your credit report once a year.

GENERAL INFORMATION

Please fill out ALL the information requested in these forms. If a question or section does NOT apply to you, write "N/A" in the space. (N/A means "not applicable.") The more information you provide in these forms, the faster your bankruptcy petition can be prepared. There will be a delay if we need to verify or obtain more information concerning a specific asset, debt or creditor, so please provide as much detail as you can and fill in ALL the information requested on these forms. Thank you for taking the time to be thorough and complete, resulting in faster turnaround.

Name, First	Middle (spell out)	Last
Other Name Used, First (if any)	Middle (spell out)	Last
Social Security Number		Date of Birth
Physical Street Address		
City	State Zip	How long were you here?
Mailing Address (if different from Physical Street Address above)		
City	State Zip	How were you referred to us?
County of Residence	Length of Time at This Address	Marital Status
Home Phone	Cell Phone	Other Phone
Other Tax ID numbers or Social Security Numbers		Email Address
SPOUSE , First Name	Middle (spell out)	Last
Social Security Number		Date of Birth
Home Phone	Cell Phone	Other Phone
Address (if living separately)		
City	State Zip	Email Address

DEPENDENTS

Name	Age	Relationship to You	Person/child living with you?
_____	_____	_____	<input type="checkbox"/> YES <input type="checkbox"/> NO
_____	_____	_____	<input type="checkbox"/> YES <input type="checkbox"/> NO
_____	_____	_____	<input type="checkbox"/> YES <input type="checkbox"/> NO
_____	_____	_____	<input type="checkbox"/> YES <input type="checkbox"/> NO

Have you ever filed bankruptcy before? YES NO If yes, what year? _____

Are both you and your spouse filing this bankruptcy together? YES NO

Has either you or your spouse been known by any other name during the past 6 years?
(Example: maiden name, last name from previous marriage, legal name change, DBA's etc.)

YES NO If yes, write the **NAME** and **DATE(S) USED** below:

Name Used _____ Dates Used _____ thru _____

Name Used _____ Dates Used _____ thru _____

YOUR REAL ESTATE

NOTICE: IF YOU OWN A MOBILE HOME, PLEASE ASK FOR THE MOBILE HOME PAGE

PRINT OUT ADDITIONAL PAGES FOR EVERY SEPARATE PIECE OF REAL ESTATE THAT YOU OWN.

Check the type of real estate you own: House Condominium Vacant Lot Other

Name(s) on Deed or Title _____

Address of Real Estate _____

Description of Real Estate : (example: 1,250 square foot home with 2 bedrooms, 2 baths, attached 2-car garage situated on 2 acres of ground with outbuildings.) _____

Name of Mortgage Company _____

Address _____

Account Number _____ Date obtained this mortgage? _____

What are the monthly payments? _____ What is the pay-off amount on this mortgage? _____

Are you behind in payments? **YES** **NO** If so, what months? _____

What interest rate do you pay? _____% Amount to catch up back payments? _____

What year was your real estate last appraised? _____ What was the appraised value? _____

Do you have a second mortgage on the real estate? **YES** **NO**

SECOND MORTGAGE INFORMATION (IF APPLICABLE)
--

Name of Mortgage Company _____

Address _____

City _____ State _____ Zip _____

Account Number _____ Date obtained this mortgage? _____

What are the monthly payments? _____ What is the pay-off amount on this mortgage? _____

Are you behind in payments? **YES** **NO** If so, what months? _____

What interest rate do you pay? _____% Amount to catch up back payments? _____

COLLECTION INFORMATION (IF APPLICABLE)

Name of Collector or Attorney _____

Address _____

City _____ State _____ Zip _____

Is this real estate in the process of foreclosure or replevin action? **YES** **NO**

If in collection, please provide a copy of the court documents you were served.

YOUR HOUSEHOLD INVENTORY

Please check the items below that you currently have in your home. Then, provide the YARD SALE VALUE of each item – NOT the replacement cost.

	Yard Sale Value
<input type="checkbox"/> Stove/Cooking Unit	\$ _____
<input type="checkbox"/> Refrigerator	\$ _____
<input type="checkbox"/> Washer/Dryer	\$ _____
<input type="checkbox"/> Microwave	\$ _____
<input type="checkbox"/> Cooking Utensils	\$ _____
<input type="checkbox"/> Silverware/Flatware	\$ _____
<input type="checkbox"/> Cookware (Pots/Pans)	\$ _____
<input type="checkbox"/> Living Room Furniture	\$ _____
<input type="checkbox"/> Dining Room Furniture	\$ _____
<input type="checkbox"/> Tables and Chairs	\$ _____
<input type="checkbox"/> Televisions(s)	\$ _____
<input type="checkbox"/> VCR(s)	\$ _____
<input type="checkbox"/> DVD(s)	\$ _____
<input type="checkbox"/> Compact Disks	\$ _____
<input type="checkbox"/> All Other Stereo Equipment	\$ _____
Describe item(s): _____	

<input type="checkbox"/> Bedroom Furniture	\$ _____
<input type="checkbox"/> Dressers/Nightstands	\$ _____
<input type="checkbox"/> Lamps and Accessories	\$ _____
<input type="checkbox"/> Wedding Rings	\$ _____
<input type="checkbox"/> Other Jewelry/Watches	\$ _____
Describe item(s): _____	

<input type="checkbox"/> Furs	\$ _____
<input type="checkbox"/> Computer(s)	\$ _____
<input type="checkbox"/> Computer Printers	\$ _____
<input type="checkbox"/> Desks/Office Furniture	\$ _____
<input type="checkbox"/> Other Computer Equipment	\$ _____
Describe item(s): _____	

<input type="checkbox"/> Photography Equipment	\$ _____
<input type="checkbox"/> Satellite Disks	\$ _____
<input type="checkbox"/> All Clothing	\$ _____
(including shoes, coats, hats, etc)	
<input type="checkbox"/> Collectibles	\$ _____
Describe item(s): _____	

<input type="checkbox"/> Paintings/Art	\$ _____
Describe item(s): _____	

<input type="checkbox"/> Carpenters Tools	\$ _____
Describe item(s): _____	

<input type="checkbox"/> Mechanics Tools	\$ _____
Describe item(s): _____	

<input type="checkbox"/> Guns and Firearms	\$ _____
Describe item(s): _____	

<input type="checkbox"/> Lawnmower	\$ _____
<input type="checkbox"/> Boats	\$ _____
<input type="checkbox"/> Trailers	\$ _____
<input type="checkbox"/> Campers	\$ _____
<input type="checkbox"/> Yard Tools/Equipment	\$ _____
<input type="checkbox"/> Swimming Pool	\$ _____
<input type="checkbox"/> Cell Phones	\$ _____
<input type="checkbox"/> OTHER ASSETS	\$ _____
<input type="checkbox"/> Rent deposit with landlord	\$ _____
Name of Landlord _____	
Address _____	
City _____ State _____ Zip _____	
<input type="checkbox"/> Government Bonds	\$ _____
<input type="checkbox"/> Certificate of Deposits	\$ _____
<input type="checkbox"/> Copyrights/Patents	\$ _____
<input type="checkbox"/> Aircraft	\$ _____
<input type="checkbox"/> _____	\$ _____
<input type="checkbox"/> _____	\$ _____
<input type="checkbox"/> _____	\$ _____
<input type="checkbox"/> _____	\$ _____
<input type="checkbox"/> _____	\$ _____
<input type="checkbox"/> _____	\$ _____
<input type="checkbox"/> _____	\$ _____
<input type="checkbox"/> _____	\$ _____
<input type="checkbox"/> _____	\$ _____
<input type="checkbox"/> _____	\$ _____

YOUR MOTOR VEHICLES

Motor vehicles include cars, trucks, SUV's, motorcycles, mobile homes, boats, trailers, campers, etc. that are TITLED IN YOUR (OR YOUR SPOUSE'S) NAME **Print out more sheets if you own more than 2 vehicles.**

Type: Automobile Truck Motorcycle Mobile Home Other: _____

Year Make Model _____

Condition Excellent Good Fair Poor Not Running Mileage _____

Name(s) on vehicle title? _____

Is vehicle leased? YES NO If yes, what is the "buy out" on the lease? _____

Name of company you make payments to for this vehicle: _____

Address _____

City _____ State _____ Zip _____

Account Number _____ Date Established Loan _____

Monthly Payment _____ How many months are you behind in payments? _____

What is the "pay off" amount on this vehicle? _____ Check one: Keep Surrender

Have you went to a loan company and listed this vehicle as collateral for a personal loan? YES NO

If so, name of loan company for personal loan: _____

Type: Automobile Truck Motorcycle Mobile Home Other: _____

Year Make Model _____

Condition Excellent Good Fair Poor Not Running Mileage _____

Name(s) on vehicle title? _____

Is vehicle leased? YES NO If yes, what is the "buy out" on the lease? _____

Name of company you make payments to for this vehicle: _____

Address _____

City _____ State _____ Zip _____

Account Number _____ Date Established Loan _____

Monthly Payment _____ How many months are you behind in payments? _____

What is the "pay off" amount on this vehicle? _____ Check one: Keep Surrender

Have you went to a loan company and listed this vehicle as collateral for a personal loan? YES NO

If so, name of loan company for personal loan: _____

BANK ACCOUNT

Please list all your bank accounts below.

Type: Checking Savings Other: _____ Balance: \$ _____

Bank Name: _____ Account No.: _____

Type: Checking Savings Other: _____ Balance: _____

Bank Name: _____ Account No.: _____

Type: Checking Savings Other: _____ Balance: \$ _____

Bank Name: _____ Account No.: _____

INCOME HISTORY FOR YOU

Your Name as listed on your current paycheck stub: _____

Gross income year-to-date total for this current year? _____

VERY IMPORTANT: Gross income last year _____ **Gross income year before last** _____

Employer's Name _____

Address _____

City _____ State _____ Zip _____

Telephone Number _____

Length of Time at This Job? _____ Years _____ Months

Job Title (do not abbreviate) _____

How often do you get paid? (*circle or check one*)

- every week bi-weekly (sometimes I get paid 3 times a month)
 semi-monthly (on the same 2 days of each month) once a month

What is your "average" gross wages before deductions? _____

How much "average" extra money do you receive in overtime and commissions per pay period? _____

What is the total amount of taxes deducted (FICA, Federal, State, Local) from your paycheck? _____

How much insurance is deducted from your paycheck? _____ How much in Union Dues? _____

How much do you pay in Alimony or Child Support? _____ Are you court ordered to pay this? YES NO

Are there any other deductions from your paycheck? YES NO If yes, how much? _____

What is this "other" deduction for? _____ if 401K Plan, how long have you participated? _____

How much additional income do you make monthly from a business, flea market, etc? _____

Monthly Income from real property (rentals) _____ Monthly Interests and Dividends _____

Monthly Alimony or Child Support received _____ Monthly Social Security _____

Monthly Government Assistance _____ Monthly Food Stamps _____

Monthly Public Assistance _____ Monthly Pension or Retirement _____

Other Income (Reason and amount received monthly)? _____

Do you have a second job? YES NO If yes, name of employer: _____

Address _____

City _____ State _____ Zip _____

Telephone Number _____

Length of Time at This Job? _____ Job Title _____

How often do you get paid? (*check one*)

- every week bi-weekly (sometimes I get paid 3 times a month)
 semi-monthly (on the same 2 days of each month) once a month

What is your "average" gross wages before deductions? _____

Do you receive any income from a home-based business? YES NO How much per month? _____

INCOME HISTORY FOR YOUR SPOUSE (IF FILING JOINTLY)

Your Name as listed on your current paycheck stub: _____

Gross income year-to-date total for this current year? _____

VERY IMPORTANT: Gross income last year _____ **Gross income year before last** _____

Employer's Name _____

Address _____

City _____ State _____ Zip _____

Telephone Number _____

Length of Time at This Job? _____ Years _____ Months

Job Title (do not abbreviate) _____

How often do you get paid? (*circle or check one*)

- every week bi-weekly (sometimes I get paid 3 times a month)
 semi-monthly (on the same 2 days of each month) once a month

What is your "average" gross wages before deductions? _____

How much "average" extra money do you receive in overtime and commissions per pay period? _____

What is the total amount of taxes deducted (FICA, Federal, State, Local) from your paycheck? _____

How much insurance is deducted from your paycheck? _____ How much in Union Dues? _____

How much do you pay in Alimony or Child Support? _____ Are you court ordered to pay this? YES NO

Are there any other deductions from your paycheck? YES NO If yes, how much? _____

What is this "other" deduction for? _____ if 401K Plan, how long have you participated? _____

How much additional income do you make monthly from a business, flea market, etc? _____

Monthly Income from real property (rentals) _____ Monthly Interests and Dividends _____

Monthly Alimony or Child Support received _____ Monthly Social Security _____

Monthly Government Assistance _____ Monthly Food Stamps _____

Monthly Public Assistance _____ Monthly Pension or Retirement _____

Other Income (Reason and amount received monthly)? _____

Do you have a second job? YES NO If yes, name of employer: _____

Address _____

City _____ State _____ Zip _____

Telephone Number _____

Length of Time at This Job? _____ Job Title _____

How often do you get paid? (*check one*)

- every week bi-weekly (sometimes I get paid 3 times a month)
 semi-monthly (on the same 2 days of each month) once a month

What is your "average" gross wages before deductions? _____

Do you receive any income from a home-based business? YES NO How much per month? _____

MONTHLY BUDGET

This form is necessary to determine how much you spend each month on living expenses. Be sure to write in the MONTHLY (not yearly) amounts in the spaces below each expenditure. For utilities, your bill may be higher in the winter than in the summer, so write an amount that is "average" covering the whole 12 month period.

Housing Expenses

Rent (if you do not own your home) \$ _____
 First Mortgage payment or mobile home monthly payment \$ _____
 Second mortgage (if applicable) \$ _____
 Third mortgage (if applicable) \$ _____

Are real estate taxes included in your mortgage payment?

YES NO

Taxes not included in house payment \$ _____

Is your home insurance included in your mortgage

payment? YES NO

Insurance not included in house payment \$ _____

Utilities (Normal Monthly Average)

Electricity and Gas \$ _____

Water \$ _____

Telephone (Basic Service) \$ _____

Trash Pick-Up \$ _____

Basic Needs

Home Maintenance (home owners) \$ _____

Food (Monthly) \$ _____

Clothing (Monthly Expense) \$ _____

Laundry, dry cleaning, soap, etc. \$ _____

Medical expenses not paid by insurance \$ _____

Transportation

Gasoline/auto maintenance \$ _____

Recreation, Entertainment \$ _____

Charitable Giving (if claimed on taxed) \$ _____

Insurance

Renters Insurance \$ _____

Life Insurance (other than employer) \$ _____

Health Insurance (other than employer) \$ _____

Automobile Insurance \$ _____

Other Insurance \$ _____

Taxes

Are any other taxes deducted from your wages? If so,

type of taxes are they? \$ _____

Other Expenses

Alimony or Child Support \$ _____

Payments for someone outside your home \$ _____

Union Dues (not payroll deducted) \$ _____

Professional Dues (not payroll deducted) \$ _____

Child Care Expenses \$ _____

Babysitter/Day Care Expenses \$ _____

School Lunch Expenses \$ _____

College Tuition (Not Loans) \$ _____

Student Loan Repayment \$ _____

Newspapers, Books, Magazines \$ _____

Personal Care Items \$ _____

Other _____ \$ _____

Other _____ \$ _____

Use the space below to describe any additional monthly expenses that you must pay out of your pocket that are not covered here. Explain the type of expense, amount of expense and how long you will continue to have this expense: _____

STATEMENT OF AFFAIRS (1 of 2)

The following pages contain extremely **IMPORTANT QUESTIONS**, many of which will be asked you again by the Trustee when you attend your first hearing. Please take your time and go through every question thoroughly and put an X in the box under the correct response. You will be asked for additional information on the questions you answer "yes" to.

	YES	NO
Have you ever been married before?		
Have you ever provided a notice to any governmental unit of a Release of Hazardous Material?		
Do you share the ownership of any real property with another person, such as co-tenancy or joint tenancy? (This does not apply to your spouse.)		
Do you have a future interest in any real estate, such as putting money down on a property you have not purchased yet?		
Do you own or are you buying a time-share in a vacation property or resort?		
Do you have a car, truck, motorcycle, boat or camper in your possession titled in someone else's name?		
Are you buying any of your furniture or appliances with installment payments?		
Are you renting-to-own any of your furniture or appliances?		
Have you gone to a loan company or bank and listed any of your furniture, appliances or personal possessions at the time you obtained the loan?		
Do you own or are you buying any tools or equipment that you use for your work?		
At present, do you have any inventory (stock in trade) that could be sold for \$200 or more in profit?		
Are you buying any jewelry with installment payments?		
Do you have animals, livestock or pets you could sell for \$200 or more?		
Do you have any checking or savings account(s) at this time?		
Have you closed any bank accounts within the past two (2) years?		
Do you have a Christmas Club Account or any other special purpose accounts?		
Do you currently have any security deposits being held by a utility company?		
Do you have any life insurance?		
Do you or your spouse participate in a retirement, 401K or pension plan?		
Have you set up your own separate retirement not provided by employer?		
Will you be receiving retirement benefits from a previous employer within the next six (6) months?		
Do you have any stocks, bonds (including savings bonds) or mutual funds?		
Do you have a cell phone?		
Do you live with a roommate/relative that pays part of your expenses?		
Are you currently attending college?		
Do you have a student loan?		
Do you currently owe any fines? (including parking tickets, moving violations, etc)		
If you pay child support, are you currently behind in any payments?		
Even if you never expect to collect any money, does an ex-spouse owe you money for alimony or child support?		

STATEMENT OF AFFAIRS (2 of 2)

Over the last year, have you, your children or your spouse been involved in an accident where someone was hurt, for example, a car accident?		
During the next six (6) months, do you expect to inherit anything?		
During the next six (6) months, do you expect to recover on anyone's life insurance policy?		
Do you expect to receive any money from any insurance claim, for any reason, during the next six (6) months?		
Are you the beneficiary of a trust fund?		
Are owed any back wages, commissions, or vacation pay from your current or previous employer?		
Is any of your property in the hands of a repairman, storage company or pawnbroker?		
In the near future, do you expect to settle, win or begin a case for personal injury?		
In the near future, do you expect to enter into any property settlement with a former spouse?		
Does anyone owe you any money for a judgment you have obtained against them?		
Even if you never expect to collect, does anyone owe you any money for any reason whatsoever?		
Have you made any payments on your loans or bills other than ordinary payments? In other words, have you made catch-up payments, paid off or borrowed to pay on or off bills or loans?		
Are there any lawsuits pending against you now?		
Have your wages or property been garnished or attached?		
Have you returned any property to creditors or was any of your property repossessed from you, sold at foreclosure, transferred through a deed or returned to a seller?		
Is any of your property in receivership or other legal custody?		
Have you made any gifts to friends or relatives?		
Have you transferred any money or property to family members or friends or paid them any money on debts you might owe them?		
Have you have any unusual losses, such as fire, theft, gambling or otherwise?		
Have you had any losses covered by insurance?		
Have you consulted with any other attorney about your financial affairs or paid money to a debt counseling service?		
Have you filed any bankruptcy within the last six (6) years?		
Is anyone holding any property that belongs to you?		
Besides your current address, have you lived at any other addresses within the past six (6) years?		
Have you been self-employed or had any financial interest in any business (or been involved in a partnership with someone who owned a business) within the past six (6) years?		
During the past two (2) years, have either you or your spouse had any other income source outside normal pay from your employer? (includes flea market dealers)		

By signing below, I state that all the information provided in the pages of the "Statement of Affairs" is true and correct to the best of my knowledge.

Signature of Debtor # 1

Signature of Debtor #2

DEBT SHEET

THIS SHEET IS TO BE FILLED IN FOR CREDITORS YOU DO NOT HAVE A BILL OR STATEMENT FOR. Do not just list debts you want to include – but every debt you owe, even loans from relatives. Copy if you need more room.

Name of Creditor _____
Address _____
City _____ State _____ Zip _____
Total amount you owe on this debt _____ Account No: _____
Date (or year) you originally obtained this debt or established credit: _____
If this debt is for a credit card, what date (or year) did you last make a purchase? _____
What is this debt for? _____
Who is financially responsible for this debt? HUSBAND WIFE BOTH OTHER _____
Has this debt been turned over to a collection agency? YES NO
Name of collection agency or law firm _____
City _____ State _____ Zip _____

Name of Creditor _____
Address _____
City _____ State _____ Zip _____
Total amount you owe on this debt _____ Account No: _____
Date (or year) you originally obtained this debt or established credit: _____
If this debt is for a credit card, what date (or year) did you last make a purchase? _____
What is this debt for? _____
Who is financially responsible for this debt? HUSBAND WIFE BOTH OTHER _____
Has this debt been turned over to a collection agency? YES NO
Name of collection agency or law firm _____
City _____ State _____ Zip _____

Name of Creditor _____
Address _____
City _____ State _____ Zip _____
Total amount you owe on this debt _____ Account No: _____
Date (or year) you originally obtained this debt or established credit: _____
If this debt is for a credit card, what date (or year) did you last make a purchase? _____
What is this debt for? _____
Who is financially responsible for this debt? HUSBAND WIFE BOTH OTHER _____
Has this debt been turned over to a collection agency? YES NO
Name of collection agency or law firm _____
City _____ State _____ Zip _____

REQUIRED DOCUMENT CHECK LIST

Please bring the following documents to evaluate, consult and prepare your petition. If any documents are not available please tell us immediately. To determine the financial condition of your family, you must bring your spouse's documents (even if you are filing individually, and your name is not on her documents).

1. REAL ESTATE : All mortgages for every piece of land that you and/or your spouse may own an interest in, including land you inherited and land you own with other people, burial plots, condominiums, timeshares, etc. If you are not sure if you own an interest in a piece of property tell us about it. If you don't have a copy that shows the recording information (book and page numbers) you need to get a copy from your local Courthouse.
2. VEHICLE: Information on your car, truck, boat, airplane, mobile home, and other property that has your name and/or your spouse's name on the title, as owner or co-owner, even if you do not owe any money on it. Need make, model, mileage and approximate value.
3. TAX RETURNS: Last two (2) years of federal and state tax returns that you and/or your spouse filed.
4. BANK STATEMENTS: Last six (6) months bank statements for all accounts that your name and/or your spouse's name is on (if you use on online banking you can print the statements on your computer).
5. PAY STUBS: 2 Months pay stubs or paycheck copy. Be sure to bring receipts and a list of all money and rental income you received, including money from bonuses, settlements, withdrawals, sales of property, capital gains, child support, alimony, unemployment benefits, workers compensation, etc. We need to know about your income, every penny of money and every item of property that your family received, from you, your spouse, and anyone else during the last seven months.
6. COLLECTIONS/BILLS: Bring every bill you and your spouse received from creditors. If you do not have a bill/statement, prepare a list of everyone you and your spouse owe money to. Think of every debt you may possibly owe that you wish to include in the bankruptcy. Tell us about every debt, even if you plan to continue to pay the debt or if the current balance on the debt is zero. We need to know about your expenses, every penny of money and every item of property that your family paid or transferred during the last seven months.
7. SPOUSAL SUPPORT: Spousal support/alimony and/or child support documents.
8. STUDENT LOAN: Bring documents related to all student loans.
9. SUMMONS: Bring documents regarding any civil proceeding such as Judgments and Summons.
10. ANNUITIES: Bring copies of all life insurance policies, annuities, retirement plans, and other accounts and investments. Obtain current cash values (money you could cash out today) for each item.

BUSINESS OWNERS

1. PROFIT AND LOSS: 12 Months Profit and Loss Statement with business bank statements.
2. TAX RETURNS: 2 Years Corporate tax returns.

If you are having trouble gathering the information together, tell us – we may be able to help!

UNITED STATES BANKRUPTCY COURT CENTRAL DISTRICT OF CALIFORNIA	
In re: _____ Debtor(s).	CHAPTER: _____ CASE NO.: _____

**DEBTOR’S CERTIFICATION OF COMPLETION
OF POSTPETITION INSTRUCTIONAL COURSE CONCERNING
PERSONAL FINANCIAL MANAGEMENT**

Every individual debtor in a chapter 7, chapter 11 in which § 1141(d)(3) applies, or chapter 13 case must file this certification. If a joint petition is filed, each spouse must complete and file a separate certification. Complete one of the following statements and file by the deadline stated below:

I, _____, the debtor in the above-styled case, hereby certify that on
(Printed Name of Debtor)

_____, I completed an instructional course in personal financial management provided by
(Date)

_____, an approved personal financial management provider.
(Name of Provider)

Certificate No. *(if any)*: _____.

I, _____, the debtor in the above-styled case, hereby certify that no
(Printed Name of Debtor)

personal financial management course is required because of *[Check the appropriate box.]*:

- Incapacity or disability, as defined in 11 U.S.C. § 109(h);
- Active military duty in a military combat zone; or
- Residence in a district in which the United States trustee *(or bankruptcy administrator)* has determined that the approved instructional courses are not adequate at this time to serve the additional individuals who would otherwise be required to complete such courses.

Date: _____ Signature of Debtor: _____

Instructions: Use this form only to certify whether you completed a course in personal financial management. (Fed. R. Bankr. P. 1007(b)(7).) Do NOT use this form to file the certificate given to you by your prepetition credit counseling provider and do NOT include with the petition when filing your case.

Filing Deadlines: In a chapter 7 case, file within 45 days of the first date set for the meeting of creditors under § 341 of the Bankruptcy Code. In a chapter 11 or 13 case, file no later than the last payment made by the debtor as required by the plan or the filing of a motion for a discharge under § 1141(d)(5)(B) or § 1328(b) of the Code. (See Fed. R. Bankr. P. 1007(c).)