

**DEBTOR(S) DOCUMENT PRODUCTION CHECKLIST
AND AGREEMENT**

Documents To Be Provided Together with Completed Bankruptcy Questionnaire

Client(s): _____ Date: _____

Most of my/our debts are related to problems:
[Check which box applies most]

- Regarding a business I now operate or did operate
- Regarding taxes
- A lawsuit against me regarding an accident or injury
- Mostly credit card or medical debts, car loans, or home loans.

Within the next 30-60 days, I expect my/our income to:
[Check which box applies]

- Increase
- Decrease
- Remain The Same

I/We have **RUSH CIRCUMSTANCES** because of:

- House Foreclosure
- Wage Garnishment
- Car Repossession
- IRS Levy
- Eviction From Apt. or House

I/We understand and agree to provide only **PHOTOCOPIES** of the documents needed to analyze our case and prepare our case for filing bankruptcy, if applicable. I/We understand that the photocopies of the documents provided to Attorney will **not** be returned to me/us and that these documents will be destroyed after they are used by Attorney. No Original documents are to be given to the attorney. Do not staple the photocopies of the documents (use paperclips only) as these documents may be electronically scanned and disposed of. Assemble each category of documents (check box) separately and label with a yellow stickum or note.

[Check each box when you assemble the documents]

DOCUMENTS REGARDING INCOME

- Paycheck stubs for both husband and wife for the last seven (7) months, including the most recent paycheck stubs.
- Papers showing commissions or bonuses received during the last seven (7) months.
- Papers regarding any unemployment benefits received during the last seven (7) months.
- Papers regarding any child support or spousal support received during the last seven (7) months.
- Papers regarding any Social Security payments received by any member of your household during the last seven (7) months who is contributing to household expenses.
- Papers regarding any disability income or benefits received during the last seven (7) months.
- Papers regarding any bank interest income or (stock) dividend income during the last seven (7) months.
- Papers regarding any retirement benefits received during the last seven (7) months.
- Papers regarding any rental income from any house or other real property you own during the last seven (7)

months.

- Information about any major gifts given to you during the last two (2) years.
- Information about any major gambling winnings during the last two (2) years.
- A listing of money contributed to your living expenses during the last seven (7) months by other members of your household, including your spouse if he/she is not filing the bankruptcy with you.

DOCUMENTS REGARDING DEDUCTIONS FROM YOUR INCOME

- Papers regarding any retirement plan contributions you have made during the last seven (7) months.
- Papers regarding any retirement loan currently owed.
- Papers regarding any insurance that is being paid from your paycheck.
- Papers showing any other deduction from you paycheck which is required or mandatory—not voluntary.
- From your payroll department at work, get copies of any wage garnishment orders or voluntary automatic deductions from you paycheck.
- Any court orders setting child support or spousal support amounts that you should be paying, including the order setting regular outgoing monthly amounts and also setting any monthly amounts for catching up on past-due support.
- Is any support you owe secured by a lien on your home or other security interest?
- If you have your own business, a complete listing of all your monthly expenses, including a year-to-date or recent monthly Profit & Loss statement for your business, if possible.
- Papers showing any Criminal Restitution Payments you are required to make.

DOCUMENTS REGARDING YOUR FINANCES

- All statements, bills, notices, letters received in the last three (3) months—regarding all your cards, medical bills, lawsuits, personal loans, car loans, furniture loans, jewelry loans, etc.
- Contracts (with all the attachments) for all car loans purchased within the last four (4) years; and for furniture and jewelry loans for items purchased within the last two (2) years.
- Proof of insurance for any vehicle for which you still owe money.
- Monthly statements for all your bank, credit union & other similar accounts for the last seven (7) months.
- A recent credit report (Preferably from all three (3) Credit Bureaus).
- Check this box if you want our firm to do the Credit Downloads Option.
- Petition, Statements, and Schedules for any bankruptcy filed in the last eight (8) years.
- A list of all your addresses for the last three (3) years.
- Tax returns (both state and federal) for the last two (2) years, plus W-2s, 1099s, etc. for those years or
- Deeds and deeds of trust regarding any real property you now own or have owned within the last ten (10) years, including:
 - a. information about refinancing within the last five (5) years and current mortgage billing statements.
 - b. transfers of ownership within the last five (5) years and deeds on all property owned.
- Papers regarding all other personal and real property you own (for example, vehicle registration papers, stock value statements, cash value life insurance policy documents, time-share unit documents, etc.).
- Have you been convicted of a felony? If so, locate any documents stating the type of conviction.
- If you did or may receive any money or property from a trust or probate estate, get documents regarding it.
- Education IRA or tuition documentation.
- Student loan documents
- Bills, statements, receipts for any normal living expenses during the last six (6) months: utility bills, food or

clothing bills, lawsuits, personal loans, car loans, furniture loans, jewelry loans, etc.

RUSH CIRCUMSTANCES DOCUMENTS

- Foreclosure Documents on House(s) or land.
- Eviction Papers for Apartment or House.
- Eviction Papers for Business location or lease.
- Wage Garnishment Papers.
- Car or Truck Repossession Papers.
- IRS Levy Papers.

MISCELLANEOUS DOCUMENTS

- Statements showing Balances on mortgages, car loans, or any other secured debt.
- Copies of your Social Security Cards.
- Copies of your Drivers' Licenses.
- Copies of Titles to Cars, Trucks, Motorcycles, R.V.'s, Boats, Trailers, etc. that you own.
- Copies of Divorce Decrees, Permanent Orders entered within the last eight (8) years.
- Pre-marital Agreements, Pre-Nuptial Agreements, or Post-Nuptial Agreements.
- Copies of any Trusts created by you or for you.
- Lawsuits and Judgments filed by creditors **against** you.
- Lawsuits and Judgments **filed by you** against other people or companies.

DOCUMENTS FOR SELF-EMPLOYED INDIVIDUALS

- Corporation, Partnership, L.L.C. or other papers for your businesses.
- Inventory Lists for your business.
- Profit and Loss Statements from past two (2) years.
- Balance Sheets from past two (2) years.
- Financial Statements from past two (2) years.
- Appraisals for the Business or Business Assets.
- UCC-1 & Other Security and Financing Statements covering your business assets.
- Franchise Agreements.
- SBA or Bank Loan Agreements.
- Accounts Receivable Lists.
- Business Purchase Agreements from prior owner.
- Equipment and Vehicle Lease Agreements.
- Business location or store lease agreements.

I/We agree that Attorney is **not** required to file my/our Bankruptcy Petition until such time as I/We have produced **ALL** of the above documents that are applicable to my/our case, notwithstanding the fact that I/We may have a pending garnishment, home foreclosure, repossession, levy, etc. **and** given Attorney sufficient time

to analyze the documents in order to prepare a bankruptcy, if applicable.

I/We understand, agree and have been advised that any and all information and documentation provided by me/us to Attorney may be discoverable and be examined by the Trustee in my case, the United States Trustee, the Bankruptcy Court and possibly creditors pursuant to 11 U.S.C. § 342 (b)(2)(B).

I/We understand, agree and have been advised that we must provide complete, accurate, and truthful information and documentation.

I/We agree that:

- I/We will produce all of the documents together at one time and not piecemeal.
- I/We will send of the documents to Mr. Larson, along with my completed bankruptcy questionnaire.
- I/We will not fax the documents to Attorney and will only mail them or bring them in.
- I/We will not communicate important or material documentation or information orally to Attorney.
- I/We will send the completed Bankruptcy Questionnaire to Mr. Larson.

Name: _____ Date: _____

Name: _____ Date: _____

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