

# 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.

- Completed Questionnaire**
- Credit Counseling Certificate (Reminder: Take Debtor Education Class after filing.)**
- Picture ID, preferably your driver's licence.**
- Social Security Number, preferably your Social Security Card**
- Credit Report release form**
- Last three months of bank statements**
- 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. If they have not been filed, they will need to be prepared and we will file them for you.**
- 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 supplemented right up to the date the petition is filed.**
- Copy of all billing statements, collection letters, utility bills, etc. for the last 2 months and all contracts.**
- Vehicle registration for all cars, motorcycles, boats, 4 wheelers, etc. and completed VEHICLE INFORMATION SHEET.**
- Proof of all charitable contributions paid within one year prior to filing.**
- Property tax assessment and any recent appraisals for all real property.**
- Divorce Decree if divorced within three years**
- Business questionnaire for each business.**
- 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.**
- Any and all court papers you have received including Complaints, Judgments, Garnishment Orders, Liens, etc.**
- Fees (In the form of cash, money order or cashier's check made payable to Lewis P. Adams, Attorney) Please, no personal checks. \$500.00 initial fees are non-refundable. The following fees must be paid before the case can be filed with the Bankruptcy Court.**

**Filing Fee:**           \$ \_\_\_\_\_  
**Attorney Fee:**       \$ \_\_\_\_\_