

**From Law Office of Timothy J. Sierra, LLC:**

**\*\*Note: For your use to check off the documents as you provide them to our law firm. Documents must be provided in PDF format.**

In accordance with the 2005 bankruptcy laws and in order to properly evaluate our client's case, all debtor(s) will be required to submit copies of the following information to our office for diligent preparation of the Petition, Schedules A thru J, and Statements, for case preparation & filing.

Requested	Sent to Atty	Documents to be Provided
X	X	Documents to send to Attorney Sierra:
X		Complete bank statements covering the <b><u>90 days prior to filing bankruptcy</u></b> , including the bank statement that contains transactions on the date of the bankruptcy filing.
X		Pay stubs for the <b><u>six (6) months prior to the filing date</u></b> & the <b><u>1st pay period</u></b> after the filing date, for Debtor(s).
X		<b>Complete</b> federal and state (if any) tax return, and supporting document (i.e., W2s, 1099), for the <b><u>last two (2) years returns</u></b> were filed and the pending years' tax return.
X		<b>Written payoff statements</b> reflecting the balance owed for all vehicles, boats, trailers or other real or personal property reflected on Schedules A and B, including homestead property. The payoff <b>MUST</b> be in writing and prepared by the creditor. An oral payoff received from the creditor is NOT sufficient. <b>Forms acceptable are:</b> reaffirmation agreements or a monthly statement that contains the payoff amount <b>as of the filing date</b> . For Chapter 7 filers: The Statement of Intention indicating the intent to retain, redeem or surrender property must be produced along with all the written payoff statements.
X		<b>Titles or registrations</b> for all vehicles, boats, trailers or other personal property that is titled. NADA retail value will be used unless a written appraisal is provided by a certified appraiser; if a dispute exists an appraisal must be done at your expense. Trustees will not accept CarMax appraisals and any others from non-certified appraisers.
X		The last <b><u>two (2) statements</u></b> for all retirement and non-retirement accounts, including 401(k) plans, IRAs, mutual funds, etc. If the type of account is not evident from reviewing the statement, the plan documents describing the type of plan involved are required to be provided.
X		<b><u>Deeds to all parcels of real estate owned by the debtor(s)</u></b> , or in which the debtor(s) had any kind of interest in <b><u>within 1215 days</u></b> (approximately 3.5 years) of the filing of the petition together with closing statements for purchase of the real estate. <b><u>Deeds to any and all oil, gas, mineral, or air rights, in which the debtor(s)</u></b> had any kind of interest in <b><u>within the past 1215 days</u></b> of the filing of the petition.
X		<b>Closing statement</b> and <b>deeds</b> for all real estate sold or transferred within the year before the filing date.
X		Copy of credit counseling certificate(s).
X		If the Veteran's exemption is applied, form DD-214
X		Proof for <b><i>special expenses claimed</i></b> , i.e. school, food and clothing expense receipts, under the Means Testing provision