

**CHANGING YOUR APPOINTMENT** - please notify the law firm, tel: \_\_\_\_\_  
48 hours prior to the appointment.

**CHECKLIST OF ITEMS YOU WILL NEED TO PROVIDE**

**What do I bring with me to the appointment?** - Please make sure that you bring the following items with you to the appointment:

- Attached client intake form.**
  - \* All questions need to be answered, there cannot be any blank spaces
  - \* if they are not applicable mark "0" or "None" or "N/A".
  
- Every creditor** - people that you owe money to.
  - \* Copies of the most **recent billing statement**
  - \* If you don't have the most recent billing statement. On a sheet of paper, write down the following information for **each creditor**:
    1. Name and complete mailing address of every creditor.
    2. Account number.
    3. Name of person/s responsible for the debt (husband, wife, both, any co-signers).
    4. Total balance owed to this creditor.
    5. Amount of normal monthly payments for this creditor.
    6. Date or year you originally made this debt with this creditor.
  
- If you have made **purchases in the last 90 days** be sure to tell your attorney what you purchased and bring documentation to verify the reason of these purchases. For example: rent paid - bring the receipt showing payment.
  
- Copies of at least **six months of your paycheck stubs** (and or any other income that you have)
  - \* If you are **unemployed**, bring in documents showing any income that you receive (d) from worker's compensation, SSI, social security, food stamps etc.
  - \* Other income to bring copies of child support, retirement, estate etc.
  
- Copies of the **mortgage and deed** if you own or are purchasing a home or other real property, (i.e. land, apartment complex, other investment properties etc.)
  - \* Deeds can be obtained from the County Auditor's website, or call your County Clerk to find out how to get a copy.
  
- Copies of all **titles** to cars, boats, motorcycles, mobile homes or any type of vehicle.
  
- Copies of at least **two years of tax returns**. If you have **not** filed a tax return this year please notify your attorney immediately.
  
- Copies of any **court proceedings** and/ or **collection letters**, and
  
- If divorced in the past two years, copies of the **divorce decree**.

If you should have any questions please do not hesitate to call my bankruptcy assistant Heidi at, (866) 50-APLUS (27587).

You can also fax the above to us on (866) 490-8990 or (305) 390-8766