

BANKRUPTCY TO DO LIST

In order to prepare the documents that are filed with the court we need you to fill out two (2) questionnaires. The information you supply on the questionnaires is confidential. We use that information to prepare your case.

A). Here is a list of the information you will need in order to complete the questionnaires:

- Name and address and account number for all your creditors. You can get this by obtaining a copy of your credit report. You may get a free credit report every year by going to www.annualcreditreport.com
If you prefer, we can get all 3 agencies for a charge of \$50.00.
- Year to date income amount for 2010
- Total gross income amount for 2009
- Total gross income amount for 2008
- Your monthly living expenses and secured loan payments
- List of your personal property with the value as if it were purchased today: **online or at a yard sale**
(Example: bedroom furniture \$300, living room furniture \$400, appliances \$275, jewelry \$500)

B). We will need copies of the items below

- Last month's bank statements (Make a photocopy for attorney)
- Last 6 months pay income documentation showing income, deductions and employer name (Make a photocopy for attorney)
- Last year's income tax returns (make a photocopy for attorney)
- The current NADA Value of all vehicles titled in your name. You can get this at www.nada.com (Print out a copy for attorney. Use clean trade in value.)

C). There are 2 questionnaires to complete - Be sure to list every person or company to which you owe money on both the written and on-line questionnaires, even the ones you want to keep such as house and cars.

1. The "Client Questionnaire," which is attached-You can print it and write in the answers or type them on the computer. We must have a completed copy before we can file your case. If you complete the "Client Questionnaire" first, you will have all the information in front of you to complete the next steps.

2. The "Online Questionnaire": Go to www.stopmybills.com and take the online questionnaire.

The information you enter there is imported into our software to generate the documents which are ultimately filed with the court, so please be accurate and complete. It will probably take you a couple of hours to complete this. You will need to enter the attorney ID code: **kisergreen**. **If you are not able to use the computer or go online to complete this step, you can pay an additional \$100.00 up front and I will do it for you.**

D). The court requires you to complete a credit counseling course which you can do online. They will charge you \$35 on a debit card. It will take you about an hour to complete. If filing with a spouse, both people must do the counseling. If you do it at the same time you only have to pay once. You will need to enter our email address so they can send us a copy of your certificate of completion.

We cannot file your case until you complete this step.

To get started go to; <https://www.debthelper.com/bkonline>

The attorney code is **GA0031**. You will be filing in the Middle District of GA

If you are unable to go online you can call 1-800-920-2262

There is no charge for an initial consultation.

If you have questions call: Mary Ellen Davis, Paralegal for Jim Green, Kiser and Green, LLC.

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