

ZIMMERMANN LAW OFFICES, S.C.

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Client: \_\_\_\_\_ Date: \_\_\_\_\_

Total Fee of \$ \_\_\_\_\_ Needed Before We Can File.

**DOCUMENT REQUEST FORM**

The following is a list of documents or information our office would need to review before your bankruptcy case can be filed. You should compile all of the items below before your first meeting with our office. If any of the items requested do not apply to you (for example, item 8 does not apply to you if you do not own any real estate), then check the NA (not applicable) box. Place a check by the items that do apply to you. The items with blackened check boxes apply to everyone.

Have	Need	NA	Description
<input type="checkbox"/>	<input checked="" type="checkbox"/>		1. A copy of every paystub (proof of each period) you and your spouse have received over the past six months. You must provide us with paystubs from every employer that paid you during the past six months. Write or type a list of all other income, if any, that you have received in the past six months. Individual _____ Spouse _____
<input type="checkbox"/>	<input checked="" type="checkbox"/>		2. Copies of Federal and State tax returns filed in the past two years (for the most recent year and the year prior) or a copy of the last Federal and State tax return you filed if you have not filed a return for more than four years. _____ 2008 Federal    _____ 2009 Federal    _____ 2010 Federal _____ 2008 State    _____ 2009 State    _____ 2010 State _____ Other
<input type="checkbox"/>	<input checked="" type="checkbox"/>		3. The complete and current address of each creditor you have, including account number, the approximate amount you owe them, and the date(s) you incurred the debt. If a creditor had recently sent you a notice directing where notices should be sent in the event you file bankruptcy, then please provide us with that address information.
<input type="checkbox"/>	<input checked="" type="checkbox"/>		4. Copies of your bank statements from all financial accounts for the last six months. Ex. Checking accounts, Savings accounts, 401k statements, IRA statements, Medical Savings Plans, Stocks, Bonds, Mutual Funds, Etc.
<input type="checkbox"/>	<input checked="" type="checkbox"/>		5. A copy of your social security card. If it is a joint filing, we will need a copy of your spouse's social security card as well.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. A copy of your driver's license. If it is a joint filing, we will need a copy of your spouse's driver's license as well.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. The most recent tax returns for any business you operate.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. A copy of the most recent real estate tax bill listing the tax assessed value for each parcel of real estate in which you have an interest, and/or most recent home appraisal.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9. The recorded deed to each parcel of real estate in which you have an interest.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10. A copy of each mortgage note listing you and/or your spouse as the borrower.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11.	A copy of each <i>recorded</i> mortgage or <i>recorded</i> land contract on property in which you have an interest (copies of recorded mortgages/land contracts are available at the county courthouse for the country in which each property is located).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12.	A copy of the title to each automobile on which your name(s) appears.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	13.	The current balance owed on each vehicle that you are financing through a lender, the account number, and the address of the lien holder.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	14.	A written/typed list of the name address, and phone number of everyone to whom you owe a domestic support obligation (alimony, maintenance, or support). Also include the amount you owe, the amount of any arrearage, and the amount of the monthly payment. If an Order has been entered with the court outlining your obligations, please provide a copy of the order.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	15.	Address and phone number for anyone that Child Support is owed. Full Name _____ Address _____ Phone Number _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16.	A copy of any divorce decree entered within the last four years, or such decree entered at any time if property remains to be transferred between you and your ex-spouse at the time of our first consultation with you.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.	A copy of your marital separation agreement if divorced in the last twelve (12) months.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	18.	Any written marital property agreement between yourself and your spouse.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	19.	A full written/typed description of any personal injury or worker's compensation claim you may have and a copy of all accident reports related to the claim, a written/typed estimate of the value of the claim, and the name of the attorney(s) who represents you regarding such claim.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	20.	Report from lawyer on any pending personal injury case (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	21.	A statement for each life insurance policy you own that has cash value (also called "surrender value" or "loan value")
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	22.	A copy of each automobile note (the financing agreement you signed when you purchased your car) listing you and/or your spouse as the borrower.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	23.	If Self-Employed or own a Rental Property – Six (6) Months of Itemized Income and Expenses: From _____ to _____
			24.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	25.	<b><u>OFFICE USE ONLY:</u></b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	26.	Credit counseling certificates ( 1- pre-filing and 1 post filing (before your case is discharged.))
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	27.	Do we have current Address, Phone Number, and Email Address?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	28.	Do we have a signed retainer agreement?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	29.	

After you have compiled all of the above items, please bind all of the papers with a rubber band and place the checklist on the top of the stack. If you have any questions regarding how to gather the papers responsive to this request, or if you have more general questions about filing a bankruptcy case, please call us and request to speak to Attorney Nathan Zimmermann.