



**INSTRUCTIONS ON PROVIDING INFORMATION  
REQUIRED BY BANKRUPTCY LAW**

You are required to provide certain information to the court when you file bankruptcy. It is our obligation to make diligent inquiry of you so as to obtain information to include in your bankruptcy petition. Attached are forms designed to obtain the necessary information. Please carefully read and follow these instructions.

1. READ AND FILL OUT THE FORMS COMPLETELY, ACCURATELY, AND NEATLY.
2. DO NOT LEAVE BLANKS. If a particular blank does not apply to you, put "N/A" in the blank. By doing so we will know that you did not mistakenly overlook it.
3. List ALL your property.
4. List all your debts.
  - a. You must list debts that will not be discharged, such as student loans and child support.
  - b. You must list debts that you intend to pay.
  - c. You must list debts that you co-signed for someone else or that someone else co-signed for you.
  - d. You must list debts to family members
5. Attach additional sheets if you do not have sufficient space to include all the information.
6. In determining the amount you owe each creditor, list the amount on your most current statement or correspondence from the creditor. In rare cases your ability to file Chapter 7 may depend on how much debt you owe. In those cases we will assist you in determining how much you owe each creditor.
7. If a creditor is still communicating with you, use the address supplied by the creditor in at least 2 communications over the last 90 days. Do not use the address to which you send payments. Use the correspondence address. Keep all mailings from your creditor, so we can keep up with any changes in the creditors' addresses and prove, if necessary we used the appropriate addresses.
8. List the account number, if any, for each debt.

**WHEN YOU TURN IN YOUR FORMS, PLEASE BRING THE FOLLOWING**

- Copy of Driver's License or other Photo Identification
- Copy of recent paystubs (60 days)
- Copy of most recent tax return
- Copy of any credit report obtained within the past 60 days
- Copy of any mortgage information
- Copy of any contracts from finance companies for household goods
- If you are contemplating filing Chapter 13 please bring copies of insurance information for your house and/or automobile.

Please contact us with any questions.

THANK YOU

**ROSE RAND WALLACE ATTORNEYS, P.A.**