



San Diego Legal Pros

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DOCUMENTS REQUIRED TO FILE FOR BANKRUPTCY

Preparing for filing for bankruptcy really isn't that difficult. Once you gather the documents listed below and complete the Client Questionnaire, you will have done 90% of the work. All of the following documents must be provided within 14 days of retaining the firm:

- **ID** – Driver's License and Social Security Card
- **PAYSTUBS** for the last six (6) months - All of them for Debtor and Spouse – Even if only one spouse is filing for bankruptcy
- Documentation for all **OTHER SOURCES OF INCOME**, including commissions, pensions, worker's comp, unemployment, disability, and any other income received during the last 6 months. This also includes income from spousal or other support, social security or other sources (such as someone paying your living expenses or roommates paying rent). Bring documentation such as commission reports, Disability or Social Security Award Letters, cancelled checks or any other documentation supporting the income.
- If you are **SELF-EMPLOYED** you will need to provide six (6) months Profit & Loss Statements – one separate statement for each of the six (6) months. You will also need six (6) months of bank statements supporting the P & L's.
- Income **TAX RETURNS** for last two (2) years – Federal only.
- If you own **REAL ESTATE** or your name is on title to any property you will need to provide the following:
 - A printout from www.eppraisal.com of the current value of the property, an appraisal, if appraised recently, or a Broker's Price Opinion (The appraisal or BPO options will only be required if the property is potentially worth more than what's owed on it.)
 - Grant Deed showing how title to the property is held
 - Recent Statement showing the balance on the property
- For all **MOTOR VEHICLES** in your name:
 - Current DMV Registration
 - Recent statement showing the current balance on any vehicles with loans
 - Auto Insurance Declaration Page showing the types and amounts of coverage - NOT a proof of insurance card
 - Printout of current value from www.kbb.com (Kelley Blue Book) – Use Private Party Value. For recreational vehicles, motorcycles, trailer and older vehicles, you can obtain values from www.nadaguides.com.
 - Vehicle Purchase or Lease Agreement if purchased in last 12 months
- **BANK STATEMENTS** for past three (3) MONTHS for your checking and savings or credit union accounts and most recent statement for all 401K, IRA or other retirement plans. Please also provide the closing statement from any accounts or C/Ds you have closed in the past year.
- **DIVORCE** – Copy of the Marital Settlement Agreement (MSA) or Property Settlement Agreement and the Court Order thereon.
- **SUPPORT ORDERS** - any child or spousal support orders and the name and address of the person receiving the support.
- **TRUST DOCUMENTS** if you created a trust or are the trustee or beneficiary of a trust.
- **LAWSUITS** – Provide a copy of the Summons and the 1st page of any complaint filed against you, or by you, as well as any judgments.

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