

DEALING WITH CREDIT AND BANKRUPTCY

INTAKE QUESTIONNAIRE: Hiring an Attorney—Bankruptcy

A bankruptcy filing can be legally complicated, as well as time-consuming and time-intensive. In many cases, the first time commitment is finding an attorney. While you may already have an attorney, from your business, estate planning, or family matters, he or she might not be experienced in bankruptcy. More often, you will have to find an attorney from scratch. This can be well worth the effort, because lawyers who practice exclusively in bankruptcy tend to do it quickly and cheaply.

You will want to meet with any attorney you are considering hiring, to see if you and the attorney can work together. You will really be interviewing the attorney just like you are interviewing a job applicant. Some bankruptcy attorneys run their offices like an assembly line, and that's not necessarily a bad thing. It means they won't be wasting *your* time either. You need to decide whether the style of any given attorney is one with which you can work.

In order to do the best possible job on your behalf, your attorney needs your input and cooperation. At your first meeting with your attorney, you should be prepared to provide the following information:

BANKRUPTCY INTAKE INFORMATION

1. Will this be a joint bankruptcy petition? () YES () NO

If yes, include information for Husband and Wife; if no, include information only for yourself.

Husband's name & residence address

Telephone number(s)

Home: () _____

Work: () _____

County of residence _____

Soc. Sec. No. _____

How long at this address? _____

Have you used any other name(s) in the last six years? If yes, please list here:

Wife's name & residence address

Telephone number(s)

_____ Home: () _____
_____ Work: () _____

County of residence _____ Soc. Sec. No. _____

How long at this address? _____

Have you used any other name(s) in the last six years (including maiden name)? If yes, please list here: _____

Single? _____ Separated? _____ Married? _____ divorced? _____

If married, how long? _____

If divorced, how long? _____

Note: If you are married, but separated from your spouse, please provide the spouse's name and address here

Please provide the names and ages of minor children living with you

Name _____ age _____

Name _____ age _____

Name _____ age _____

Please provide the names, ages, and amount of child support paid

Name _____ age _____ amount \$ _____

Name _____ age _____ amount \$ _____

Please list previous addresses for the last two years:

1. _____ how long? _____

2. _____ how long? _____

3. _____ how long? _____

Do you owe any money to the Internal Revenue Service? () no () yes

If yes, for which tax year(s)? _____

Approximately how much? _____

Do you owe any money to state tax authorities? () no () yes

If yes, for what year(s)? _____

Approximately how much? _____

Do you have any unpaid student loans? () no _____ () yes _____ (state amount)

Husband's employer:

Wife's employer:

How long at this job? _____
Occupation? _____

How long at this job? _____
Occupation? _____

How often you are paid:

Weekly _____

2x month _____

Every 2 weeks _____

Weekly _____

2x month _____

Every 2 weeks _____

Please provide your income per pay period

Gross: _____ Net: _____

Gross: _____ Net: _____

Have you received income from any other source than your job last year (for instance, social security, child support, workers' compensation, etc)? If yes, please provide the source and monthly amount here: _____

What amount of income have you made at your job as follows:

Husband: year-to-date: _____

1999 _____

1998 _____

Wife: year-to-date: _____

1999 _____

1998 _____

Note: If you have more than one job, please list year-to-date and 1999 and 1998 income information here: _____

MONTHLY EXPENSES

Rent _____

Real estate taxes _____

Electric _____

Home maintenance _____

Gas _____

Life insurance _____

Water _____

Health insurance _____
Phone _____
Auto insurance _____
Cable _____
Homeowner/rent ins _____
Trash _____
House payment _____
Other _____

Do you pay anyone spousal support? (alimony) () yes () no

If yes, to whom and how much? _____

How much is your car payment every month?

Car #1 _____

Car #2 _____

Car #3 _____

Car expenses _____

Food _____

Medical _____

Entertainment _____

Education _____

Clothing _____

Laundry _____

Child care _____

Do you anticipate a substantial change in your expenses in the immediate future?

() no () yes If yes, please explain:

Have you been in a partnership with anyone during the last six years, or have you been an officer in a corporation within the last six years? If yes, give name of business and/or corporation, dates of operation, nature of business/corporation, and your approximate yearly income from the business.

Have you given away, sold or transferred any valuable item (over \$1,000) in the last year? If yes, please state the nature of the sale or transfer, what was transferred, for how much, and when the transfer occurred.

What amount of income have you received from other sources in the last two years?

Will you be eligible for a tax refund this year? () no () yes

If yes, how much? _____

Please list all banks with which you have an account, and indicate whether checking or savings, and the approximate balance.

In your name alone? _____ In your name alone? _____

Have you had a safe deposit box in the last two years? () no () yes

If yes, please give location and the contents of the safe deposit box

Are you holding valuable property that belongs to another person? () no () yes

If yes, please describe _____

Have you had a prior bankruptcy? () no () yes

If yes, list the case # _____, date filed _____,

and the outcome () dismissed () discharged successfully

Is any of your property in the hands of a receiver, trustee, or other liquidating agent?

() no () yes If yes, please describe _____

Are you suing anyone right now? () no () yes

If yes, please describe _____

Have you been involved in a workers' compensation or personal injury lawsuit from which you expect to recover money? () no () yes

If yes, please explain _____

Have you had any repossessions in your past history? () no () yes

Have you suffered any losses by fire, theft, or gambling during the last year?
() no () yes

Please list the years in which your debt was incurred: 19__ to 19__