

HANSON & PAYNE, LLC  
**Document Request Form**

The following is a list of the documents or information our office would need to review before your bankruptcy case can be filed. If any of the items requested do not apply to you (for example, item 6 does not apply to you if you do not own any real estate), then simply disregard those requests. Place a check by the items that do apply to you and gather the documents responsive to that request. The items with blackened check boxes apply to everyone. When you compile your response to this request, please identify the number below to which each group of papers or items information you provide us applies.

<input checked="" type="checkbox"/>	1.	A certificate of credit counseling from a credit counseling agency approved by the Eastern District of Wisconsin. You must complete the credit counseling course within 180 days before the filing of your bankruptcy. Our office is registered with Cricket Debt Counseling. Please visit their website at <a href="http://www.cricketdebt.com">www.cricketdebt.com</a> to obtain a certificate and enter our attorney code 654130 when prompted.
<input checked="" type="checkbox"/>	2.	A copy of every pay stub (proof of each pay period) you have received over the past six months. You must provide us with paystubs from every job that paid you during the past six months. [Write/type a list of all other income, if any, that you have received in the past six months.]
<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 has recently sent you a notice directing where notices should be sent in the event you file a bankruptcy, then you need to provide me with that address information.
<input type="checkbox"/>	4.	Copies of state and federal tax returns filed in the past four years (2010 return and the three years prior).
<input type="checkbox"/>	5.	The most recent state and federal tax returns for any business you operate.
<input type="checkbox"/>	6.	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.
<input type="checkbox"/>	7.	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 county in which each prop. is located).
<input type="checkbox"/>	8.	The <i>recorded</i> deed to each parcel of real estate in which you have an interest.
<input type="checkbox"/>	9.	A copy of the title to each automobile on which your name(s) appears.
<input type="checkbox"/>	10.	The balance owed on each vehicle that you are financing through a lender, the account number, and the address of the lienholder.

<input type="checkbox"/>	11.	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"/>	12.	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"/>	13.	A copy of any marital separation agreement if divorced in the last twelve (12) months.
<input type="checkbox"/>	14.	Any marital property agreement you may have between yourself and your spouse.
<input type="checkbox"/>	15.	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 checked="" type="checkbox"/>	16.	Copies of bank statements from all bank accounts you, and/or your spouse if applicable, have held for the last six months.
<input type="checkbox"/>	17.	A copy of each automobile note.
<input type="checkbox"/>	18.	A copy of each mortgage note.
<input checked="" type="checkbox"/>	19.	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.

If you have any questions regarding how to gather the papers and information responsive to this request, please call our office and our staff can assist you.

**HANSON & PAYNE, LLC**  
740 N. James Lovell St.  
Milwaukee, Wisconsin 53233  
(414) 271-4550 Phone / (414) 271-7731 Fax  
www.hansonpayne.com