

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 that request. 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 group your documents to correspond to the number of the request below; ex. print “2” on a blank sheet of paper and paperclip it to your group of paystubs.

<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 www.cricketdebt.com 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 seven months. You must provide us with paystubs from every job that paid you during the past seven months. [Write/type a list of all other income, if any, that you have received in the past seven months.]
<input checked="" type="checkbox"/>	3.	The complete and current address of all of your creditors (the people/companies to whom you owe money), including account number, the approximate amount you owe each of them, and the approximate date(s) you incurred each 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 us with that notice.
<input type="checkbox"/>	4.	Copies of state and federal tax returns for the 2 most recent tax years. If you have not filed tax returns for both of the 2 most recent tax years, then provide us with a copy of the tax return for the most recent year for which you filed a tax return. If you have not filed a return for 1 or both of the 2 most recent tax years, please email your attorney to identify the tax year(s) for which you did not file a tax return.
<input type="checkbox"/>	5.	The state and federal tax returns for the most recent tax year for any business in which you hold an ownership interest (you do not need to provide us with tax returns for publicly traded companies in which you hold stock and in which you are not also an officer).
<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 recorded mortgage or recorded 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.	A copy of the Vehicle Purchase and Finance Agreement (the car note) or lease for each vehicle that you are financing through a lender or leasing.
<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 (includes 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 a divorce decree entered at any time if the property division has not been completed between you and your ex-spouse at the time of our first consultation with you.
<input type="checkbox"/>	13.	A copy of any marital settlement agreement (“MSA”) if divorced in the last twelve (12) months.
<input type="checkbox"/>	14.	Any marital property agreement (“MPA”) 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 promissory note secured by real estate you own, including your home. (The promissory note is the document that states the amount borrowed, interest rate, installment payment amount, and due date of the loan.)
<input checked="" type="checkbox"/>	18.	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