

The Law Offices of

# Vortman & Feinstein

A Partnership of Professional Service Corporations

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## DEBTOR

Legal Name: \_\_\_\_\_ If you are unsure about an answer leave it blank!

All other names used by you in the last six years: \_\_\_\_\_ Contact Information: \_\_\_\_\_ Include married, maiden, and trade names.

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ If more than one, list all numbers

Taxpayer Identification Number: \_\_\_\_\_

Street Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ If different from street address

County of Residence: \_\_\_\_\_

## CO-DEBTOR (SPOUSE)

Legal Name: \_\_\_\_\_ If you are unsure about an answer leave it blank!

All other names used by you in the last six years: \_\_\_\_\_ Contact Information: \_\_\_\_\_ Include married, maiden, and trade names.

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ If more than one, list all numbers

Taxpayer Identification Number: \_\_\_\_\_

Street Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ If different from street address

County of Residence: \_\_\_\_\_

## PRIOR BANKRUPTCIES

Location of filing:		If more than one in the last ten years, attach additional sheets
Case Number:		
Date Filed:		
Discharged?		

## PENDING BANKRUPTCY (Filed by any spouse, partner or affiliate)

Debtor Name:		If more than one, attach additional sheets
Case Number:		
Date Filed:		
District:		
Relationship:		
Judge:		

## NATURE OF DEBT

Please check all that apply:

My debts are primarily Consumer or Household-related Debts.     
  My debts are primarily Business-related Debts (including guarantees of business debts).     
  Either Debtor owns a business as a sole proprietorship (not an LLC or Inc.)

## FAMILY INFORMATION

Marital status:  Single    Married    Divorced    Separated    Other:

Dependents (i.e. Children)		
Name	Age	Relationship

### FOR OFFICE USE ONLY

Attorney's Notes: Recommended Chapter 7, 11, 13? \_\_\_\_\_

Court Filing Fee:    \$ \_\_\_\_\_      Amount Paid:    \$ \_\_\_\_\_  
 Attorneys Estimated Fee:    \$ \_\_\_\_\_      Balance Due:    \$ \_\_\_\_\_

TERMS OF ENGAGEMENT:

If you return the Worksheets to our office for preparation, you will be asked to sign our Engagement Agreement and you agree to the terms and conditions of the Agreement (a copy of which is attached to the Information Package part of these worksheets) even if the original Agreement is not signed inadvertently, or not signed until the time of the final preparation of the paperwork for filing. The returning of the Worksheets constitutes your agreement to the terms of our engagement set forth therein. Thank You.

These worksheets are our office's attorney/client working papers and generally cannot be and will not be released or disclosed to any third party by our office because they are privileged attorney/client documents used by our office to give you informed legal advice. These worksheet papers are given to our office for us to be able to give you full and complete legal advice or assistance in your bankruptcy legal proceedings. We cannot give you informed legal advice unless these Worksheets are filled out fully and completely, and which you might not have otherwise disclosed absent this privilege. From these worksheets, we will review the information with you, and we will prepare draft Schedules and Statements which we will also go through with you before final preparation and filing with the court. This information is important to us in order to advise you about the various chapters of Bankruptcy, the right to exemptions, the means test issues, and other legal consequences of filing.

YOU MUST ATTACH THE FOLLOWING TO THE WORKSHEETS, AS THEY ARE REQUIRED TO BE PROVIDED TO THE TRUSTEE:

ATTACHED CHECKLIST:

1. \_\_\_\_\_ Your last year's filed federal Income Tax Return (Form 1040)  
If you didn't file a return for last year, then a copy of the last tax return you did actually file
2. \_\_\_\_\_ Copies of your last two months pay stubs, or other pay verification for the prior two months.
3. \_\_\_\_\_ Copy of your bank statements, for all bank accounts, for the month that we file the bankruptcy. The trustee is required to verify the amount on hand at the time of the filing, and we must provide the trustee with bank statements for verification. Therefore, be careful when filling out the forms, to account for checks that are written but not cleared.
4. \_\_\_\_\_ A copy of your social security card (or something with your social security number on it that you did not prepare, such as a W-2 statement, etc.)
5. \_\_\_\_\_ Copy of your Driver's License
6. \_\_\_\_\_ A copy of your credit report. We recommend getting a credit report (which can be obtained for free) to verify all your creditor debt. Try: [www.annualcreditreport.com](http://www.annualcreditreport.com)

## ASSETS – PRIMARY RESIDENCE/HOME

Do you rent your principal residence? \_\_\_\_\_ Yes \_\_\_\_\_ No

(If you rent your primary residence, please skip to page 8.)

Address and description of real property that you own or have an interest in:


Property Type:  Single Family Home     Duplex or Multi-Unit Building     Condominium     Mobile Home  
 Land     Timeshare     Investment Property

Ownership:  Single Individual     Debtor     Co-Debtor (Spouse)     Joint     Community

Market Value:    \$ \_\_\_\_\_

Date Purchased: \_\_\_\_\_

If real estate, state your interest: \_\_\_\_\_

Please list all debts that you owe OR that creditors claim you owe that are secured by this property on the following page.

# SECURED CREDITORS ON HOME

What is the address of the property? _____
--------------------------------------------

## Home Loans, Home Mortgages, Second Mortgages, Etc.

1 <sup>st</sup> MORTGAGE: Name of Creditor And " <b>customer service</b> " mailing address, <u>not</u> the address to which you send payment: Name: _____ Address: _____
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

HOW MUCH DO YOU OWE ON THE MORTGAGE?    \$ _____ Account Number: _____ Interest Rate: _____ % Monthly Payment:            \$ _____ When did you obtain the loan? (Date) _____ Amount in Arrears (if any):    \$ _____ How many months in arrears? _____ How did you determine the value? (Appraisal; Tax Value, etc.) _____ What is your intention for the property? (i.e. keep it) _____
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

2 <sup>nd</sup> MORTGAGE: Name of Creditor And " <b>customer service</b> " mailing address, <u>not</u> the address to which you send payment: Name: _____ Address: _____
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

HOW MUCH DO YOU OWE ON THE MORTGAGE?    \$ _____ Account Number: _____ Interest Rate: _____ % Monthly Payment:            \$ _____ When did you obtain the loan? (Date) _____ Amount in Arrears (if any):    \$ _____ How many months in arrears? _____ How did you determine the value? (Appraisal; Tax Value, etc.) _____ What is your intention for the property? (i.e. keep it) _____
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

*If you have more than 2 loans on your home, then list information on a separate sheet.*

## ASSETS – PROPERTY YOU OWN

### (2<sup>ND</sup> Home/Rental Property/Other Real Property)

Address and description of real property that you own or have an interest in:			
<p>Property Type:    <input type="checkbox"/> Single Family Home    <input type="checkbox"/> Duplex or Multi-Unit Building    <input type="checkbox"/> Condominium    <input type="checkbox"/> Mobile Home</p> <p>                         <input type="checkbox"/> Land                                    <input type="checkbox"/> Timeshare                                    <input type="checkbox"/> Investment Property</p> <p>Ownership:        <input type="checkbox"/> Single Individual    <input type="checkbox"/> Debtor        <input type="checkbox"/> Co-Debtor (Spouse)    <input type="checkbox"/> Joint            <input type="checkbox"/> Community</p> <p>Market Value:        \$ _____</p> <p>Date Purchased:    _____</p> <p>If real estate, state your interest: _____</p> <p style="text-align: center; margin-top: 20px;">Please list all debts that you owe OR that creditors claim you owe that are secured by this property on the following page.</p>			

# SECURED CREDITORS ON OTHER REAL ESTATE ASSETS

What is the address of the property? _____
--------------------------------------------

## Home Loans, Home Mortgages, Second Mortgages, Etc.

1 <sup>st</sup> MORTGAGE: Name of Creditor And " <b>customer service</b> " mailing address, <u>not</u> the address to which you send payment: Name: _____ Address: _____
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

HOW MUCH DO YOU OWE ON THE MORTGAGE?    \$ _____ Account Number: _____ Interest Rate: _____ % Monthly Payment:            \$ _____ When did you obtain the loan? (Date) _____ Amount in Arrears (if any):    \$ _____ How many months in arrears? _____ How did you determine the value? (Appraisal; Tax Value, etc.) _____ What is your intention for the property? (i.e. keep it) _____
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

2 <sup>nd</sup> MORTGAGE: Name of Creditor And " <b>customer service</b> " mailing address, <u>not</u> the address to which you send payment: Name: _____ Address: _____
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

HOW MUCH DO YOU OWE ON THE MORTGAGE?    \$ _____ Account Number: _____ Interest Rate: _____ % Monthly Payment:            \$ _____ When did you obtain the loan? (Date) _____ Amount in Arrears (if any):    \$ _____ How many months in arrears? _____ How did you determine the value? (Appraisal; Tax Value, etc.) _____ What is your intention for the property? (i.e. keep it) _____
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

*If you have more than 2 loans on your home, then list information on a separate sheet.*

# ASSETS – VEHICLES

Including Cars, Vans, Trucks, Motorcycles, Sport Utility Vehicles, Tractors, etc.

Make:	Year:
Model:	Mileage:
Other information/Condition:	
Ownership: <input type="checkbox"/> Single Individual <input type="checkbox"/> Debtor <input type="checkbox"/> Co-Debtor (Spouse) <input type="checkbox"/> Joint <input type="checkbox"/> Community	

What is the car or collateral worth?                      \$ _____ How did you determine the value? (Appraisal; Comparable, etc.)
--------------------------------------------------------------------------------------------------------------------------------------

<h2 style="margin: 0;">AUTOMOBILE LOAN INFORMATION</h2> <p style="margin: 5px 0 0 40px;">(If you do not owe any money on your vehicle, leave this section blank.)</p>	
Name of Secured Creditor And " <b>customer service</b> " mailing address, <u>not</u> the address to which you send payment:	
Name:	
Address:	
HOW MUCH DO YOU OWE ON THE LOAN?                      \$ _____	
Account Number: _____	Interest Rate: _____ %
Monthly Payment:                      \$ _____	When did you obtain the loan? (Date) _____
Amount in Arrears (if any):                      \$ _____	How many months in arrears? _____
What is your intention for the property? (i.e. keep it) _____	

If you have more than one loan secured by this vehicle, then list information on a separate sheet.



## ASSETS – VEHICLES (CONTINUED)

Including Cars, Vans, Trucks, Motorcycles, Sport Utility Vehicles, Tractors, etc.

Make:	Year:
Model:	Mileage:
Other information/Condition:	
Ownership: <input type="checkbox"/> Single Individual <input type="checkbox"/> Debtor <input type="checkbox"/> Co-Debtor (Spouse) <input type="checkbox"/> Joint <input type="checkbox"/> Community	

What is the car or collateral worth?                      \$ _____
How did you determine the value? (Appraisal; Comparable, etc.)

### AUTOMOBILE LOAN INFORMATION

(If you do not owe any money on your vehicle, leave this section blank.)

Name of Secured Creditor  
 And "**customer service**" mailing address, not the address to which you send payment:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

---

HOW MUCH DO YOU OWE ON THE LOAN?                      \$ \_\_\_\_\_

Account Number: \_\_\_\_\_ Interest Rate: \_\_\_\_\_ %

Monthly Payment:                      \$ \_\_\_\_\_      When did you obtain the loan? (Date) \_\_\_\_\_

Amount in Arrears (if any):                      \$ \_\_\_\_\_      How many months in arrears? \_\_\_\_\_

What is your intention for the property? (i.e. keep it) \_\_\_\_\_

If you have more than one loan secured by this vehicle, then list information on a separate sheet.

If you have more than 2 vehicles, then list information on a separate sheet.

## ASSETS – VEHICLES (CONTINUED)

Watercraft, Aircraft, Recreational, and other Vehicles and Accessories.

Make:	Year:
Model:	Mileage (if applicable):
Other information/Condition:	
Ownership: <input type="checkbox"/> Single Individual <input type="checkbox"/> Debtor <input type="checkbox"/> Co-Debtor (Spouse) <input type="checkbox"/> Joint <input type="checkbox"/> Community	

What is the collateral worth?                                    \$ _____
How did you determine the value? (Appraisal; Comparable, etc.)

### OTHER VEHICLE LIENS

(If you do not owe any money on your vehicle, leave blank.)

Name of Secured Creditor  
And "**customer service**" mailing address, not the address to which you send payment:

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

---

HOW MUCH DO YOU OWE ON THE LOAN?                                    \$ \_\_\_\_\_

Account Number: \_\_\_\_\_ Interest Rate: \_\_\_\_\_ %

Monthly Payment:                                    \$ \_\_\_\_\_ When did you obtain the loan? (Date) \_\_\_\_\_

Amount in Arrears (if any):                                    \$ \_\_\_\_\_ How many months in arrears? \_\_\_\_\_

What is your intention for the property? (i.e. keep it) \_\_\_\_\_

If you have more than one loan secured by this vehicle, then list information on a separate sheet.

If you have more than 1 watercraft, aircraft, recreational or other vehicle and accessory, then list information on a separate sheet.

# OTHER PERSONAL PROPERTY ASSETS

VALUE SHOULD BE DETERMINED BASED ON THE ITEMS' REPLACEMENT COST (I.E., IF YOU HAD TO GO OUT AND BUY IT USED IN THE SAME CONDITION IT IS IN NOW).

If an individual item is valued at over \$600, please itemize it on a separate page.

Household Items																
6. Household Goods, including Furniture, Furnishings/Decor, Appliances, Musical Instruments, Kitchen Items, and other Household Items.	\$ _____															
7. Electronics, including Computers, Tablets, Televisions, Radio/Stereo Equipment, Cell Phones, DVD Players, etc.	Please list all items separately below. If more space is needed, please attach an additional page.															
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Quantity</th> <th style="width: 60%;">Item/Category</th> <th style="width: 30%;"></th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td style="text-align: right;">\$ _____</td> </tr> <tr> <td> </td> <td> </td> <td style="text-align: right;">\$ _____</td> </tr> <tr> <td> </td> <td> </td> <td style="text-align: right;">\$ _____</td> </tr> <tr> <td> </td> <td> </td> <td style="text-align: right;">\$ _____</td> </tr> </tbody> </table>	Quantity	Item/Category				\$ _____			\$ _____			\$ _____			\$ _____	
Quantity	Item/Category															
		\$ _____														
		\$ _____														
		\$ _____														
		\$ _____														
8. Books, Pictures, Art, and other Collectibles of Value	\$ _____															
9. Sports and Hobby Equipment	\$ _____															
10. Firearms	\$ _____															
11. Clothing	\$ _____															
12. Jewelry, including watches, wedding rings, necklaces, earrings, etc.	\$ _____															
13. Pets and non-farm animals	\$ _____															
14. Other personal and household items, including health aids	\$ _____															

Financial Assets	
16. Cash on Hand	\$ _____
17a. Checking Account:	
Bank Name: _____	\$ _____
Bank Name: _____	\$ _____
17b. Savings Account	
Bank Name: _____	\$ _____
Bank Name: _____	\$ _____
<p><b>You must provide the Trustee with a copy of all your Bank Statements for the month prior to filing to verify this amount; so be aware of any checks that are outstanding and not cleared. If you have additional bank accounts, please attach a separate, additional page.</b></p>	
18. Bond Funds, Mutual Funds, or Publicly Traded Stock Account	
Name: _____	\$ _____
Name: _____	\$ _____

19. Business Interests in Non-Publically Traded Stock, LLC, Partnership or Joint Ventures	
Name: _____ % Ownership: _____	\$ _____
Name: _____ % Ownership: _____	\$ _____
20. Government & Corporate Bonds, other negotiable & non-negotiable Instruments	
	\$ _____
21. Retirement or Pension Accounts (IRAs, 401ks, etc.)	
Name: _____	\$ _____
Name: _____	\$ _____
22. Landlord and other Security Deposits	
	\$ _____
23. Annuities	
	\$ _____
24. Educational IRA's and Tuition Plans	
	\$ _____
25. Trusts, Equitable or Future Interests, Beneficial Rights or Powers	
	\$ _____
26. Intellectual Property, Patents, Copyrights, Trademarks, Trade Secrets [Please attach a separate page describing your interest.]	
	\$ _____
27. Licenses, franchises, and Other General Intangibles [Please attach a separate page describing your interest.]	
	\$ _____
28. Tax Refunds (i.e., your anticipated tax refund for the coming year and/or refunds you believe you are entitled to from past years that have not yet been received)	
	\$ _____
29. Family Support You Are Owed, such as past due or unpaid Alimony, Child Support, Maintenance, Divorce Settlement, and Property Settlements	
Name: _____	\$ _____
Relationship: _____	
30. Other Amounts Owed to Debtor [Attach List.]	
	\$ _____
31. Insurance Policies (cash value, not face value)	
	\$ _____
32. Property from Someone Who Has Died, due to the Debtor	
Name: _____	\$ _____
Relationship: _____	
33. Claims Against a Third Party	
Accident? _____	Has a lawsuit been filed? <input type="checkbox"/> No. <input type="checkbox"/> Yes.
When? _____	Case Number: _____
Extent of Injuries _____	Court: _____
34. Other Contingent & Unliquidated Claims of Every Nature	
	\$ _____
35. Any Other Financial Assets Not Already Listed	
	\$ _____

**BUSINESS RELATED ASSETS**

38. Accounts Receivable or Earned Commissions	\$	
39. Office Equipment, Furnishings, and Supplies	\$	
40. Machinery, Fixtures, Equipment, Business Supplies, and Tools of the Trade	\$	
41. Inventory (Please attach your most current inventory list if available.)	\$	
42. Partnerships or Joint Ventures		
Name: _____ % Ownership: _____	\$	_____
Name: _____ % Ownership: _____	\$	_____
43. Customer Lists, Mailing Lists, or Other Compilations	\$	_____
Do your lists include personally identifiable information?		<input type="checkbox"/> No. <input type="checkbox"/> Yes.
Do you have an official privacy policy?		<input type="checkbox"/> No. <input type="checkbox"/> Yes.
44. Any Other Business Related Property not otherwise listed	\$	_____

**FARM & COMMERCIAL FISHING RELATED ASSETS**

47. Farm Animals	\$	
48. Growing or Harvested Crops	\$	
49. Farm & Fishing Equipment, Implements, Machinery, Fixtures, and Tools of the Trade	\$	
50. Farm & Fishing Supplies, Chemicals, and Feed	\$	
51. Any Other Farm & Commercial Fishing Property	\$	

Please list any other property OF ANY KIND not listed in the above categories or that you are unsure of how to categorize.

# OTHER SECURED DEBTS

Please list all other secured creditors not previously listed  
(i.e., anything other than a home mortgage or automobile loan).

Name of Secured Creditor And " <b>customer service</b> " mailing address, <u>not</u> the address to which you send payment:	
Name:	_____
Address:	_____ _____ _____
HOW MUCH DO YOU OWE ON THE LOAN?	\$ _____
What is the secured property?	_____
Account Number:	_____ Interest Rate: _____ %
Monthly Payment:	\$ _____ When did you obtain the loan? (Date) _____
Amount in Arrears (if any):	\$ _____ How many months in arrears? _____
What is the collateral worth?	\$ _____
How did you determine the value? (Appraisals; Comparable, etc.)	_____
What is your intention for the property? (i.e. keep it)	_____
Name of Secured Creditor And " <b>customer service</b> " mailing address, <u>not</u> the address to which you send payment:	
Name:	_____
Address:	_____ _____ _____
HOW MUCH DO YOU OWE ON THE LOAN?	\$ _____
What is the secured property?	_____
Account Number:	_____ Interest Rate: _____ %
Monthly Payment:	\$ _____ When did you obtain the loan? (Date) _____
Amount in Arrears (if any):	\$ _____ How many months in arrears? _____
What is the collateral worth?	\$ _____
How did you determine the value? (Appraisals; Comparable, etc.)	_____
What is your intention for the property? (i.e. keep it)	_____

## UNSECURED DEBTS

Debts refer to any amount of money that you owe to any person or company. This includes any debt that has been "Charged Off." Monthly bills, such as the telephone bill or car insurance are not debts unless you are more than one month behind. You already listed debts that are secured in the Asset Section, so you will not need to relist them here. If you are unsure whether a debt is secured or not, call us. **If there is a debt you wish to continue paying, you must still list it in this Section. Failure to do so can result in additional fees, denial of your bankruptcy, or even criminal prosecution. We can always attempt to pull debts out after the case is filed.**

Debts are divided into categories by the Court:

1. Taxes owed to either the IRS or a state or local government;
2. Delinquent Child Support or Alimony;
3. Other Debts owed to an ex-spouse;
4. Court Fines, including traffic and parking infractions;
5. Student Loans;
6. Consumer Debts, including credit cards, medical bills, NSF checks, etc.

# TAXES

My last filed federal tax return was for  2015.  2014.  2013.  2012.  Other: \_\_\_\_\_

Within the ten years prior to filing for bankruptcy, which, if any, federal tax returns were NOT filed?

\_\_\_\_\_

If you were not required to file a federal tax return for any year, please state the reason below:

# TAX DEBTS

(Tax agency means IRS or WA State Property taxes, etc.)

1. Tax Agency: \_\_\_\_\_

Address: \_\_\_\_\_

Type of Return: (1040, 941, etc.): \_\_\_\_\_

Tax Year: \_\_\_\_\_ Return Filed: Month: \_\_\_\_\_ Year: \_\_\_\_\_

Amount due: \_\_\_\_\_

2. Tax Agency: \_\_\_\_\_

Address: \_\_\_\_\_

Type of Return: (1040, 941, etc.): \_\_\_\_\_

Tax Year: \_\_\_\_\_ Return Filed: Month: \_\_\_\_\_ Year: \_\_\_\_\_

Amount due: \_\_\_\_\_

3. Tax Agency: \_\_\_\_\_

Address: \_\_\_\_\_

Type of Return: (1040, 941, etc.): \_\_\_\_\_

Tax Year: \_\_\_\_\_ Return Filed: Month: \_\_\_\_\_ Year: \_\_\_\_\_

Amount due: \_\_\_\_\_

**IF YOU HAVE MORE THAN THREE TAXES OWED, PLEASE PROVIDE THE INFORMATION REQUESTED ABOVE FOR THE ADDITIONAL TAXES ON A SEPARATE SHEET OF PAPER.**



## DELINQUENT CHILD SUPPORT & MAINTENANCE

Party owed support/maintenance:	_____
If Child, List names and ages of children:	_____
Current Monthly Support Payment Amount	\$ _____
Monthly Payment Arrearage Amount:	\$ _____
Total Back Support Amount Owed:	\$ _____
Do you pay direct to the parent or through the Dept. of Child Support?	_____
If to the Dept. of Child Support (DSHS), Please list address:	_____

Party owed support/maintenance:	_____
If Child, List names and ages of children:	_____
Current Monthly Support Payment Amount	\$ _____
Monthly Payment Arrearage Amount:	\$ _____
Total Back Support Amount Owed:	\$ _____
Do you pay direct to the parent or through the Dept. of Child Support?	_____
If to the Dept. of Child Support (DSHS), Please list address:	_____

## OTHER DEBTS OWED TO EX-SPOUSE

Do you owe any money to an ex-spouse for other than Child Support or Alimony? (This includes any promise to pay marital debts that were included in your Divorce Decree) <input type="checkbox"/> Yes <input type="checkbox"/> No
If "no," proceed to next page. If "yes," then please describe and attach a copy of your Divorce Decree.

# GENERAL CREDITORS

PLEASE USE ADDRESS FOR "CUSTOMER SERVICE" AND NOT THE ADDRESS TO WHICH YOU MAIL PAYMENTS.

Name of Creditor and Address	When Incurred & For What	Amount of Claim (Note if Disputed)
Name:		\$
Address:		
Account No.:		
Name:		\$
Address:		
Account No.:		
Name:		\$
Address:		
Account No.:		
Name:		\$
Address:		
Account No.:		
Name:		\$
Address:		
Account No.:		

# GENERAL CREDITORS

PLEASE USE ADDRESS FOR "CUSTOMER SERVICE" AND NOT THE ADDRESS TO WHICH YOU MAIL PAYMENTS.

Name of Creditor and Address	When Incurred & For What	Amount of Claim (Note if Disputed)
Name:		\$
Address:		
Account No.:		
Name:		\$
Address:		
Account No.:		
Name:		\$
Address:		
Account No.:		
Name:		\$
Address:		
Account No.:		
Name:		\$
Address:		
Account No.:		

# GENERAL CREDITORS

PLEASE USE ADDRESS FOR "CUSTOMER SERVICE" AND NOT THE ADDRESS TO WHICH YOU MAIL PAYMENTS.

Name of Creditor and Address	When Incurred & For What	Amount of Claim (Note if Disputed)
Name:		\$
Address:		
Account No.:		
Name:		\$
Address:		
Account No.:		
Name:		\$
Address:		
Account No.:		
Name:		\$
Address:		
Account No.:		
Name:		\$
Address:		
Account No.:		

# GENERAL CREDITORS

PLEASE USE ADDRESS FOR "CUSTOMER SERVICE" AND NOT THE ADDRESS TO WHICH YOU MAIL PAYMENTS.

Name of Creditor and Address	When Incurred & For What	Amount of Claim (Note if Disputed)
Name:		\$
Address:		
Account No.:		
Name:		\$
Address:		
Account No.:		
Name:		\$
Address:		
Account No.:		
Name:		\$
Address:		
Account No.:		
Name:		\$
Address:		
Account No.:		

## EXECUTORY CONTRACTS AND LEASES

Describe all executory contracts and leases of any nature and all unexpired leases of real property or personal property. Include any timeshare interests.	
Party:	If you are unsure about an answer leave it blank!
Address:	
Description:	List all contracts or leases which will continue after your bankruptcy is filed
Intent: <input type="checkbox"/> Assume <input type="checkbox"/> Reject (Chapters 7 and 13 only)	

## CODEBTORS

Provide the information requested concerning any person or entity, other than a spouse in a joint case that is also liable on any debts listed by debtor in the schedules of creditors. Include all guarantors and co-signers. If the debtor resides or resided in a community property state, commonwealth, or territory (including Alaska, Arizona, California, Idaho, Louisiana, Nevada, New Mexico, Puerto Rico, Texas, Washington or Wisconsin) within the eight-year period immediately preceding the commencement of the case, identify the name of the debtor's spouse and of any former spouse who resides or resided with the debtor in the community property state, commonwealth, or territory. Include all names used by the non-debtor spouse during the eight years immediately preceding the commencement of this case. If a minor child is a co-debtor or a creditor, indicate that by stating "a minor child." See 11 U.S.C § 112; Fed. Bankr. P. 1007(m)

Name and Address of Co-Debtor:	Creditor to Whom Co-Debtor May Be Liable:
Other Names by Which Co-Debtor is Known:	

Name and Address of Co-Debtor:	Creditor to Whom Co-Debtor May Be Liable:
Other Names by Which Co-Debtor is Known:	

# CURRENT INCOME

## DEBTOR

### Employment

Occupation: \_\_\_\_\_

Employer: \_\_\_\_\_

Address of Employer: \_\_\_\_\_

How long employed? \_\_\_\_\_

Pay Period Length  Weekly  Bi-Weekly  Semi-Monthly  Monthly

### Paycheck Earnings

Gross Wages, Salary, and Commissions \$ \_\_\_\_\_

Estimated Regular Overtime \$ \_\_\_\_\_

**Total Earnings** \$ \_\_\_\_\_

### Deductions from Paycheck

Federal Tax, Medicare and Social Security \$ \_\_\_\_\_

Mandatory Contributions to Retirement Plan \$ \_\_\_\_\_

Voluntary Contributions to Retirement Plan \$ \_\_\_\_\_

Required Repayments of Retirement Fund Loans \$ \_\_\_\_\_

Insurance (Medical, Dental, Vision, Disability, etc.) \$ \_\_\_\_\_

Domestic Support Obligations \$ \_\_\_\_\_

Union Dues \$ \_\_\_\_\_

Other Deductions \_\_\_\_\_ \$ \_\_\_\_\_

**Net Take Home Pay** \$ \_\_\_\_\_

### Other Income (Monthly)

Regular Income from Business/Profession \$ \_\_\_\_\_

Income from Real Property \$ \_\_\_\_\_

Interest and Dividends \$ \_\_\_\_\_

Alimony, Maintenance or Family Support \$ \_\_\_\_\_

Social Security Income \$ \_\_\_\_\_

Unemployment Compensation \$ \_\_\_\_\_

Other Monthly Income \$ \_\_\_\_\_

# CURRENT INCOME

## CO-DEBTOR (SPOUSE)

### Employment

Occupation: \_\_\_\_\_

Employer: \_\_\_\_\_

Address of Employer: \_\_\_\_\_

How long employed? \_\_\_\_\_

Pay Period Length  Weekly  Bi-Weekly  Semi-Monthly  Monthly

### Paycheck Earnings

Gross Wages, Salary, and Commissions \$ \_\_\_\_\_

Estimated Regular Overtime \$ \_\_\_\_\_

**Total Earnings** \$ \_\_\_\_\_

### Deductions from Paycheck

Federal Tax, Medicare and Social Security \$ \_\_\_\_\_

Mandatory Contributions to Retirement Plan \$ \_\_\_\_\_

Voluntary Contributions to Retirement Plan \$ \_\_\_\_\_

Required Repayments of Retirement Fund Loans \$ \_\_\_\_\_

Insurance (Medical, Dental, Vision, Disability, etc.) \$ \_\_\_\_\_

Domestic Support Obligations \$ \_\_\_\_\_

Union Dues \$ \_\_\_\_\_

Other Deductions \_\_\_\_\_ \$ \_\_\_\_\_

**Net Take Home Pay** \$ \_\_\_\_\_

### Other Income (Monthly)

Regular Income from Business/Profession \$ \_\_\_\_\_

Income from Real Property \$ \_\_\_\_\_

Interest and Dividends \$ \_\_\_\_\_

Alimony, Maintenance or Family Support \$ \_\_\_\_\_

Social Security Income \$ \_\_\_\_\_

Unemployment Compensation \$ \_\_\_\_\_

Other Monthly Income \$ \_\_\_\_\_



# PAST INCOME

## HOUSEHOLD

In most proceedings, your "income" is defined as your average income for the past six months. Therefore, if your income has had significant variations over the last six months, such as a period of unemployment, large/small commission variances, change of jobs, etc., then please itemize your monthly income from each month over the last six months. Also, remember that "income" is not just wages, but can be child support, unemployment benefits, pension or retirement, or rent income from a tenant, etc. Please break down your total income for the last six months.

This is important, in that the bankruptcy laws now provide that certain "high income" debtors cannot file Ch.7, and must file pay-back Ch.13 or Ch.11 plans instead. You may have heard the term "means test" which goes through your prior 6-month's income, and certain allowed expenses to see if you qualify for Ch.7. If the Trustees think you do not qualify, they can bring a motion "for abuse of the bankruptcy law" [commonly called a Section 707(b) motion] to scrutinize your prior and current income and your current expenses. Thus, we need this information to evaluate your eligibility for Ch.7 under the means test.

<b>Last month:</b>	Gross Income from all sources	\$ _____
	Deductions, taxes, FICA, etc.	\$ _____
	Net income for the month	\$ _____

<b>Two months ago:</b>	Gross Income from all sources	\$ _____
	Deductions, taxes, FICA, etc.	\$ _____
	Net income for the month	\$ _____

<b>Three months ago:</b>	Gross Income from all sources	\$ _____
	Deductions, taxes, FICA, etc.	\$ _____
	Net income for the month	\$ _____

<b>Four months ago:</b>	Gross Income from all sources	\$ _____
	Deductions, taxes, FICA, etc.	\$ _____
	Net income for the month	\$ _____

<b>Five months ago:</b>	Gross Income from all sources	\$ _____
	Deductions, taxes, FICA, etc.	\$ _____
	Net income for the month	\$ _____

<b>Six months ago:</b>	Gross Income from all sources	\$ _____
	Deductions, taxes, FICA, etc.	\$ _____
	Net income for the month	\$ _____

# EXPENDITURES

Do your expenses include expenses of people other than yourself or your dependents? \_\_\_\_\_

		Property #1	Property #2	
<b>Household Living Expenses</b>				
Rent/Home Mortgage Payment (Include Lot Rented for Mobile Home)	\$			Enter your average monthly expenses. Pro-rate any payments made bi-weekly, semi-monthly, quarterly, semi-annually, or annually to show monthly rate.
Are real estate taxes included? <input type="checkbox"/> Yes <input type="checkbox"/> No. Please list.	\$			
Is property insurance included? <input type="checkbox"/> Yes <input type="checkbox"/> No. Please list	\$			
If you do not own your home, renter's Insurance	\$			
Home maintenance, repair, and upkeep expenses	\$			
Homeowner's Association or Condominium Dues	\$			
Additional Mortgage Payments for Residence, such as home equity loans	\$			
Electricity, heat, and natural gas	\$			If you are unsure about an answer leave it blank!
Water, Sewer, and Garbage Collection	\$			
Telephone, cell phone, internet, satellite, and cable services	\$			
Other Utilities: _____	\$			Use Property #2 if you and your spouse maintain separate households or to separate your expenses from a non-filing spouse's expenses.
Food and housekeeping supplies	\$			
Childcare and children's education costs	\$			
Clothing, Laundry and Dry Cleaning	\$			
Personal care products and services	\$			
Medical and Dental Expenses (not including insurance)	\$			
Transportation (include gas, maintenance, bus, train, but not payments)	\$			
Recreation, Clubs, Entertainment, Newspapers, Magazines, Etc.	\$			Please attach additional pages if you own more than two properties.
Charitable Contributions	\$			
<b>Insurance (not deducted from wages or included in home mortgage)</b>				
Life	\$			
Health	\$			
Auto and other vehicle	\$			
Other Insurance: _____	\$			
<b>Taxes (not deducted from wages or included in home mortgage)</b>				
Agency: _____	\$			
Agency: _____	\$			
<b>Installment Payments (if a Ch.13, do not list payments that will be included in the plan)</b>				
Car Payments for Vehicle #1	\$			
Car Payments for Vehicle #2	\$			
Other Vehicle Payments	\$			

Payments for Alimony, Maintenance, and Support (not already deducted)	\$			
Payments for Support of Additional Dependents Not Living at Home	\$			
Regular Business Expenses for Sole Proprietorship (Attach Profit and Loss Statement)	\$			
Other:	\$			
Other:	\$			
Other:	\$			

Describe any increase or decrease in income and/or expenditures reasonably anticipated to occur within the next year:

Are you a Disabled Veteran, Reservist, or National Guard Member? \_\_\_\_\_  
 Were most of your debts incurred while on active duty or performing homeland defense? \_\_\_\_\_

Notes:

# RESIDENCY

We need to establish your residency in order to protect your assets. Please fill out the form below. Stop when you get back to January 1, 2010. You only need the month and the year, not an exact date. If you are off by a month or two, that is OK, no more than that. If you are filing as a married couple and have been living together since January 1, 2010, please feel free to make the spouse column "Same."

	Debtor	Spouse
When did you move into your present Residence:		
When did you move into your previous Residence:	_____	_____
State of previous residence:		
When did you move into your previous Residence:	_____	_____
State of previous residence:		
When did you move into your previous Residence:	_____	_____
State of previous residence		
When did you move into your previous Residence:	_____	_____
State of previous residence		

# Statement of Financial Affairs

Be as complete and accurate as possible. If two married people are filing together, both are equally responsible for supplying correct information. If more space is needed, attach a separate sheet to this form.

Answer every question.

1. What is your current marital status?  Married  Not Married

2. During the last 3 years, have you lived anywhere other than where you live now?  No. Indicate the address, name used, and dates of occupancy.

If debtor has moved within three years immediately preceding the commencement of this case, list all premises which the debtor occupied during that period and vacated prior to the commencement of this case. If a joint petition is filed, report also any separate address of either spouse.

3. Within the last 8 years, did you ever live with a spouse or legal equivalent in a community property state or territory?  No.  Yes. Community Property States include Arizona, California, Idaho, Louisiana, Nevada, New Mexico, Puerto Rico, Texas, Washington, and Wisconsin.

4. Income from Employment or Operation of Business  None Attach pay stubs received in the past 60 days.

State the gross amount of income the debtor has received from employment, trade, or profession, or from operation of the debtor's business from the beginning of this calendar year to the date this case was commenced. State also the gross amounts received during the **two years** immediately preceding this calendar year. (A debtor who maintains, or has maintained, financial records on the basis of a fiscal rather than a calendar year may report fiscal year income. Identify the beginning and ending dates of the Debtor's fiscal year.) If a joint petition is filed, state income for each spouse separately. (Married Debtors filing under ch.12 or ch.13 must state income of both spouses whether or not a joint petition is filed.) Attach copies of your tax returns for the past two years.

		Debtor	Co-Debtor (Spouse)	Source
Year to Date:	20__			
1 Year Ago:	20__			
2 Years Ago:	20__			

5. Income Other than from Employment or Operation of Business

None

Did you sell anything, receive any benefits such as unemployment insurance, or have any gambling winnings?

State the amount of income received by the debtor other than from employment, trade, profession, operation of the debtor's business during the **two years** immediately preceding the commencement of this case. Give particulars. If a joint petition is filed, state income for each spouse separately. (Married debtors filing under ch.12 or ch.13 must state income for each spouse whether or not a joint petition is filed, unless the spouses are separated and a joint petition is not filed.)

		Debtor	Co-Debtor (Spouse)	Source
Year to Date:	20__			
1 Year Ago:	20__			
2 Years Ago:	20__			

6. Are Either debtors' debts primarily consumer debts?

No. Neither Debtors has primarily consumer debts.

Consumer debts are defined as defined in 11 U.S.C. § 101(8) as "incurred by an individual primarily for a personal, family, or household purpose."

During the 90 days before you filed for bankruptcy, did you pay any creditor a total of \$6,225\* or more?

No.

Yes. List each creditor to whom you paid a total of \$6,225 or more in one or more payments and the total amount you paid that creditor. (Do not include domestic support obligations and payments to an attorney for this bankruptcy case.)

Yes. Debtor 1 or Debtor 2 or both have primarily consumer debts.

During the 90 days before you filed for bankruptcy, did you pay any creditor a total of \$600 or more?

No.

Yes. List each creditor to whom you paid a total of \$600 or more in one or more payments and the total amount you paid that creditor. (Do not include domestic support obligations and payments to an attorney for this bankruptcy case.)

7. Within 1 year before you filed for bankruptcy, did you make a payment on a debt you owed anyone who was an insider?

No.

Yes. List all payments to an insider. Indicate the recipient's name, address, and relationship, dates of payment(s), amount paid and amount still owing.

Insiders include your relatives; any general partners; relatives of any general partners; partnerships of which you are a general partner; corporations of which you are an officer, director, person in control, or owner of 20% or more of their voting securities; and any managing agent, including one for a business you operate as a sole proprietor. 11 U.S.C. § 101.

8. Within 1 year before you filed for bankruptcy, did you make any payments or transfer any property on account of a debt that benefited an insider?

No.

Yes. List all payments to an insider. Indicate the recipient's name, address, and relationship, dates of payment(s), amount paid and amount still owing.

9. Within 1 year before you filed bankruptcy, were you a party in any lawsuits and administrative proceedings, executions, garnishments and attachments?

No.

Case Caption and Number: \_\_\_\_\_

Court and Location: \_\_\_\_\_

Status of Case: \_\_\_\_\_

Nature of Proceeding: \_\_\_\_\_

Case Caption and Number: \_\_\_\_\_

Court and Location: \_\_\_\_\_

Status of Case: \_\_\_\_\_

Nature of Proceeding: \_\_\_\_\_

Case Caption and Number: \_\_\_\_\_

Court and Location: \_\_\_\_\_

Status of Case: \_\_\_\_\_

Nature of Proceeding: \_\_\_\_\_

If more, list the same information for each lawsuit on the back of this page or separate page.

10. Within 1 year before you filed bankruptcy, as any of your property repossessed, foreclosed, garnished, attached, seized, or levied?

No.

Yes.

Creditor Name: \_\_\_\_\_

Describe the Property: \_\_\_\_\_

Date: \_\_\_\_\_ Value: \$ \_\_\_\_\_

Nature of Proceeding:  Repossessed.  Foreclosed.  Garnished.  Attached, Seized or Levied.

Creditor Name: \_\_\_\_\_

Describe the Property: \_\_\_\_\_

Date: \_\_\_\_\_ Value: \$ \_\_\_\_\_

Nature of Proceeding:  Repossessed.  Foreclosed.  Garnished.  Attached, Seized or Levied.

Creditor Name: \_\_\_\_\_

Describe the Property: \_\_\_\_\_

Date: \_\_\_\_\_ Value: \$ \_\_\_\_\_

Nature of Proceeding:  Repossessed.  Foreclosed.  Garnished.  Attached, Seized or Levied.

11. Within 90 days before you filed for bankruptcy, did any creditor, including a bank or financial institution, set off any amounts from your accounts or refuse to make a payment because you owed a debt?

No.

Yes.

Creditor Name: \_\_\_\_\_

Account Number: \_\_\_\_\_

Describe the Action the Creditor Took: \_\_\_\_\_

Date: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Creditor Name: \_\_\_\_\_

Account Number: \_\_\_\_\_

Describe the Action the Creditor Took: \_\_\_\_\_

Date: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Creditor Name: \_\_\_\_\_

Account Number: \_\_\_\_\_

Describe the Action the Creditor Took: \_\_\_\_\_

Date: \_\_\_\_\_ Amount: \$ \_\_\_\_\_



12. Within 1 year before you filed for bankruptcy, was any of your property in the possession of an assignee for the benefit of creditors, a court appointed receiver, a custodian, or another official?

No.

Yes. Please provide the name and contact information, effective date, and terms of assignment or settlement.

13. Within 2 years before you filed for bankruptcy, did you give any gifts with a total value of more than \$600 per person?

No.

Yes.

Person to whom you gave the gift: \_\_\_\_\_ Relationship to you: \_\_\_\_\_

Address: \_\_\_\_\_

Describe the gifts: \_\_\_\_\_

Date: \_\_\_\_\_ Value: \$ \_\_\_\_\_

Person to whom you gave the gift: \_\_\_\_\_ Relationship to you: \_\_\_\_\_

Address: \_\_\_\_\_

Describe the gifts: \_\_\_\_\_

Date: \_\_\_\_\_ Value: \$ \_\_\_\_\_

Person to whom you gave the gift: \_\_\_\_\_ Relationship to you: \_\_\_\_\_

Address: \_\_\_\_\_

Describe the gifts: \_\_\_\_\_

Date: \_\_\_\_\_ Value: \$ \_\_\_\_\_

14. Within 2 years before you filed for bankruptcy, did you give any gifts or contributions with a total value of more than \$600 to any charity?

No.

Yes.

Charity's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Describe the gifts: \_\_\_\_\_

Date: \_\_\_\_\_ Value: \$ \_\_\_\_\_

Charity's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Describe the gifts: \_\_\_\_\_

Date: \_\_\_\_\_ Value: \$ \_\_\_\_\_

15. Within 1 year before you filed for bankruptcy or since you filed for bankruptcy, did you lose anything because of theft, fire, other disaster or gambling?

No.

Yes.

Describe the property you lost and how the loss occurred

Describe any insurance coverage for the loss. Include the amount that insurance has paid.

Date of Loss: \_\_\_\_\_ Value: \_\_\_\_\_ \$ \_\_\_\_\_

16. Within 1 year before you filed for bankruptcy, did you or anyone else acting on your behalf pay or transfer any property to anyone you consulted about seeking bankruptcy or preparing a bankruptcy petition? Include any attorneys, bankruptcy petition preparers, or credit counseling agencies for services required in your bankruptcy.

No.

Yes.

Person who was paid: \_\_\_\_\_

Person who made the payment, if not you: \_\_\_\_\_

Date(s) of payment or transfer: \_\_\_\_\_ Amount: \_\_\_\_\_ \$ \_\_\_\_\_

17. Within 1 year before you filed for bankruptcy, did you or anyone else acting on your behalf pay or transfer any property to anyone who promised to help you deal with your creditors or to make payments to your creditors?

No.

Yes.

Person who was paid: \_\_\_\_\_

Person who made the payment, if not you: \_\_\_\_\_

Date(s) of payment or transfer: \_\_\_\_\_ Amount: \_\_\_\_\_ \$ \_\_\_\_\_

18. Within 2 years before you filed for bankruptcy, did you sell, trade, or otherwise transfer any property to anyone, other than property transferred in the ordinary course of your business or financial affairs? Include both outright transfers and transfers made as security (such as the granting of a security interest or mortgage on your property. Do not include gifts and transfers that you have already listed on this statement.

No.

Yes.

Person Who Received Transfer \_\_\_\_\_ Relationship to you: \_\_\_\_\_

Address: \_\_\_\_\_

Describe the Property Transferred:  
Describe Any Property or Payments Received or Debts Paid in Exchange: \_\_\_\_\_

Date: \_\_\_\_\_ Value: \_\_\_\_\_ \$ \_\_\_\_\_

Person Who Received Transfer \_\_\_\_\_ Relationship to you: \_\_\_\_\_

Address: \_\_\_\_\_

Describe the Property Transferred:  
Describe Any Property or Payments Received or Debts Paid in Exchange: \_\_\_\_\_

Date: \_\_\_\_\_ Value: \_\_\_\_\_ \$ \_\_\_\_\_

19. Within 10 years before you filed for bankruptcy, did you transfer any property to a self-settled trust or similar device of which you are a beneficiary?

No.

Yes.

Name of Trust: \_\_\_\_\_

Description of the property transferred: \_\_\_\_\_

Date(s) of payment or transfer: \_\_\_\_\_ Value: \$ \_\_\_\_\_

20. Within 1 year before you filed for bankruptcy, were any financial accounts or instruments held in your name, or for your benefit, closed, sold, moved, or transferred? Include checking, savings, money market, or other financial accounts; certificates of deposit; shares in banks, credit unions, brokerage houses, pension funds, cooperatives, associations, and other financial institutions.

No.

Yes.

Name of Financial Institution: \_\_\_\_\_

Account Number: \_\_\_\_\_

Date account was closed, sold, moved, etc.: \_\_\_\_\_ Amount of last balance \$ \_\_\_\_\_

Type of Account:  Checking.  Savings.  Money Market.  Brokerage.  
 Other: \_\_\_\_\_

21. Do you now have, or did you have within 1 year before you filed for bankruptcy, any save deposit box or other depository for securities, cash, or other valuables?

No.

Yes.

Name of Financial Institution: \_\_\_\_\_

Who else had access to it? (Address?) \_\_\_\_\_

Describe the contents. \_\_\_\_\_

Do you still have it? \_\_\_\_\_ Date Closed. \_\_\_\_\_

22. Have you stored property in a storage unit or place other than your home within 1 year before you filed for bankruptcy?

No.

Yes.

Name of Storage Facility (Address?) \_\_\_\_\_

Who else had access to it? (Address?) \_\_\_\_\_

Describe the contents. \_\_\_\_\_

Do you still have it? \_\_\_\_\_ Date Closed. \_\_\_\_\_

23. Do you hold or control any property that someone else owns? Include any property you borrowed from, are storing for, or hold in trust for someone (including dependents).

No.

Yes.

Owner's Name and Address

\_\_\_\_\_

Where is the property?

\_\_\_\_\_

Describe the contents.

\_\_\_\_\_

Value:

\_\_\_\_\_

### Environmental Information

For the purpose of these questions, the following definitions apply:

"Environmental Law" means any federal, state, or local statute or regulation regulating pollution, contamination, release of hazardous or toxic substances, wastes, or material into the air, land, soil, surface water, groundwater, or other medium, including, but not limited to, statutes or regulations regulating the cleanup of these substances, wastes or material.

"Site" means any location, facility, or property as defined under any environmental law, whether you now own, operate, or utilize it or used to own, operate, or utilize it, including disposal sites.

"Hazardous Material" means anything defined as hazardous waste, hazardous substance, toxic substance, hazardous material, pollutant, or contaminant or similar term under an Environmental Law.

24. Has any governmental unit notified you that you may be liable or potentially liable under or in violation of an environmental law?

No.

Yes.

Name and Address of Site:

\_\_\_\_\_

Governmental Unit:

\_\_\_\_\_

Environmental Law, if known:

\_\_\_\_\_

Date of Notice:

\_\_\_\_\_

25. Have you notified any governmental unit of any release of hazardous material?

No.

Yes.

Name and Address of Site:

\_\_\_\_\_

Governmental Unit:

\_\_\_\_\_

Environmental Law, if known:

\_\_\_\_\_

Date of Notice:

\_\_\_\_\_

26. Have you been a party in any judicial or administrative proceeding under any environmental law? Include settlements and orders.

No.

Yes.

Name and Address of Site:

\_\_\_\_\_

Governmental Unit:

\_\_\_\_\_

Environmental Law, if known:

\_\_\_\_\_

Date of Notice:

\_\_\_\_\_

27. Within 4 years before you filed for bankruptcy, did you own a business or have any of the following connections to any business? (Check all that apply.)  None

- A sole proprietor or self-employed in a trade, profession, or other activity, either full or part-time.
- A member of a limited liability company (LLC) or limited liability partnership (LLP).
- A partner in a partnership.
- An officer, director, or managing executive of a corporation.
- An owner of at least 5% of the voting or equity securities of a corporation.

If the debtor is an individual, list the names, addresses, taxpayer identification numbers, nature of the businesses, and beginning and ending dates of all businesses in which the debtor was an officer, director, partner, or managing executive of a corporation, partnership, sole proprietorship, or was a self-employed professional within the 4 years immediately preceding the commencement of this case, or in which the debtor owned 5 percent or more of the voting or equity securities within the six years immediately preceding the commencement of this case.

If the debtor is a partnership, list the names, addresses, taxpayer identification numbers, nature of the businesses, and beginning and ending dates of all businesses in which the debtor was a partner or owned 5 percent or more of the voting or equity securities, within the 4 years immediately preceding the commencement of this case.

If the debtor is a corporation, list the names, addresses, taxpayer identification numbers, nature of the businesses, and beginning and ending dates of all businesses in which the debtor was a partner or owned 5 percent or more of the voting or equity securities within the 4 years immediately preceding the commencement of this case.

Name	Employer Identification Number	Address	Nature of Business	Beginning & Ending Dates of Operation

28. Within 2 years before you filed for bankruptcy, did you give a financial statement to anyone about your business? Include all financial institutions, creditors, or other parties.

- No.
- Yes.

Name of Financial Institution: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Date Issued: \_\_\_\_\_

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone No.: \_\_\_\_\_  
 Tax ID No.: \_\_\_\_\_

UNITED STATES BANKRUPTCY COURT WESTERN DISTRICT OF WASHINGTON	
In Re Tax I.D. / S.S. #: Debtor.	BANKRUPTCY NO.

**UNITED STATES BANKRUPTCY COURT**  
**WESTERN DISTRICT OF WASHINGTON**  
**RIGHTS AND RESPONSIBILITIES OF CHAPTER 13 DEBTORS**  
**AND THEIR ATTORNEY**  
**(Consumer Case)**

It is important for debtors who file a bankruptcy case under Chapter 13 to understand their rights and responsibilities. Debtors should know what their attorney's responsibilities are, and understand the importance of communicating with their attorney to make the case successful. Debtors should also know that they may expect certain services to be performed by their attorney. To assure that debtors and their attorney understand their rights and responsibilities in the bankruptcy process, the following rights and responsibilities provided by the United States Bankruptcy Court are hereby agreed to by the debtor's and their attorney. Nothing in this agreement excuses an attorney from any ethical duties or responsibilities under Federal Rule of Bankruptcy Procedure 9011.

**UNLESS THE COURT ORDERS OTHERWISE,**

***The debtor shall:***

1. Provide accurate financial information.
2. Provide information in a timely manner, including recent pay and earning information and recent tax returns.
3. Cooperate and communicate with the attorney.
4. Discuss with the attorney the debtor's objectives in filing the case.
5. Make plan payments to the Chapter 13 Trustee beginning 30 days from the date the case is filed. The case is filed as of the date of the petition for relief – first day of the case. The plan may be filed later, but the plan payments begin 30 days from the date of the petition for relief.
6. Appear at the § 341 meeting of creditors.
7. Keep the trustee and attorney informed of any changes of address and/or phone number.
8. Inform the attorney of any wage garnishments or attachments of assets which occur or continue after the filing of the case.
9. Contact the attorney promptly if the debtor loses his/her job or has other financial problems.
10. Let the attorney know immediately if the debtor is sued before or during the case.
11. Inform the attorney if any tax refunds the debtor is entitled to are seized or not returned to the debtor by the IRS or any state tax agency.
12. Contact the attorney before buying, refinancing, or selling real property or before entering into any long-term loan agreements as court approval may be required.
13. Pay any filing fees and filing expenses that may be incurred directly to the attorney.

**The attorney shall:**

1. Meet with the debtor to review the debtor's assets, liabilities, income and expenses.
2. Analyze the debtor's financial situation, and render advice to the debtor in determining whether to file a petition in bankruptcy.
3. Counsel the debtor regarding the advisability of filing either a ch.7 or ch.13 case, discuss both procedures with the debtor, and answer the debtor's questions.
4. Explain to the debtor how the attorney's fees and trustee's fees are paid.
5. Explain what payments will be made directly by the debtor and what payments will be made through the debtor's ch.13 plan, with particular attention to mortgage and vehicle loan payments, as well as any other claims with accrued interest.
6. Explain to the debtor how, when, and where to make the chapter 13 plan payments.
7. Explain to the debtor that the first plan payment must be made to the Trustee within 30 days of the petition for relief (not the plan) being filed.
8. Advise the debtor of the requirement to attend the § 341 (a) Meeting of Creditors, and instruct the debtor as to the date, time and place of the meeting.
9. Advise the debtor of the necessity of maintaining liability, collision and comprehensive insurance on vehicles securing loans or leases.
10. Render all services required, excluding adversary proceedings, necessary through the entry of the order confirming the plan and shall include, without limitation the following:
  - a. The filing of a ch.13 plan in the form required by Local Bankruptcy Rule 3015-1;
  - b. Filing with the ch.13 Trustee the ch.13 Information Sheet together with the documents required by Interim Fed.R.Bank.P. 1007;
  - c. Appearing at the § 341 Meeting of Creditors;
  - d. Responding to objections to confirmation and motions for relief from stay that are resolvable with argument before the court;
  - e. Negotiating and presenting unopposed or agreed orders assuming or rejecting leases;
  - f. Resolving disputes regarding the valuation of collateral or providing for pre-confirmation adequate protection payments to creditors;
  - g. Amending the initial plan as necessary to obtain an order confirming the plan;
  - h. Adding creditors to the schedules and plan;
  - i. Negotiations with the Department of Licensing;
  - j. Review of the Trustee's statement of filed claims.

**It is understood that the attorney's ability and obligation to provide the services set forth above in items 2 & 10 will be impaired, and may be impossible, if the Debtors do not provide accurate and complete information, documentation and cooperation in a timely manner, and advise of any change of address, phone number and/or employment.**

If the debtor disputes the legal services provided or the fees charged by the attorney, the debtor may file an objection with the court and set the matter for hearing. The attorney may move to withdraw or the debtor may discharge the attorney at any time.

We declare and certify under penalty of perjury that a copy of the foregoing was provided to the Debtor(s) prior to the filing of the schedules and plan.

Dated: \_\_\_\_\_  
Debtor

Dated: \_\_\_\_\_  
Debtor

Dated: \_\_\_\_\_  
Attorney for Debtor(s)

**PLEASE SIGN THE LAST PAGE OF THE FOLLOWING  
ENGAGEMENT LETTER AND RETURN WITH THE  
WORKSHEETS. THANK YOU**

BY RETURNING THESE WORKSHEETS TO OUR OFFICE, YOU HAVE AGREED  
TO THE ENGAGEMENT AGREEMENT AND THE TERMS AND CONDITIONS OF  
OUR REPRESENTATION, AND THE RETURN OF THESE WORKSHEETS  
CONSTITUTES YOUR AGREEMENT AND CONSENT EVEN IF THE  
ENGAGEMENT LETTER IS INADVERTANTLY NOT ACTUALLY SIGNED.