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## 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**

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: \_\_\_\_\_

2004 \_\_\_\_\_

2003 \_\_\_\_\_

Wife: year-to-date: \_\_\_\_\_

2004 \_\_\_\_\_

2003 \_\_\_\_\_

Note: If you have more than one job, please list year-to-date and two-years prior 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? ( ) no ( ) yes  
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? ( ) no ( ) yes  
If yes, please state the nature of the sale or transfer, what was transferred, for how much, and when the transfer occur \_\_\_\_\_

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: \_\_\_\_\_ to \_\_\_\_\_