



DENNIS H. MILLER • GORDON A. MILLER • TREVOR A. DANIEL
Attorney at Law Attorney at Law Attorney at Law
dennis@miller-law.net gordon@miller-law.net trevor@miller-law.net

Office: 313.386.1400 • Fax: 313.386.3845 • Website: www.miller-law.net

Documents Required Prior to Completion of Bankruptcy Petition

To fully explain your options in bankruptcy at your next appointment, we need you to bring copies of the below listed items that apply.

- | | |
|---|--|
| <input type="checkbox"/> Copy of Driver License * | <input type="checkbox"/> Current automobile insurance policy (declaration page) |
| <input type="checkbox"/> Copy of Social Security Card * | <input type="checkbox"/> Copy of divorce decree and property settlement agreement or support order |
| <input type="checkbox"/> Pay stubs, a payroll print-out, or other evidence of ANY income received for the last 90 days * | <input type="checkbox"/> Recent statements for all 401(k), pension, annuity, other retirement plans |
| <input type="checkbox"/> Federal and state income tax returns or transcripts for the past 4 years. | <input type="checkbox"/> Recent statements for any educational IRAs or state-qualified tuition plans |
| <input type="checkbox"/> Bank and other financial account statements for the past 90 days* | <input type="checkbox"/> Term life insurance (declaration pages showing premiums and death benefit) |
| <input type="checkbox"/> Copy of the recorded deed or title policy for all real estate titled in your name * | <input type="checkbox"/> Whole life insurance (statement showing premiums, current cash value, and death benefit) |
| <input type="checkbox"/> Mortgage statement (showing monthly payment, balance due, maturity date, and arrears, if any) | <input type="checkbox"/> Self-Employed: Breakdown of all business income and expenses from _____ to _____ |
| <input type="checkbox"/> Copy of the Recorded Mortgage * | <input type="checkbox"/> Current student loan statement |
| <input type="checkbox"/> Recent real estate tax bill | <input type="checkbox"/> All unpaid bills you can find, including collections and attorney letters and medical bills |
| <input type="checkbox"/> Information about the sale of ANY real estate in the past 10 years (settlement statement showing sale price and amount you received) | <input type="checkbox"/> Copies of any pending lawsuits, wage garnishments, wage assignments, or other legal actions, including foreclosure lawsuits pertaining to real estate |
| <input type="checkbox"/> Recent appraisal or market analysis for any real estate or mobile home you own | <input type="checkbox"/> Copies of any judgments obtained against you |
| <input type="checkbox"/> Lease or rental agreement(s), including any eviction notices | <input type="checkbox"/> Documents regarding any workman's compensation or personal injury claim |
| <input type="checkbox"/> Copies of any stocks or bonds (including those held for a minor child) | <input type="checkbox"/> Certificate of credit counseling |
| <input type="checkbox"/> Information about any bank or other financial account you have closed in the past year | <input type="checkbox"/> Power of Attorney for _____ |
| <input type="checkbox"/> Current appraisal of each vehicle owned | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Loan or lease statement for each vehicle you own (showing monthly payment, balance due, and maturity date) | |
| <input type="checkbox"/> Copy of the title to each vehicle you own | |



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- * You will be required to bring your driver license to your bankruptcy hearing. An expired license and/or a copy is not accepted.
- * You will be required to bring your social security card to your bankruptcy hearing. A copy is not accepted.
- * We need pay stubs up to the date your case is filed with the court. Please save all new pay stubs you receive. If you are filing by yourself, we will need pay information for your non-filing spouse for the same time period. In addition to pay stubs, bring all other documentation of household income such as child support, Social Security, pension, disability, unemployment, public assistance, etc.
- * Make sure that you also provide us with bank statements for any accounts that you hold jointly (spouse, parent, child, etc.). The court requires your account balance to match your petition the day it is signed. Therefore, for each bank statement you provide, we will require a printed statement for each account the day you sign your bankruptcy petition showing the value of each account that day.
- * If you do not have a copy of your recorded deed to your real property you must obtain a copy. Our office has a courier who can obtain a copy if your property is in Wayne County for a \$50.00 fee (\$35.00 courier fee + \$15.00 deed copy fee).
- * If you do not have a copy of your recorded mortgage to your real property you must obtain a copy. Our office has a courier who can obtain a copy if your property is in Wayne County for a \$35.00 fee plus the cost for the copy (this cost will depend on how many pages your mortgage is, as the Register of Deeds Office charges per page).