**WE CANNOT FILE YOUR CASE UNTIL ALL DOCUMENTS ARE RECEIVED**

* Foreclosure Notice (with date of sale on Notice)
* Copy of driver’s license and social security card
* Credit Counseling Certificate (must be dated at LEAST one day prior to the day you need to file your case and cannot be more than 180 days old)
* Federal & State tax returns for the last 2 years, include W-2. (may get a transcript from IRS)
* Pay stubs for last 7 months, including the 60 days prior to filing, including current paystub with year to date (wages, pensions, child support, severance pay, rental income, disability. Must have a separate listing for self-employment income with gross monthly received and expenses, please ask for business P & L form)
* Bank statements for the last 7 months
* Statement with balance: Annuity, IRA, Pension, 401K, 403b, or any investment/retirement accounts.
* Cash value of life insurance.
* Title for all automobiles, trailers, boats, ATV’s or anything registered in your name with the Secretary of State (even if you co-own with another individual)
* The Declaration Page of homeowners insurance and vehicle insurance.
* Copy of ALL recorded mortgages that are in your name (If you cannot find your RECORDED copy, you can get another one from the Register of Deeds Office in the county that your property is located, however it costs $1 per page).
* Copy of ALL recorded mortgages that you own jointly with another person or relative (for example, we need copies of deeds if you are listed on your mom’s home or the family hunting camp, etc.)
* Copy of any car or residential leases.
* Copy of current property tax statement for all property that is in your name.
* Child Support Orders/pay history (can bet the printouts from the Friend of the Court office)
* Copy of Judgment of Divorce (if in the last 2 years).
* List all personal property in your home and give an approximate re-sale value of each item (see attached form to assist with detailed list of typical household items).
* List of all bills and lawsuits, please use the sheets provided in this folder, do not provide the stacks of actual paper bills.
* Schedule J – List of expenses, please use our attached form to provide your budget.
* Payment to our office in the amount of $\_\_\_\_\_\_\_\_\_\_\_\_(no personal checks). This down payment includes the filing fee, credit report fee, asset fee (if any), postage fees, and some attorney fees (balance of attorney fee may be paid through Chapter 13 Plan and will be discussed and reviewed prior to filing your case)

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