

# CLIENT WORKSHEETS

## Instructions On Providing Information Required by Bankruptcy Law

You are required to provide certain information to the court when you file bankruptcy. It is our obligation to make diligent inquiry of you so as to obtain information to include in your bankruptcy petition. Attached are forms designed to obtain the necessary information. Please carefully read and follow these instructions.

**PLEASE READ AND FILL OUT FORMS COMPLETELY, ACCURATELY, AND NEATLY. DO NOT LEAVE BLANKS.** If a particular question does not apply to you, put "N/A" in the blank; by doing so we will know that you did not mistakenly overlook it. List ALL your property. Please sign each page that you have answered the questions truthfully and completely to the best of your ability.

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## Table of Contents

- I. **General Information**: This is personal information for the person or persons filing. (Page 1 and 2)
- II. **Employment Information**: This form is for each person's employment information and for a non-filing spouse, if applicable. (Page 3)
- III. **Actual Monthly Income**: This is a breakdown of household monthly income from you and your spouse's job or jobs, rental income, roommate contributions, child support, etc. (Pages 4 and 5)
- IV. **Actual Monthly Living Expenses**: These are the monthly living expenses of the household. It doesn't matter who pays which bill. (Page 6)
- V. **Assets and Property Ownership**: Please list as best you can all assets and property that you own or have an interest in at this time. Intentional failure to list all of your property can carry criminal penalties. (Pages 7, 8, 9 and 10)
- VI. **Past Legal History**: This information is to show all past bankruptcies, lawsuits, garnishments, etc. that have been filed by or against you. If you have the court-related papers, please bring them with you. (Pages 11 and 12)

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