

INDIVIDUAL CHAPTER 7 BANKRUPTCY CASE CHECKLIST

PRE FILING

- _____ 1. Last two years of filed ***Federal Tax Returns*** (personal & business) How were tax refunds spent? **Include copies of your W-2 and other attachments. Please list years attached:** _____

- _____ 2. Last two years of filed ***State Tax Returns*** (personal & business) How were tax refunds spent? **Include copies of your W-2 and other attachments. Please list years attached:** _____

- _____ 3. 60 days of income statements (pay stubs)

- _____ 4. Vehicle loan statements for each vehicle, and registrations

- _____ 5. Copy of titles and registrations to anything licensed (i.e., automobiles, boats, trailers, ATVs, motorcycles, etc.)

- _____ 6. Current trade-in value of vehicle(s) and other licensed assets

- _____ 7. Recent mortgage statement and most recent property tax statement

- _____ 8. Proof of Insurance for real and personal property

- _____ 9. House value: comparative market analysis or appraisal

- _____ 10. Contracts for purchase of secured items (security agreements, Deed of Trust)

- _____ 11. Certificate of Counseling (dated within last 180 days) to obtain visit website:
http://www.usdoj.gov/ust/ea/bapcpa/ccde/DE_Files/DE_Approved_Agencies_HTML/de_oregon/de_oregon.htm

- _____ 12. Credit report

- _____ 13. Debt list (**Creditor's name, address, amount owed & account number**)

CHAPTER 7 BANKRUPTCY CASE CHECKLIST

PRE FILING (Continued)

- ____ 14. Divorce decree (if divorced within last 10 years)
- ____ 15. Proof of domestic (child/spousal) support obligation
- ____ 16. Lawsuits, judgments, and garnishments
- ____ 17. Employer's payroll fax number and contact person (if being garnished)
- ____ 18. Life insurance policies (beneficiaries & cash surrender value)
- ____ 19. Retirement account statements and documents to show that account is ERISA qualified
- ____ 20. Any investments (regular stock, mutual funds, annuities, time shares, trusts) statements
- ____ 21. Last 60 days of bank statements for every account in your name
- ____ 22. Social Security Card(s), Driver's License(s)
- ____ 23. Other:

POST FILING

- ____ 1. Personal financial management class certificate (**bring certificate to hearing**)
- ____ 2. Last bank/CU statements for ALL accounts up through the date of filing
- ____ 3. Pay stubs that cover up through date of filing
- ____ 4. All retirement, investment, or money market fund statements up through date of filing