

# LUSKY & ASSOCIATES, P.C.

## TEN IMPORTANT THINGS ABOUT YOUR CASE

1. **YOU HAVE TO BE HONEST.** Schedules are filed under oath. The penalty for lying can be up to 5 years in the pen. We will not visit you.
2. **YOU MUST COOPERATE WITH US** and timely provide all requested information and attend all scheduled meetings. If you are too busy to assist us, we will not be able to help you.
3. **THE PETITION STARTS THE CASE.** It and other documents require your signature. These are formal documents and not the worksheets that we have you fill out. Without your original signature on the formal documents, we cannot file them. Therefore, if you have not signed the formal documents, your case has not been filed even if you have deposited a payment with us.
4. **THINGS HAPPEN FAST IN BANKRUPTCY CASES.** Make sure that we know how to reach you at all times and return calls as soon as possible. We often communicate by email. Check your email at least daily.
5. **YOU MUST TAKE CREDIT COUNSELING** both BEFORE and AFTER your case is filed. That's right, there are two of them. You cannot file without the first and you do not get your discharge without the second.
6. **SOME TRANSACTIONS CAN BE UNDONE IN BANKRUPTCY.**
  - a. If you transfer something to someone else and get little or nothing in return, a bankruptcy trustee can sue the person you transferred it to. Also you may not be able to get a discharge if the Court thinks you tried to hide the asset from creditors. Worse, you can go to jail if the Court thinks you tried to hide assets from the trustee.
  - b. If you repay a loan from a relative within one year of bankruptcy, that relative may be sued by the bankruptcy trustee. If you repay any other creditor within 90 days of filing bankruptcy, that creditor may be sued by the bankruptcy trustee.
7. **YOUR BANKRUPTCY DISCHARGE ONLY DISCHARGES YOU.** It does not apply to any debt that your spouse may have signed for. However, Texas is a "community property" state; not a "community debt" state. If your wife did not sign, she is generally not liable for your debts. On the other hand, we charge no more to handle a husband and wife case than just one spouse if they are filed as a joint case.
8. **SOME DEBTS ARE NOT DISCHARGEABLE.** The most notable ones are:
  - a. Child support and alimony;
  - b. Student loans;
  - c. Most (but not all) taxes;
  - d. Debts incurred through fraud. A common example is a "run up" of a credit card in the months prior to filing bankruptcy.
9. **LET US KNOW IF YOU HAVE ANY QUESTIONS ABOUT YOUR CASE.** If we cannot take the call immediately, your call will be returned. However, generally multiple calls a day are not acceptable. Please try to accumulate your questions so that we can answer them all at once. That way, we will have time to answer our other clients' questions as well. Email is also good. Email to [mail@lusky.com](mailto:mail@lusky.com) comes to the entire staff. We also like to hear about how we can make our services better. Do not be bashful about offering suggestions.
10. **YOU CAN FOLLOW YOUR CASE** and get copies of all filed documents on PACER. You must register at [http://www.pacer.gov/reg\\_pacer.html](http://www.pacer.gov/reg_pacer.html). The cost is currently \$0.10 per page (up to a maximum of \$3.00 per document for most searches). If you spend less than \$15.00 per quarter, it is usually free. If you are a chapter 13 case, you can also login to the chapter 13 trustee's site for your case for free -- go to <https://www.ndc.org> to receive instructions.

I have read and understand the above.

---

Client:

Type

---

Client:

Type

Name:



*Herman A. Lusky*

*Board Certified, Texas Board of Legal*

*Specialization:*

*Business Bankruptcy Law*

*Consumer Bankruptcy Law*

*Email: mail@lusky.com*

Thank you for considering Lusky & Associates, P.C. as the firm to assist you in the bankruptcy process.

Along with this package, is a set of disclosures and forms. It is not necessary that you complete them document prior to our first meeting but they will have to be completed before we can prepare the documents necessary for your filing. If you have any questions in completing these documents, please do not hesitate to contact us.

**PLEASE NOTE: Communicating with us and completing these documents does NOT make you a client. You are not a client until we have been officially retained, paid, and have accepted representation. In the interest of time, we often use digital signatures on documents other than pleadings. Typing your name in a signature location will constitute your legal signature on the document.**

Name: \_\_\_\_\_

*If completing electronically,  
type name. It will be the  
same as signed.*

Spouse: \_\_\_\_\_

Sincerely,

LUSKY & ASSOCIATES, P.C.



*Herman A. Lusky*

*Board Certified, Texas Board of Legal*

*Specialization:*

*Business Bankruptcy Law*

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*Email: mail@lusky.com*

**Initial Consultation Agreement  
&  
Acknowledgement of Receipt, Disclosures, and Instructions**

This Agreement is entered into on the date set forth below, by and between the client whose signatures appear below (hereinafter referred to as the "Client" whether one or more) and Lusky & Associates, P.C., (hereinafter referred to as "Attorney").

Client has requested the opportunity to consult with and obtain information and advice from Attorney regarding obtaining relief from debts, including relief from debts by filing bankruptcy under the United States Bankruptcy Code. This agreement is for purposes of that consultation only. If at the end of the initial consultation, the parties agree that the Attorney is to provide any additional services, the parties shall enter into a separate agreement setting forth the additional services the Attorney is to provide to the Client, the obligations of the Client, and the Attorney's fees for such services. If the Client retains the Attorney to file a bankruptcy, the parties shall execute a separate contract setting forth the fees and other terms of such representation. With respect to the consultation, the parties agree as follows:

1. Fee for this Initial Consultation: The Fee for this Initial Consultation is none unless stated below.
2. Attorney will provide the Client the following services during this Initial Consultation:
  - a. Analyze the Client's financial circumstances based on information provided by the Client.
  - b. To the extent possible, based upon the information provided by the Client, advise the Client of the Client's bankruptcy and non-bankruptcy options.
  - c. If the Client has not provided the Attorney with sufficient information upon which to fully advise the Client on the Client's options, inform the Client what information the Client needs to provide to enable the Attorney to provide such advice and information.
  - d. Advise the Client of the requirements placed upon the Client to file a chapter 7 or 13 bankruptcy.
  - e. To the extent possible, quote the Client an estimated fee for the Attorney's services to provide bankruptcy assistance or other legal services to the Client.

- 3 . Client acknowledges that the first date upon which the Attorney has first offered to provide bankruptcy assistance service is this date and that the Attorney provided the Client with the following documents:
- a. Notice to Client Who Contemplates Filing Bankruptcy.
  - b. The Statement Mandated by Section 527(b) of the Bankruptcy Code.
  - c. Instructions of Providing Information Required to File Bankruptcy.

Lusky & Associates, P.C.

Herman A. Lusky

AGREED:

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

If completing electronically, type name to sign. It will be the same as your written signature.

## **Information to be Provided by the Client(s)**

√	
	Pay stubs or proof of pay for the past 6 months
	Unemployment benefits letter, Social Security statement letter, Disability letter showing monthly benefits.
	Tax Returns for tax years for past 2 years.
	Bank Statements for the last 6 months.
	Copy of any 401K, IRA, or other retirement account (most recent statement).
	Copy of any and all Divorce Decree(s) within past 8 years.
	Profit and Loss Statements for Business.
	Lists of all debts with names, addresses, account numbers, and amounts due on all creditors. The list shall include (but not be limited to) your home, car, credit card(s), medical bill(s), utilities, taxes, child support, etc. (Please bring stack of bills or credit report as a backup for the list).
	Copy of loan documents on house/car(s) along with the Declaration Page of Insurance on each.
	Complete the following documents: 1) A/B Schedules; 2) Statement of Financial Affairs 3) Detailed listing of Real Estate and personal assets



*Herman A. Lusky*  
*Board Certified, Texas Board of Legal*  
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*Email: mail@lusky.com*

**NOTICE TO INDIVIDUAL CONSUMER DEBTOR UNDER §342(b)  
OF THE BANKRUPTCY CODE**

Following is a Notice to Consumer Debtors under §342(b) of the Bankruptcy Code. Please sign below indicating that you have read this document.

I/We read it.

Date: \_\_\_\_\_ Client \_\_\_\_\_

Date: \_\_\_\_\_ Client \_\_\_\_\_

*If completing electronically,  
type name. It will be the  
same as signed.*

## UNITED STATES BANKRUPTCY COURT

### NOTICE TO CONSUMER DEBTOR(S) UNDER §342(b) OF THE BANKRUPTCY CODE

In accordance with § 342(b) of the Bankruptcy Code, this notice to individuals with primarily consumer debts: (1) Describes briefly the services available from credit counseling services; (2) Describes briefly the purposes, benefits and costs of the four types of bankruptcy proceedings you may commence; and (3) Informs you about bankruptcy crimes and notifies you that the Attorney General may examine all information you supply in connection with a bankruptcy case.

You are cautioned that bankruptcy law is complicated and not easily described. Thus, you may wish to seek the advice of an attorney to learn of your rights and responsibilities should you decide to file a petition. Court employees cannot give you legal advice.

Notices from the bankruptcy court are sent to the mailing address you list on your bankruptcy petition. In order to ensure that you receive information about events concerning your case, Bankruptcy Rule 4002 requires that you notify the court of any changes in your address. If you are filing a **joint case** (a single bankruptcy case for two individuals married to each other), and each spouse lists the same mailing address on the bankruptcy petition, you and your spouse will generally receive a single copy of each notice mailed from the bankruptcy court in a jointly-addressed envelope, unless you file a statement with the court requesting that each spouse receive a separate copy of all notices.

#### **1. Services Available from Credit Counseling Agencies**

**With limited exceptions, § 109(h) of the Bankruptcy Code requires that all individual debtors who file for bankruptcy relief on or after October 17, 2005, receive a briefing that outlines the available opportunities for credit counseling and provides assistance in performing a budget analysis.** The briefing must be given within 180 days **before** the bankruptcy filing. The briefing may be provided individually or in a group (including briefings conducted by telephone or on the Internet) and must be provided by a nonprofit budget and credit counseling agency approved by the United States trustee or bankruptcy administrator. The clerk of the bankruptcy court has a list that you may consult of the approved budget and credit counseling agencies. Each debtor in a joint case must complete the briefing.

**In addition, after filing a bankruptcy case, an individual debtor generally must complete a financial management instructional course before he or she can receive a discharge.** The clerk also has a list of approved financial management instructional courses. Each debtor in a joint case must complete the course.

#### **2. The Four Chapters of the Bankruptcy Code Available to Individual Consumer Debtors**

##### **Chapter 7: Liquidation (\$245 filing fee, \$46 administrative fee, \$15 trustee surcharge: Total fee \$306)**

Chapter 7 is designed for debtors in financial difficulty who do not have the ability to pay their existing debts. Debtors whose debts are primarily consumer debts are subject to a “means test” designed to determine whether the case should be permitted to proceed under chapter 7. If your income is greater than the median income for your state of residence and family size, in some cases, the United States trustee (or bankruptcy administrator), the trustee, or creditors have the right to file a motion requesting that the court dismiss your case under § 707(b) of the Code. It is up to the court to decide whether the case should be dismissed.

Under chapter 7, you may claim certain of your property as exempt under governing law. A trustee may have the right to take possession of and sell the remaining property that is not exempt and use the sale proceeds to pay your creditors.

The purpose of filing a chapter 7 case is to obtain a discharge of your existing debts. If, however, you are found to have committed certain kinds of improper conduct described in the Bankruptcy Code, the court may deny

your discharge and, if it does, the purpose for which you filed the bankruptcy petition will be defeated.

Even if you receive a general discharge, some particular debts are not discharged under the law. Therefore, you may still be responsible for most taxes and student loans; debts incurred to pay nondischargeable taxes; domestic support and property settlement obligations; most fines, penalties, forfeitures, and criminal restitution obligations; certain debts which are not properly listed in your bankruptcy papers; and debts for death or personal injury caused by operating a motor vehicle, vessel, or aircraft while intoxicated from alcohol or drugs. Also, if a creditor can prove that a debt arose from fraud, breach of fiduciary duty, or theft, or from a willful and malicious injury, the bankruptcy court may determine that the debt is not discharged.

**Chapter 13: Repayment of All or Part of the Debts of an Individual with Regular Income (\$235 filing fee, \$46 administrative fee: Total fee \$281)**

Chapter 13 is designed for individuals with regular income who would like to pay all or part of their debts in installments over a period of time. You are only eligible for chapter 13 if your debts do not exceed certain dollar amounts set forth in the Bankruptcy Code.

Under chapter 13, you must file with the court a plan to repay your creditors all or part of the money that you owe them, using your future earnings. The period allowed by the court to repay your debts may be three years or five years, depending upon your income and other factors. The court must approve your plan before it can take effect.

After completing the payments under your plan, your debts are generally discharged except for domestic support obligations; most student loans; certain taxes; most criminal fines and restitution obligations; certain debts which are not properly listed in your bankruptcy papers; certain debts for acts that caused death or personal injury; and certain long term secured obligations.

**Chapter 11: Reorganization (\$1,167 filing fee, \$46 administrative fee: Total fee \$1,213)**

Chapter 11 is designed for the reorganization of a business but is also available to consumer debtors. Its provisions are quite complicated, and any decision by an individual to file a chapter 11 petition should be reviewed with an attorney.

**Chapter 12: Family Farmer or Fisherman (\$200 filing fee, \$46 administrative fee: Total fee \$246)**

Chapter 12 is designed to permit family farmers and fishermen to repay their debts over a period of time from future earnings and is similar to chapter 13. The eligibility requirements are restrictive, limiting its use to those whose income arises primarily from a family-owned farm or commercial fishing operation.

**3. Bankruptcy Crimes and Availability of Bankruptcy Papers to Law Enforcement Officials**

A person who knowingly and fraudulently conceals assets or makes a false oath or statement under penalty of perjury, either orally or in writing, in connection with a bankruptcy case is subject to a fine, imprisonment, or both. All information supplied by a debtor in connection with a bankruptcy case is subject to examination by the Attorney General acting through the Office of the United States Trustee, the Office of the United States Attorney, and other components and employees of the Department of Justice.

**WARNING:** Section 521(a)(1) of the Bankruptcy Code requires that you promptly file detailed information regarding your creditors, assets, liabilities, income, expenses and general financial condition. Your bankruptcy case may be dismissed if this information is not filed with the court within the time deadlines set by the Bankruptcy Code, the Bankruptcy Rules, and the local rules of the court. The documents and the deadlines for filing them are listed on Form B200, which is posted at [http://www.uscourts.gov/bkforms/bankruptcy\\_forms.html#procedure](http://www.uscourts.gov/bkforms/bankruptcy_forms.html#procedure).



# ***Lusky & Associates, P.C.***

**Attorneys & Counselors**

Herman A. Lusky

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Dallas, TX 75230

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Fax: 1-800-802-6389

email: mail@lusky.com

## **Statement Mandated by Section 527(b) of the Bankruptcy Code**

**Section 527(b) of the Bankruptcy Code requires that we give you the following information. Therefore, the following does not constitute legal advice and is not necessarily the opinion of this law firm. While most of the information is good advice, we may disagree with some of it.**

### **IMPORTANT INFORMATION ABOUT BANKRUPTCY ASSISTANCE SERVICES**

If you decide to seek bankruptcy relief, you can represent yourself, you can hire an attorney to represent you, or you can get help in some localities from a bankruptcy petition preparer who is not an attorney. THE LAW REQUIRES AN ATTORNEY OR BANKRUPTCY PETITION PREPARER TO GIVE YOU A WRITTEN CONTRACT SPECIFYING WHAT THE ATTORNEY OR BANKRUPTCY PETITION PREPARER WILL DO FOR YOU AND HOW MUCH IT WILL COST. Ask to see the contract before you hire anyone.

The following information helps you understand what must be done in a routine bankruptcy case to help you evaluate how much service you need. Although bankruptcy can be complex, many cases are routine.

Before filing a bankruptcy case, either you or your attorney should analyze your eligibility for different forms of debt relief available under the Bankruptcy Code and which form of relief is most likely to be beneficial for you. Be sure to understand the relief you can obtain and its limitations. To file a bankruptcy case, documents called a Petition, Schedules, and Statement of Financial Affairs, and in some cases (Chapter 7), a Statement of Intention need to be prepared correctly and filed with the Bankruptcy Court. You will have to pay a filing fee to the Bankruptcy Court. Once your case starts, you will have to attend the required first Meeting of Creditors (also referred to as a 341 Meeting) where you may be questioned by a court official called a "Trustee" and by creditors.

If you choose to file a Chapter 7 case, you may be asked by a creditor to reaffirm a debt. You may want help deciding whether to do so. A creditor is **not** permitted to coerce you into reaffirming a debt.

If you choose to file a Chapter 13 case, in which you repay your creditors what you can afford over 3 to 5 years, you may also want help with preparing your Chapter 13

Plan and with the Confirmation Hearing on your plan which will be before a Bankruptcy Judge.

If you select another type of relief under the Bankruptcy Code other than Chapter 7 or 13, you will want to find what should be done from someone familiar with that type of relief.

Your bankruptcy case may also involve litigation. You are generally permitted to represent yourself in litigation in Bankruptcy Court, but only attorneys, not bankruptcy petition preparers, can give you legal advice.

### **Notice to Clients Who Contemplate Filing Bankruptcy**

The purposes of this Notice and The Statement Mandated by Sections 527(b) of the Bankruptcy Code, which you have been provided as a separate document are to make you aware of some of your obligation should you file bankruptcy.

You are notified as follows:

1. All information that you are required to provide with your bankruptcy petition and thereafter in your case is required to be complete, accurate, and truthful.
2. All your assets and all your liabilities are required to be completely and accurately disclosed in the documents filed to commence your case.
3. The value of each asset which is secured by a lien on such asset must be stated as the replacement value of such asset after reasonable inquiry to establish such value. The replacement value means the replacement value of the date of the filing of the bankruptcy petition without deduction for costs of sale or marketing. With respect to property acquired for personal, family, or household purposes, replacement value means the price a retail merchant would charge for property of that kind considering the age and condition of the property at the time value as determined.
4. After reasonable inquiry you are required to state your current monthly income. Current monthly income is described in the attached Terms and Definitions Addendum.
5. After reasonable inquiry you are required to state the amounts set out in Section 707(b)(2) of the Bankruptcy Code. Those amounts are explained in the attached Terms and Definitions Addendum.
6. In a case under Chapter 13, after reasonable inquiry, you are required to state your disposable income determined in accordance with Section 707(b)(2) of the Bankruptcy Code. Disposable income is explained on the attached addendum of Terms and Definitions.

7. Information that you provide during your case may be audited pursuant to the provisions of the Bankruptcy Code. Your failure to provide information may result in dismissal of your case or other sanctions, including criminal sanctions.

I (We) acknowledge that we have received and read the above **Statement Mandated by Section 527(b) of the Bankruptcy Code**.

Date: \_\_\_\_\_  
Client \_\_\_\_\_

Date: \_\_\_\_\_  
Client \_\_\_\_\_



Herman A. Lusk

Board Certified, Texas Board of Legal  
Specialization:  
Business Bankruptcy Law  
Consumer Bankruptcy Law  
Email: herman@lusk.

## Bankruptcy Worksheet

### Instructions

Please answer these questions carefully. The information you give us will be used to compile the schedules the Court requires to have your bankruptcy case approved. Your answers will determine what will be on your bankruptcy petition. Any errors, omissions or misrepresentations may seriously affect the discharge of your debts (meaning that you may need to pay them despite your having filed for bankruptcy). Discuss this with your attorney.

Where space permits, answer the questions on this questionnaire. However, do not let the size of the space available determine the extent of your response. **If additional space is necessary, use a separate sheet, identifying by number and letter the question answered.** A question asking for a date, or when something happened, can usually be answered with the month and year only. A question asking for an address must include the ZIP code, along with a complete street or post office box address.

There are many parts of the worksheet that will ask you to place a value on property that you own. Please use the following as a guideline for determining those values:

**Personal Property & Household Goods:** When filling out this part of the worksheet, use a value that is representative of what you could sell the item for in a quick sale. This is commonly referred to as the "garage sale price." Remember, it is not what the item is worth to you, but rather what that item would be worth to someone else. Cars should be valued by the N.A.D.A. Official Used Car Guide. Your attorney will look this up for you.

**Real Property:** When valuing real property (land and any structures built on it), indicate the appraised tax value from your yearly property tax statement or, alternatively, base the value upon what similar properties in your area are bringing. Discount the value (if not using your tax appraisal) for a "quick sale."

The instructions in this questionnaire should answer most of your questions. In addition, we have tried to eliminate "legalese" (or lawyer talk) by using clear and simple language. Where terms are used that we feel might be unfamiliar to you, we try to provide clear definitions. Nonetheless, if you find any questions unclear, please call, as accuracy at this stage is of utmost importance.

Remember, these questions *must* be answered fully and accurately. If you absolutely cannot remember, find out, or guess with reasonable accuracy, answer "Unknown." The effort you expend now will help determine how quickly your bankruptcy can be filed and how complete your discharge will be.

## Client Information

Primary Debtor:	<input type="checkbox"/> Male <input type="checkbox"/> Female		
Last Name	First Name	MI	Jr/Sr/Etc.
Home Address			
County of Residence:			
Mailing Address, If Different:			
Soc. Sec. No.		Tax ID No.	

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Spouse:	<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Check if Non-Filing Spouse	
Last Name	First Name	MI	Jr/Sr/Etc.
Home Address			
County of Residence:			
Mailing Address, If Different:			
Soc. Sec. No.		Tax ID No.	

**Means of Contact:** enter all contact information and check which you would prefer we use. It is important that you check your email since some matters can move very fast in bankruptcy court and we may need to get a response to questions quickly. **CHECK YOUR EMAIL DAILY.**

<input type="checkbox"/>	Home		<input type="checkbox"/>	Other	
<input type="checkbox"/>	DebtorWork:		<input type="checkbox"/>	Debtor Cell:	
<input type="checkbox"/>	Spouse Work:		<input type="checkbox"/>	Spouse Cell:	
<input type="checkbox"/>	Email:		<input type="checkbox"/>		

**Aliases/dba/other names used in the last eight (8) years:**

Primary Debtor			
aka fka dba fdba	Name Used	aka fka dba fdba	Name Used

Co-Debtor			
aka fka dba fdba	Name Used	aka fka dba fdba	Name Used

## Dependents

[illegible]

## Filing Information

**Marital Status:**   ☐ Single   ☐ Married   ☐ Divorced   ☐ Widowed   ☐ Life Partner

If married, please fill out Spouse/Joint Debtor section even though your spouse is not filing.

If married, do you and your spouse maintain separate households:   ☐ Yes   ☐ No

**Residency:** Have you lived at your current address for at least the past 180 days:   ☐ Yes   ☐ No

If “No,” list the previous cities, states, countries and dates for the past 3 years:

State	City	Country (if not US)	Dates	
			From	To

**If you have made any cash advances or balance transfers of more than \$500 or any single purchases of over \$1,000 within the past six (6) months, please answer:**

Creditor	Date	Amount	Type of Transaction

## Prior Bankruptcies

Please indicate any bankruptcy filings within the last eight (8) years. Also indicate any pending bankruptcies for a spouse, life partner, or business partner. (Use additional sheets if necessary.)

Chapter	Location City/State	Date Filed	Case No.	Debtor Name	Date Discharged/Dismissed

## Pending/Related Bankruptcies

Chapter	Location City/State	Date Filed	Case No.	Debtor Name	Judge

**Anything else you think we should know:**



Fill in this information to identify your case and this filing:

First Name

Middle Name

Last Name

## Schedule A/B: Property

12/15

In each category, separately list and describe items. List an asset only once. If an asset fits in more than one category, list the asset in the category where you think it fits best. Be as complete and accurate as possible. If two married people are filing together, both are equally responsible for supplying correct information. If more space is needed, attach a separate sheet to this form. On the top of any additional pages, write your name and case number (if known). Answer every question.

### Part 1: Describe Each Residence, Building, Land, or Other Real Estate You Own or Have an Interest In

#### 1. Do you own or have any legal or equitable interest in any residence, building, land, or similar property?

- ☐ No. Go to Part 2.  
☐ Yes. Where is the property?

1.1. \_\_\_\_\_  
Street address, if available, or other description

\_\_\_\_\_  
City State ZIP Code

\_\_\_\_\_  
County

**What is the property?** Check all that apply.

- ☐ Single-family home  
☐ Duplex or multi-unit building  
☐ Condominium or cooperative  
☐ Manufactured or mobile home  
☐ Land  
☐ Investment property  
☐ Timeshare  
☐ Other \_\_\_\_\_

**Who has an interest in the property?** Check one.

- ☐ Debtor 1 only  
☐ Debtor 2 only  
☐ Debtor 1 and Debtor 2 only  
☐ At least one of the debtors and another

**Other information you wish to add about this item, such as local property identification number:** \_\_\_\_\_

Do not deduct secured claims or exemptions. Put the amount of any secured claims on *Schedule D: Creditors Who Have Claims Secured by Property*.

**Current value of the entire property?** **Current value of the portion you own?**

\$ \_\_\_\_\_ \$ \_\_\_\_\_

**Describe the nature of your ownership interest (such as fee simple, tenancy by the entireties, or a life estate), if known.**

\_\_\_\_\_

☐ **Check if this is community property**  
(see instructions)

If you own or have more than one, list here:

1.2. \_\_\_\_\_  
Street address, if available, or other description

\_\_\_\_\_  
City State ZIP Code

\_\_\_\_\_  
County

**What is the property?** Check all that apply.

- ☐ Single-family home  
☐ Duplex or multi-unit building  
☐ Condominium or cooperative  
☐ Manufactured or mobile home  
☐ Land  
☐ Investment property  
☐ Timeshare  
☐ Other \_\_\_\_\_

**Who has an interest in the property?** Check one.

- ☐ Debtor 1 only  
☐ Debtor 2 only  
☐ Debtor 1 and Debtor 2 only  
☐ At least one of the debtors and another

**Other information you wish to add about this item, such as local property identification number:** \_\_\_\_\_

Do not deduct secured claims or exemptions. Put the amount of any secured claims on *Schedule D: Creditors Who Have Claims Secured by Property*.

**Current value of the entire property?** **Current value of the portion you own?**

\$ \_\_\_\_\_ \$ \_\_\_\_\_

**Describe the nature of your ownership interest (such as fee simple, tenancy by the entireties, or a life estate), if known.**

\_\_\_\_\_

☐ **Check if this is community property**  
(see instructions)

1.3. \_\_\_\_\_  
Street address, if available, or other description

\_\_\_\_\_  
City State ZIP Code

\_\_\_\_\_  
County

**What is the property?** Check all that apply.

- ☐ Single-family home  
☐ Duplex or multi-unit building  
☐ Condominium or cooperative  
☐ Manufactured or mobile home  
☐ Land  
☐ Investment property  
☐ Timeshare  
☐ Other \_\_\_\_\_

**Who has an interest in the property?** Check one.

- ☐ Debtor 1 only  
☐ Debtor 2 only  
☐ Debtor 1 and Debtor 2 only  
☐ At least one of the debtors and another

**Other information you wish to add about this item, such as local property identification number:** \_\_\_\_\_

Do not deduct secured claims or exemptions. Put the amount of any secured claims on *Schedule D: Creditors Who Have Claims Secured by Property*.

**Current value of the entire property?** **Current value of the portion you own?**

\$ \_\_\_\_\_ \$ \_\_\_\_\_

**Describe the nature of your ownership interest (such as fee simple, tenancy by the entireties, or a life estate), if known.**

☐ **Check if this is community property** (see instructions)

\$ \_\_\_\_\_

**Part 2: Describe Your Vehicles**

**Do you own, lease, or have legal or equitable interest in any vehicles, whether they are registered or not?** Include any vehicles you own that someone else drives. If you lease a vehicle, also report it on *Schedule G: Executory Contracts and Unexpired Leases*.

**3. Cars, vans, trucks, tractors, sport utility vehicles, motorcycles**

- ☐ No  
☐ Yes

3.1. Make: \_\_\_\_\_  
 Model: \_\_\_\_\_  
 Year: \_\_\_\_\_  
 Approximate mileage: \_\_\_\_\_  
 Other information:  
 \_\_\_\_\_

**Who has an interest in the property?** Check one.

- ☐ Debtor 1 only  
☐ Debtor 2 only  
☐ Debtor 1 and Debtor 2 only  
☐ At least one of the debtors and another

☐ **Check if this is community property** (see instructions)

Do not deduct secured claims or exemptions. Put the amount of any secured claims on *Schedule D: Creditors Who Have Claims Secured by Property*.

**Current value of the entire property?** **Current value of the portion you own?**

\$ \_\_\_\_\_ \$ \_\_\_\_\_

If you own or have more than one, describe here:

3.2. Make: \_\_\_\_\_  
 Model: \_\_\_\_\_  
 Year: \_\_\_\_\_  
 Approximate mileage: \_\_\_\_\_  
 Other information:  
 \_\_\_\_\_

**Who has an interest in the property?** Check one.

- ☐ Debtor 1 only  
☐ Debtor 2 only  
☐ Debtor 1 and Debtor 2 only  
☐ At least one of the debtors and another

☐ **Check if this is community property** (see instructions)

Do not deduct secured claims or exemptions. Put the amount of any secured claims on *Schedule D: Creditors Who Have Claims Secured by Property*.

**Current value of the entire property?** **Current value of the portion you own?**

\$ \_\_\_\_\_ \$ \_\_\_\_\_

3.3. Make: \_\_\_\_\_  
 Model: \_\_\_\_\_  
 Year: \_\_\_\_\_  
 Approximate mileage: \_\_\_\_\_  
 Other information:

**Who has an interest in the property?** Check one.

- ☐ Debtor 1 only  
☐ Debtor 2 only  
☐ Debtor 1 and Debtor 2 only  
☐ At least one of the debtors and another

☐ **Check if this is community property** (see instructions)

Do not deduct secured claims or exemptions. Put the amount of any secured claims on *Schedule D: Creditors Who Have Claims Secured by Property*.

**Current value of the entire property?** **Current value of the portion you own?**

\$ \_\_\_\_\_ \$ \_\_\_\_\_

3.4. Make: \_\_\_\_\_  
 Model: \_\_\_\_\_  
 Year: \_\_\_\_\_  
 Approximate mileage: \_\_\_\_\_  
 Other information:

**Who has an interest in the property?** Check one.

- ☐ Debtor 1 only  
☐ Debtor 2 only  
☐ Debtor 1 and Debtor 2 only  
☐ At least one of the debtors and another

☐ **Check if this is community property** (see instructions)

Do not deduct secured claims or exemptions. Put the amount of any secured claims on *Schedule D: Creditors Who Have Claims Secured by Property*.

**Current value of the entire property?** **Current value of the portion you own?**

\$ \_\_\_\_\_ \$ \_\_\_\_\_

**4. Watercraft, aircraft, motor homes, ATVs and other recreational vehicles, other vehicles, and accessories**

*Examples:* Boats, trailers, motors, personal watercraft, fishing vessels, snowmobiles, motorcycle accessories

- ☐ No  
☐ Yes

4.1. Make: \_\_\_\_\_  
 Model: \_\_\_\_\_  
 Year: \_\_\_\_\_  
 Other information:

**Who has an interest in the property?** Check one.

- ☐ Debtor 1 only  
☐ Debtor 2 only  
☐ Debtor 1 and Debtor 2 only  
☐ At least one of the debtors and another

☐ **Check if this is community property** (see instructions)

Do not deduct secured claims or exemptions. Put the amount of any secured claims on *Schedule D: Creditors Who Have Claims Secured by Property*.

**Current value of the entire property?** **Current value of the portion you own?**

\$ \_\_\_\_\_ \$ \_\_\_\_\_

If you own or have more than one, list here:

4.2. Make: \_\_\_\_\_  
 Model: \_\_\_\_\_  
 Year: \_\_\_\_\_  
 Other information:

**Who has an interest in the property?** Check one.

- ☐ Debtor 1 only  
☐ Debtor 2 only  
☐ Debtor 1 and Debtor 2 only  
☐ At least one of the debtors and another

☐ **Check if this is community property** (see instructions)

Do not deduct secured claims or exemptions. Put the amount of any secured claims on *Schedule D: Creditors Who Have Claims Secured by Property*.

**Current value of the entire property?** **Current value of the portion you own?**

\$ \_\_\_\_\_ \$ \_\_\_\_\_

\$ \_\_\_\_\_

**Part 3: Describe Your Personal and Household Items****Do you own or have any legal or equitable interest in any of the following items?****Current value of the portion you own?**

Do not deduct secured claims or exemptions.

**6. Household goods and furnishings***Examples:* Major appliances, furniture, linens, china, kitchenware☐ No☐ Yes. Describe.....

\$ \_\_\_\_\_

**7. Electronics***Examples:* Televisions and radios; audio, video, stereo, and digital equipment; computers, printers, scanners; music collections; electronic devices including cell phones, cameras, media players, games☐ No☐ Yes. Describe.....

\$ \_\_\_\_\_

**8. Collectibles of value***Examples:* Antiques and figurines; paintings, prints, or other artwork; books, pictures, or other art objects; stamp, coin, or baseball card collections; other collections, memorabilia, collectibles☐ No☐ Yes. Describe.....

\$ \_\_\_\_\_

**9. Equipment for sports and hobbies***Examples:* Sports, photographic, exercise, and other hobby equipment; bicycles, pool tables, golf clubs, skis; canoes and kayaks; carpentry tools; musical instruments☐ No☐ Yes. Describe.....

\$ \_\_\_\_\_

**10. Firearms***Examples:* Pistols, rifles, shotguns, ammunition, and related equipment☐ No☐ Yes. Describe.....

\$ \_\_\_\_\_

**11. Clothes***Examples:* Everyday clothes, furs, leather coats, designer wear, shoes, accessories☐ No☐ Yes. Describe.....

\$ \_\_\_\_\_

**12. Jewelry***Examples:* Everyday jewelry, costume jewelry, engagement rings, wedding rings, heirloom jewelry, watches, gems, gold, silver☐ No☐ Yes. Describe.....

\$ \_\_\_\_\_

**13. Non-farm animals***Examples:* Dogs, cats, birds, horses☐ No☐ Yes. Describe.....

\$ \_\_\_\_\_

**14. Any other personal and household items you did not already list, including any health aids you did not list**☐ No☐ Yes. Give specific information. ....

\$ \_\_\_\_\_

\$ \_\_\_\_\_

**Part 4: Describe Your Financial Assets****Do you own or have any legal or equitable interest in any of the following?****Current value of the portion you own?**

Do not deduct secured claims or exemptions.

**16. Cash***Examples:* Money you have in your wallet, in your home, in a safe deposit box, and on hand when you file your petition☐ No☐ Yes ..... Cash: ..... \$ .....**17. Deposits of money***Examples:* Checking, savings, or other financial accounts; certificates of deposit; shares in credit unions, brokerage houses, and other similar institutions. If you have multiple accounts with the same institution, list each.☐ No☐ Yes ..... Institution name:

17.1. Checking account: ..... \$ .....

17.2. Checking account: ..... \$ .....

17.3. Savings account: ..... \$ .....

17.4. Savings account: ..... \$ .....

17.5. Certificates of deposit: ..... \$ .....

17.6. Other financial account: ..... \$ .....

17.7. Other financial account: ..... \$ .....

17.8. Other financial account: ..... \$ .....

17.9. Other financial account: ..... \$ .....

**18. Bonds, mutual funds, or publicly traded stocks***Examples:* Bond funds, investment accounts with brokerage firms, money market accounts☐ No☐ Yes ..... Institution or issuer name:

..... \$ .....

..... \$ .....

..... \$ .....

**19. Non-publicly traded stock and interests in incorporated and unincorporated businesses, including an interest in an LLC, partnership, and joint venture**☐ No

Name of entity:

% of ownership:

☐ Yes. Give specific information about them..... % \$ .....

..... % \$ .....

..... % \$ .....

**20. Government and corporate bonds and other negotiable and non-negotiable instruments**

*Negotiable instruments* include personal checks, cashiers' checks, promissory notes, and money orders.  
*Non-negotiable instruments* are those you cannot transfer to someone by signing or delivering them.

☐ No

☐ Yes. Give specific

information about  
 them.....

Issuer name:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\$ \_\_\_\_\_  
 \$ \_\_\_\_\_  
 \$ \_\_\_\_\_

**21. Retirement or pension accounts**

*Examples:* Interests in IRA, ERISA, Keogh, 401(k), 403(b), thrift savings accounts, or other pension or profit-sharing plans

☐ No

☐ Yes. List each

account separately.

Type of account:

Institution name:

401(k) or similar plan: \_\_\_\_\_

\$ \_\_\_\_\_

Pension plan: \_\_\_\_\_

\$ \_\_\_\_\_

IRA: \_\_\_\_\_

\$ \_\_\_\_\_

Retirement account: \_\_\_\_\_

\$ \_\_\_\_\_

Keogh: \_\_\_\_\_

\$ \_\_\_\_\_

Additional account: \_\_\_\_\_

\$ \_\_\_\_\_

Additional account: \_\_\_\_\_

\$ \_\_\_\_\_

**22. Security deposits and prepayments**

Your share of all unused deposits you have made so that you may continue service or use from a company

*Examples:* Agreements with landlords, prepaid rent, public utilities (electric, gas, water), telecommunications companies, or others

☐ No

☐ Yes .....

Institution name or individual:

Electric: \_\_\_\_\_

\$ \_\_\_\_\_

Gas: \_\_\_\_\_

\$ \_\_\_\_\_

Heating oil: \_\_\_\_\_

\$ \_\_\_\_\_

Security deposit on rental unit: \_\_\_\_\_

\$ \_\_\_\_\_

Prepaid rent: \_\_\_\_\_

\$ \_\_\_\_\_

Telephone: \_\_\_\_\_

\$ \_\_\_\_\_

Water: \_\_\_\_\_

\$ \_\_\_\_\_

Rented furniture: \_\_\_\_\_

\$ \_\_\_\_\_

Other: \_\_\_\_\_

\$ \_\_\_\_\_

**23. Annuities** (A contract for a periodic payment of money to you, either for life or for a number of years)
☐ No

☐ Yes .....

Issuer name and description:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\$ \_\_\_\_\_  
 \$ \_\_\_\_\_  
 \$ \_\_\_\_\_

**24. Interests in an education IRA, in an account in a qualified ABLE program, or under a qualified state tuition program.**

26 U.S.C. §§ 530(b)(1), 529A(b), and 529(b)(1).

☐ No☐ Yes ..... Institution name and description. Separately file the records of any interests. 11 U.S.C. § 521(c):

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

**25. Trusts, equitable or future interests in property (other than anything listed in line 1), and rights or powers exercisable for your benefit**☐ No☐ Yes. Give specific information about them....

\$ \_\_\_\_\_

**26. Patents, copyrights, trademarks, trade secrets, and other intellectual property***Examples:* Internet domain names, websites, proceeds from royalties and licensing agreements☐ No☐ Yes. Give specific information about them....

\$ \_\_\_\_\_

**27. Licenses, franchises, and other general intangibles***Examples:* Building permits, exclusive licenses, cooperative association holdings, liquor licenses, professional licenses☐ No☐ Yes. Give specific information about them....

\$ \_\_\_\_\_

**Money or property owed to you?**

**Current value of the portion you own?**  
Do not deduct secured claims or exemptions.

**28. Tax refunds owed to you**☐ No☐ Yes. Give specific information about them, including whether you already filed the returns and the tax years. ....

Federal: \$ \_\_\_\_\_

State: \$ \_\_\_\_\_

Local: \$ \_\_\_\_\_

**29. Family support***Examples:* Past due or lump sum alimony, spousal support, child support, maintenance, divorce settlement, property settlement☐ No☐ Yes. Give specific information.....

Alimony: \$ \_\_\_\_\_

Maintenance: \$ \_\_\_\_\_

Support: \$ \_\_\_\_\_

Divorce settlement: \$ \_\_\_\_\_

Property settlement: \$ \_\_\_\_\_

**30. Other amounts someone owes you***Examples:* Unpaid wages, disability insurance payments, disability benefits, sick pay, vacation pay, workers' compensation, Social Security benefits; unpaid loans you made to someone else☐ No☐ Yes. Give specific information.....

\$ \_\_\_\_\_

**31. Interests in insurance policies**

*Examples: Health, disability, or life insurance; health savings account (HSA); credit, homeowner's, or renter's insurance*

☐ No

☐ Yes. Name the insurance company of each policy and list its value. ...

Company name:	Beneficiary:	Surrender or refund value:
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

**32. Any interest in property that is due you from someone who has died**

If you are the beneficiary of a living trust, expect proceeds from a life insurance policy, or are currently entitled to receive property because someone has died.

☐ No

☐ Yes. Give specific information.....  \$ \_\_\_\_\_

**33. Claims against third parties, whether or not you have filed a lawsuit or made a demand for payment**

*Examples: Accidents, employment disputes, insurance claims, or rights to sue*

☐ No

☐ Yes. Describe each claim. ....  \$ \_\_\_\_\_

**34. Other contingent and unliquidated claims of every nature, including counterclaims of the debtor and rights to set off claims**
☐ No

☐ Yes. Describe each claim. ....  \$ \_\_\_\_\_

**35. Any financial assets you did not already list**
☐ No

☐ Yes. Give specific information.....  \$ \_\_\_\_\_

\$ \_\_\_\_\_

**Part 5: Describe Any Business-Related Property You Own or Have an Interest In. List any real estate in Part 1.**
**37. Do you own or have any legal or equitable interest in any business-related property?**
☐ No. Go to Part 6.

☐ Yes. Go to line 38.

**Current value of the portion you own?**

Do not deduct secured claims or exemptions.

**38. Accounts receivable or commissions you already earned**
☐ No

☐ Yes. Describe.....  \$ \_\_\_\_\_

**39. Office equipment, furnishings, and supplies**

*Examples: Business-related computers, software, modems, printers, copiers, fax machines, rugs, telephones, desks, chairs, electronic devices*

☐ No

☐ Yes. Describe.....  \$ \_\_\_\_\_



**40. Machinery, fixtures, equipment, supplies you use in business, and tools of your trade**☐ No☐ Yes. Describe.....

\$

**41. Inventory**☐ No☐ Yes. Describe.....

\$

**42. Interests in partnerships or joint ventures**☐ No☐ Yes. Describe..... Name of entity:

% of ownership:

\_\_\_\_\_%

\$

\_\_\_\_\_%

\$

\_\_\_\_\_%

\$

**43. Customer lists, mailing lists, or other compilations**☐ No☐ Yes. **Do your lists include personally identifiable information** (as defined in 11 U.S.C. § 101(41A))?☐ No☐ Yes. Describe.....

\$

**44. Any business-related property you did not already list**☐ No☐ Yes. Give specific information .....

\$

\$

\$

\$

\$

\$

\$

\$

\$

**Part 6:**Describe Any Farm- and Commercial Fishing-Related Property You Own or Have an Interest In.  
**If you own or have an interest in farmland, list it in Part 1.****46. Do you own or have any legal or equitable interest in any farm- or commercial fishing-related property?**☐ No. Go to Part 7.☐ Yes. Go to line 47.**Current value of the portion you own?**

Do not deduct secured claims or exemptions.

**47. Farm animals***Examples:* Livestock, poultry, farm-raised fish☐ No☐ Yes .....

\$

**48. Crops—either growing or harvested**☐ No☐ Yes. Give specific  
information. ....

\$ \_\_\_\_\_

**49. Farm and fishing equipment, implements, machinery, fixtures, and tools of trade**☐ No☐ Yes .....

\$ \_\_\_\_\_

**50. Farm and fishing supplies, chemicals, and feed**☐ No☐ Yes .....

\$ \_\_\_\_\_

**51. Any farm- and commercial fishing-related property you did not already list**☐ No☐ Yes. Give specific  
information. ....

\$ \_\_\_\_\_

\$ \_\_\_\_\_

**Part 7:** Describe All Property You Own or Have an Interest in That You Did Not List Above**53. Do you have other property of any kind you did not already list?***Examples: Season tickets, country club membership*☐ No☐ Yes. Give specific  
information. ....

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

**Fill in this information to identify your case:**

Debtor 1

First Name

Middle Name

Last Name

**Schedule D: Creditors Who Have Claims Secured by Property****12/15**

Be as complete and accurate as possible. If two married people are filing together, both are equally responsible for supplying correct information. If more space is needed, copy the Additional Page, fill it out, number the entries, and attach it to this form. On the top of any additional pages, write your name and case number (if known).

**1. Do any creditors have claims secured by your property?**

- ☐ No. Check this box and submit this form to the court with your other schedules. You have nothing else to report on this form.
- ☐ Yes. Fill in all of the information below.

**Part 1: List All Secured Claims**

- 2. List all secured claims.** If a creditor has more than one secured claim, list the creditor separately for each claim. If more than one creditor has a particular claim, list the other creditors in Part 2. As much as possible, list the claims in alphabetical order according to the creditor's name.

*Column A*  
**Amount of claim**  
Do not deduct the value of collateral.

*Column B*  
**Value of collateral that supports this claim**

*Column C*  
**Unsecured portion**  
If any

**2.1****Describe the property that secures the claim:**

\$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_

Creditor's Name

Number Street

City State ZIP Code

**Who owes the debt?** Check one.

- ☐ Debtor 1 only
- ☐ Debtor 2 only
- ☐ Debtor 1 and Debtor 2 only
- ☐ At least one of the debtors and another

☐ **Check if this claim relates to a community debt**

Date debt was incurred \_\_\_\_\_

**As of the date you file, the claim is:** Check all that apply.

- ☐ Contingent
- ☐ Unliquidated
- ☐ Disputed

**Nature of lien.** Check all that apply.

- ☐ An agreement you made (such as mortgage or secured car loan)
- ☐ Statutory lien (such as tax lien, mechanic's lien)
- ☐ Judgment lien from a lawsuit
- ☐ Other (including a right to offset) \_\_\_\_\_

Last 4 digits of account number \_\_\_\_\_

**2.2****Describe the property that secures the claim:**

\$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_

Creditor's Name

Number Street

City State ZIP Code

**Who owes the debt?** Check one.

- ☐ Debtor 1 only
- ☐ Debtor 2 only
- ☐ Debtor 1 and Debtor 2 only
- ☐ At least one of the debtors and another

☐ **Check if this claim relates to a community debt**

Date debt was incurred \_\_\_\_\_

**Nature of lien.** Check all that apply.

- ☐ An agreement you made (such as mortgage or secured car loan)
- ☐ Statutory lien (such as tax lien, mechanic's lien)
- ☐ Judgment lien from a lawsuit
- ☐ Other (including a right to offset) \_\_\_\_\_

Last 4 digits of account number \_\_\_\_\_

**Add the dollar value of your entries in Column A on this page. Write that number here:**

\$ \_\_\_\_\_

Part 1: Additional Page		Column A	Column B	Column C
After listing any entries on this page, number them beginning with 2.3, followed by 2.4, and so forth.		Amount of claim Do not deduct the value of collateral.	Value of collateral that supports this claim	Unsecured portion If any
<div> <div></div> <div>Creditor's Name</div> <div> <div>Number</div> <div>Street</div> </div> <div> <div>City</div> <div>State</div> <div>ZIP Code</div> </div> </div> <div> <p><b>Who owes the debt?</b> Check one.</p> <p><input type="checkbox"/> Debtor 1 only</p> <p><input type="checkbox"/> Debtor 2 only</p> <p><input type="checkbox"/> Debtor 1 and Debtor 2 only</p> <p><input type="checkbox"/> At least one of the debtors and another</p> <p><input type="checkbox"/> Check if this claim relates to a community debt</p> </div> <div> <p>Date debt was incurred</p> </div>	<div>Describe the property that secures the claim:</div> <div></div> <div> <p><b>As of the date you file, the claim is:</b> Check all that apply.</p> <p><input type="checkbox"/> Contingent</p> <p><input type="checkbox"/> Unliquidated</p> <p><input type="checkbox"/> Disputed</p> <p><b>Nature of lien.</b> Check all that apply.</p> <p><input type="checkbox"/> An agreement you made (such as mortgage or secured car loan)</p> <p><input type="checkbox"/> Statutory lien (such as tax lien, mechanic's lien)</p> <p><input type="checkbox"/> Judgment lien from a lawsuit</p> <p><input type="checkbox"/> Other (including a right to offset)</p> </div> <div> <p>Last 4 digits of account number</p> </div>	\$	\$	\$
<div> <div></div> <div>Creditor's Name</div> <div> <div>Number</div> <div>Street</div> </div> <div> <div>City</div> <div>State</div> <div>ZIP Code</div> </div> </div> <div> <p><b>Who owes the debt?</b> Check one.</p> <p><input type="checkbox"/> Debtor 1 only</p> <p><input type="checkbox"/> Debtor 2 only</p> <p><input type="checkbox"/> Debtor 1 and Debtor 2 only</p> <p><input type="checkbox"/> At least one of the debtors and another</p> <p><input type="checkbox"/> Check if this claim relates to a community debt</p> </div> <div> <p>Date debt was incurred</p> </div>	<div>Describe the property that secures the claim:</div> <div></div> <div> <p><b>As of the date you file, the claim is:</b> Check all that apply.</p> <p><input type="checkbox"/> Contingent</p> <p><input type="checkbox"/> Unliquidated</p> <p><input type="checkbox"/> Disputed</p> <p><b>Nature of lien.</b> Check all that apply.</p> <p><input type="checkbox"/> An agreement you made (such as mortgage or secured car loan)</p> <p><input type="checkbox"/> Statutory lien (such as tax lien, mechanic's lien)</p> <p><input type="checkbox"/> Judgment lien from a lawsuit</p> <p><input type="checkbox"/> Other (including a right to offset)</p> </div> <div> <p>Last 4 digits of account number</p> </div>	\$	\$	\$
<div> <div></div> <div>Creditor's Name</div> <div> <div>Number</div> <div>Street</div> </div> <div> <div>City</div> <div>State</div> <div>ZIP Code</div> </div> </div> <div> <p><b>Who owes the debt?</b> Check one.</p> <p><input type="checkbox"/> Debtor 1 only</p> <p><input type="checkbox"/> Debtor 2 only</p> <p><input type="checkbox"/> Debtor 1 and Debtor 2 only</p> <p><input type="checkbox"/> At least one of the debtors and another</p> <p><input type="checkbox"/> Check if this claim relates to a community debt</p> </div> <div> <p>Date debt was incurred</p> </div>	<div>Describe the property that secures the claim:</div> <div></div> <div> <p><b>As of the date you file, the claim is:</b> Check all that apply.</p> <p><input type="checkbox"/> Contingent</p> <p><input type="checkbox"/> Unliquidated</p> <p><input type="checkbox"/> Disputed</p> <p><b>Nature of lien.</b> Check all that apply.</p> <p><input type="checkbox"/> An agreement you made (such as mortgage or secured car loan)</p> <p><input type="checkbox"/> Statutory lien (such as tax lien, mechanic's lien)</p> <p><input type="checkbox"/> Judgment lien from a lawsuit</p> <p><input type="checkbox"/> Other (including a right to offset)</p> </div> <div> <p>Last 4 digits of account number</p> </div>	\$	\$	\$
<p>Add the dollar value of your entries in Column A on this page. Write that number here:</p>		\$		
<p>If this is the last page of your form, add the dollar value totals from all pages. Write that number here:</p>		\$		

Part 2:
 List Others to Be Notified for a Debt That You Already Listed

Use this page only if you have others to be notified about your bankruptcy for a debt that you already listed in Part 1. For example, if a collection agency is trying to collect from you for a debt you owe to someone else, list the creditor in Part 1, and then list the collection agency here. Similarly, if you have more than one creditor for any of the debts that you listed in Part 1, list the additional creditors here. If you do not have additional persons to be notified for any debts in Part 1, do not fill out or submit this page.

<div></div> <div>Name</div> <div>Number Street</div> <div>City State ZIP Code</div>	<div>On which line in Part 1 did you enter the creditor? </div> <div>Last 4 digits of account number </div>
<div></div> <div>Name</div> <div>Number Street</div> <div>City State ZIP Code</div>	<div>On which line in Part 1 did you enter the creditor? </div> <div>Last 4 digits of account number </div>
<div></div> <div>Name</div> <div>Number Street</div> <div>City State ZIP Code</div>	<div>On which line in Part 1 did you enter the creditor? </div> <div>Last 4 digits of account number </div>
<div></div> <div>Name</div> <div>Number Street</div> <div>City State ZIP Code</div>	<div>On which line in Part 1 did you enter the creditor? </div> <div>Last 4 digits of account number </div>
<div></div> <div>Name</div> <div>Number Street</div> <div>City State ZIP Code</div>	<div>On which line in Part 1 did you enter the creditor? </div> <div>Last 4 digits of account number </div>
<div></div> <div>Name</div> <div>Number Street</div> <div>City State ZIP Code</div>	<div>On which line in Part 1 did you enter the creditor? </div> <div>Last 4 digits of account number </div>

**Fill in this information to identify your case:**

Debtor 1

First Name

Middle Name

Last Name

## Schedule E/F: Creditors Who Have Unsecured Claims

12/15

Be as complete and accurate as possible. Use Part 1 for creditors with PRIORITY claims and Part 2 for creditors with NONPRIORITY claims. List the other party to any executory contracts or unexpired leases that could result in a claim. Also list executory contracts on *Schedule A/B: Property* (Official Form 106A/B) and on *Schedule G: Executory Contracts and Unexpired Leases* (Official Form 106G). Do not include any creditors with partially secured claims that are listed in *Schedule D: Creditors Who Have Claims Secured by Property*. If more space is needed, copy the Part you need, fill it out, number the entries in the boxes on the left. Attach the Continuation Page to this page. On the top of any additional pages, write your name and case number (if known).

**Part 1: List All of Your PRIORITY Unsecured Claims (Usually taxes, child support, etc.)****1. Do any creditors have priority unsecured claims against you?**

- ☐ No. Go to Part 2.  
☐ Yes.

**2. List all of your priority unsecured claims.** If a creditor has more than one priority unsecured claim, list the creditor separately for each claim. For each claim listed, identify what type of claim it is. If a claim has both priority and nonpriority amounts, list that claim here and show both priority and nonpriority amounts. As much as possible, list the claims in alphabetical order according to the creditor's name. If you have more than two priority unsecured claims, fill out the Continuation Page of Part 1. If more than one creditor holds a particular claim, list the other creditors in Part 3.

(For an explanation of each type of claim, see the instructions for this form in the instruction booklet.)

	Total claim	Priority amount
<b>2.1</b>		
Priority Creditor's Name _____	Last 4 digits of account number _____ \$ _____ \$ _____	
Number _____ Street _____	When was the debt incurred? _____	
City _____ State _____ ZIP Code _____	As of the date you file, the claim is: Check all that apply.	
<b>Who incurred the debt?</b> Check one.	<input type="checkbox"/> Contingent	
<input type="checkbox"/> Debtor 1 only	<input type="checkbox"/> Unliquidated	
<input type="checkbox"/> Debtor 2 only	<input type="checkbox"/> Disputed	
<input type="checkbox"/> Debtor 1 and Debtor 2 only	<b>Type of PRIORITY unsecured claim:</b>	
<input type="checkbox"/> At least one of the debtors and another	<input type="checkbox"/> Domestic support obligations	
<input type="checkbox"/> Check if this claim is for a community debt	<input type="checkbox"/> Taxes and certain other debts you owe the government	
<b>Is the claim subject to offset?</b>	<input type="checkbox"/> Claims for death or personal injury while you were intoxicated	
<input type="checkbox"/> No	<input type="checkbox"/> Other. Specify _____	
<input type="checkbox"/> Yes		
<b>2.2</b>		
Priority Creditor's Name _____	Last 4 digits of account number _____ \$ _____ \$ _____	
Number _____ Street _____	When was the debt incurred? _____	
City _____ State _____ ZIP Code _____	As of the date you file, the claim is: Check all that apply.	
<b>Who incurred the debt?</b> Check one.	<input type="checkbox"/> Contingent	
<input type="checkbox"/> Debtor 1 only	<input type="checkbox"/> Unliquidated	
<input type="checkbox"/> Debtor 2 only	<input type="checkbox"/> Disputed	
<input type="checkbox"/> Debtor 1 and Debtor 2 only	<b>Type of PRIORITY unsecured claim:</b>	
<input type="checkbox"/> At least one of the debtors and another	<input type="checkbox"/> Domestic support obligations	
<input type="checkbox"/> Check if this claim is for a community debt	<input type="checkbox"/> Taxes and certain other debts you owe the government	
<b>Is the claim subject to offset?</b>	<input type="checkbox"/> Claims for death or personal injury while you were intoxicated	
<input type="checkbox"/> No	<input type="checkbox"/> Other. Specify _____	
<input type="checkbox"/> Yes		

**Part 1:** Your PRIORITY Unsecured Claims – Continuation Page

After listing any entries on this page, number them beginning with 2.3, followed by 2.4, and so forth.

Total claim

Priority  
amount

<div style="border: 1px solid black; height: 20px; width: 30px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div>Priority Creditor's Name</div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div>Number      Street</div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div>City      State      ZIP Code</div> <p><b>Who incurred the debt?</b> Check one.</p> <p><input type="checkbox"/> Debtor 1 only</p> <p><input type="checkbox"/> Debtor 2 only</p> <p><input type="checkbox"/> Debtor 1 and Debtor 2 only</p> <p><input type="checkbox"/> At least one of the debtors and another</p> <p><input type="checkbox"/> <b>Check if this claim is for a community debt</b></p> <p><b>Is the claim subject to offset?</b></p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes</p>	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div>Last 4 digits of account number      \$      \$</div> <p><b>When was the debt incurred?</b>      </p> <p><b>As of the date you file, the claim is:</b> Check all that apply.</p> <p><input type="checkbox"/> Contingent</p> <p><input type="checkbox"/> Unliquidated</p> <p><input type="checkbox"/> Disputed</p> <p><b>Type of PRIORITY unsecured claim:</b></p> <p><input type="checkbox"/> Domestic support obligations</p> <p><input type="checkbox"/> Taxes and certain other debts you owe the government</p> <p><input type="checkbox"/> Claims for death or personal injury while you were intoxicated</p> <p><input type="checkbox"/> Other. Specify      </p>
---	--

<div style="border: 1px solid black; height: 20px; width: 30px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div>Priority Creditor's Name</div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div>Number      Street</div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div>City      State      ZIP Code</div> <p><b>Who incurred the debt?</b> Check one.</p> <p><input type="checkbox"/> Debtor 1 only</p> <p><input type="checkbox"/> Debtor 2 only</p> <p><input type="checkbox"/> Debtor 1 and Debtor 2 only</p> <p><input type="checkbox"/> At least one of the debtors and another</p> <p><input type="checkbox"/> <b>Check if this claim is for a community debt</b></p> <p><b>Is the claim subject to offset?</b></p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes</p>	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div>Last 4 digits of account number      \$      \$</div> <p><b>When was the debt incurred?</b>      </p> <p><b>As of the date you file, the claim is:</b> Check all that apply.</p> <p><input type="checkbox"/> Contingent</p> <p><input type="checkbox"/> Unliquidated</p> <p><input type="checkbox"/> Disputed</p> <p><b>Type of PRIORITY unsecured claim:</b></p> <p><input type="checkbox"/> Domestic support obligations</p> <p><input type="checkbox"/> Taxes and certain other debts you owe the government</p> <p><input type="checkbox"/> Claims for death or personal injury while you were intoxicated</p> <p><input type="checkbox"/> Other. Specify      </p>
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<div style="border: 1px solid black; height: 20px; width: 30px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div>Priority Creditor's Name</div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div>Number      Street</div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div>City      State      ZIP Code</div> <p><b>Who incurred the debt?</b> Check one.</p> <p><input type="checkbox"/> Debtor 1 only</p> <p><input type="checkbox"/> Debtor 2 only</p> <p><input type="checkbox"/> Debtor 1 and Debtor 2 only</p> <p><input type="checkbox"/> At least one of the debtors and another</p> <p><input type="checkbox"/> <b>Check if this claim is for a community debt</b></p> <p><b>Is the claim subject to offset?</b></p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes</p>	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div>Last 4 digits of account number      \$      \$</div> <p><b>When was the debt incurred?</b>      </p> <p><b>As of the date you file, the claim is:</b> Check all that apply.</p> <p><input type="checkbox"/> Contingent</p> <p><input type="checkbox"/> Unliquidated</p> <p><input type="checkbox"/> Disputed</p> <p><b>Type of PRIORITY unsecured claim:</b></p> <p><input type="checkbox"/> Domestic support obligations</p> <p><input type="checkbox"/> Taxes and certain other debts you owe the government</p> <p><input type="checkbox"/> Claims for death or personal injury while you were intoxicated</p> <p><input type="checkbox"/> Other. Specify      </p>
---	--

**Part 2: List All of Your NONPRIORITY Unsecured Claims****3. Do any creditors have nonpriority unsecured claims against you?**

- ☐ No. You have nothing to report in this part. Submit this form to the court with your other schedules.
- ☐ Yes

**4. List all of your nonpriority unsecured claims in the alphabetical order of the creditor who holds each claim.** If a creditor has more than one nonpriority unsecured claim, list the creditor separately for each claim. For each claim listed, identify what type of claim it is. Do not list claims already included in Part 1. If more than one creditor holds a particular claim, list the other creditors in Part 3. If you have more than three nonpriority unsecured claims fill out the Continuation Page of Part 2.

4.1

**Total claim**

Nonpriority Creditor's Name

Last 4 digits of account number \_\_\_\_\_

\$ \_\_\_\_\_

Number Street

When was the debt incurred? \_\_\_\_\_

City State ZIP Code

**As of the date you file, the claim is:** Check all that apply.**Who incurred the debt?** Check one.

- ☐ Debtor 1 only
- ☐ Debtor 2 only
- ☐ Debtor 1 and Debtor 2 only
- ☐ At least one of the debtors and another

- ☐ Contingent
- ☐ Unliquidated
- ☐ Disputed

☐ **Check if this claim is for a community debt****Type of NONPRIORITY unsecured claim:****Is the claim subject to offset?**

- ☐ No
- ☐ Yes

- ☐ Student loans
- ☐ Obligations arising out of a separation agreement or divorce that you did not report as priority claims
- ☐ Debts to pension or profit-sharing plans, and other similar debts
- ☐ Other. Specify \_\_\_\_\_

4.2

Nonpriority Creditor's Name

Last 4 digits of account number \_\_\_\_\_

\$ \_\_\_\_\_

Number Street

When was the debt incurred? \_\_\_\_\_

City State ZIP Code

**As of the date you file, the claim is:** Check all that apply.**Who incurred the debt?** Check one.

- ☐ Debtor 1 only
- ☐ Debtor 2 only
- ☐ Debtor 1 and Debtor 2 only
- ☐ At least one of the debtors and another

- ☐ Contingent
- ☐ Unliquidated
- ☐ Disputed

☐ **Check if this claim is for a community debt****Type of NONPRIORITY unsecured claim:****Is the claim subject to offset?**

- ☐ No
- ☐ Yes

- ☐ Student loans
- ☐ Obligations arising out of a separation agreement or divorce that you did not report as priority claims
- ☐ Debts to pension or profit-sharing plans, and other similar debts
- ☐ Other. Specify \_\_\_\_\_

4.3

Nonpriority Creditor's Name

Last 4 digits of account number \_\_\_\_\_

\$ \_\_\_\_\_

Number Street

When was the debt incurred? \_\_\_\_\_

City State ZIP Code

**As of the date you file, the claim is:** Check all that apply.**Who incurred the debt?** Check one.

- ☐ Debtor 1 only
- ☐ Debtor 2 only
- ☐ Debtor 1 and Debtor 2 only
- ☐ At least one of the debtors and another

- ☐ Contingent
- ☐ Unliquidated
- ☐ Disputed

☐ **Check if this claim is for a community debt****Type of NONPRIORITY unsecured claim:****Is the claim subject to offset?**

- ☐ No
- ☐ Yes

- ☐ Student loans
- ☐ Obligations arising out of a separation agreement or divorce that you did not report as priority claims
- ☐ Debts to pension or profit-sharing plans, and other similar debts
- ☐ Other. Specify \_\_\_\_\_



## Part 2: Your NONPRIORITY Unsecured Claims – Continuation Page

After listing any entries on this page, number them beginning with 4.4, followed by 4.5, and so forth.

Total claim

Nonpriority Creditor's Name

Number Street

City State ZIP Code

Who incurred the debt? Check one.

- ☐ Debtor 1 only  
☐ Debtor 2 only  
☐ Debtor 1 and Debtor 2 only  
☐ At least one of the debtors and another

☐ Check if this claim is for a community debt

Is the claim subject to offset?

- ☐ No  
☐ Yes

Last 4 digits of account number \_\_\_\_\_ \$ \_\_\_\_\_

When was the debt incurred? \_\_\_\_\_

As of the date you file, the claim is: Check all that apply.

- ☐ Contingent  
☐ Unliquidated  
☐ Disputed

Type of NONPRIORITY unsecured claim:

- ☐ Student loans  
☐ Obligations arising out of a separation agreement or divorce that you did not report as priority claims  
☐ Debts to pension or profit-sharing plans, and other similar debts  
☐ Other. Specify \_\_\_\_\_

Nonpriority Creditor's Name

Number Street

City State ZIP Code

Who incurred the debt? Check one.

- ☐ Debtor 1 only  
☐ Debtor 2 only  
☐ Debtor 1 and Debtor 2 only  
☐ At least one of the debtors and another

☐ Check if this claim is for a community debt

Is the claim subject to offset?

- ☐ No  
☐ Yes

Last 4 digits of account number \_\_\_\_\_ \$ \_\_\_\_\_

When was the debt incurred? \_\_\_\_\_

As of the date you file, the claim is: Check all that apply.

- ☐ Contingent  
☐ Unliquidated  
☐ Disputed

Type of NONPRIORITY unsecured claim:

- ☐ Student loans  
☐ Obligations arising out of a separation agreement or divorce that you did not report as priority claims  
☐ Debts to pension or profit-sharing plans, and other similar debts  
☐ Other. Specify \_\_\_\_\_

Nonpriority Creditor's Name

Number Street

City State ZIP Code

Who incurred the debt? Check one.

- ☐ Debtor 1 only  
☐ Debtor 2 only  
☐ Debtor 1 and Debtor 2 only  
☐ At least one of the debtors and another

☐ Check if this claim is for a community debt

Is the claim subject to offset?

- ☐ No  
☐ Yes

Last 4 digits of account number \_\_\_\_\_ \$ \_\_\_\_\_

When was the debt incurred? \_\_\_\_\_

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☐ Other. Specify \_\_\_\_\_

## Part 2: Your NONPRIORITY Unsecured Claims – Continuation Page

After listing any entries on this page, number them beginning with 4.4, followed by 4.5, and so forth.

Total claim

Nonpriority Creditor's Name

Number Street

City State ZIP Code

Who incurred the debt? Check one.

- ☐ Debtor 1 only  
☐ Debtor 2 only  
☐ Debtor 1 and Debtor 2 only  
☐ At least one of the debtors and another

☐ Check if this claim is for a community debt

Is the claim subject to offset?

- ☐ No  
☐ Yes

Last 4 digits of account number \_\_\_\_\_ \$ \_\_\_\_\_

When was the debt incurred? \_\_\_\_\_

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☐ Other. Specify \_\_\_\_\_

Nonpriority Creditor's Name

Number Street

City State ZIP Code

Who incurred the debt? Check one.

- ☐ Debtor 1 only  
☐ Debtor 2 only  
☐ Debtor 1 and Debtor 2 only  
☐ At least one of the debtors and another

☐ Check if this claim is for a community debt

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Last 4 digits of account number \_\_\_\_\_ \$ \_\_\_\_\_

When was the debt incurred? \_\_\_\_\_

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Nonpriority Creditor's Name

Number Street

City State ZIP Code

Who incurred the debt? Check one.

- ☐ Debtor 1 only  
☐ Debtor 2 only  
☐ Debtor 1 and Debtor 2 only  
☐ At least one of the debtors and another

☐ Check if this claim is for a community debt

Is the claim subject to offset?

- ☐ No  
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Last 4 digits of account number \_\_\_\_\_ \$ \_\_\_\_\_

When was the debt incurred? \_\_\_\_\_

As of the date you file, the claim is: Check all that apply.

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Type of NONPRIORITY unsecured claim:

- ☐ Student loans  
☐ Obligations arising out of a separation agreement or divorce that you did not report as priority claims  
☐ Debts to pension or profit-sharing plans, and other similar debts  
☐ Other. Specify \_\_\_\_\_

## Part 2: Your NONPRIORITY Unsecured Claims – Continuation Page

After listing any entries on this page, number them beginning with 4.4, followed by 4.5, and so forth.

Total claim

Nonpriority Creditor's Name

Number Street

City State ZIP Code

Who incurred the debt? Check one.

- ☐ Debtor 1 only  
☐ Debtor 2 only  
☐ Debtor 1 and Debtor 2 only  
☐ At least one of the debtors and another

☐ Check if this claim is for a community debt

Is the claim subject to offset?

- ☐ No  
☐ Yes

Last 4 digits of account number \_\_\_\_\_ \$ \_\_\_\_\_

When was the debt incurred? \_\_\_\_\_

As of the date you file, the claim is: Check all that apply.

- ☐ Contingent  
☐ Unliquidated  
☐ Disputed

Type of NONPRIORITY unsecured claim:

- ☐ Student loans  
☐ Obligations arising out of a separation agreement or divorce that you did not report as priority claims  
☐ Debts to pension or profit-sharing plans, and other similar debts  
☐ Other. Specify \_\_\_\_\_

Nonpriority Creditor's Name

Number Street

City State ZIP Code

Who incurred the debt? Check one.

- ☐ Debtor 1 only  
☐ Debtor 2 only  
☐ Debtor 1 and Debtor 2 only  
☐ At least one of the debtors and another

☐ Check if this claim is for a community debt

Is the claim subject to offset?

- ☐ No  
☐ Yes

Last 4 digits of account number \_\_\_\_\_ \$ \_\_\_\_\_

When was the debt incurred? \_\_\_\_\_

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- ☐ Contingent  
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- ☐ Student loans  
☐ Obligations arising out of a separation agreement or divorce that you did not report as priority claims  
☐ Debts to pension or profit-sharing plans, and other similar debts  
☐ Other. Specify \_\_\_\_\_

Nonpriority Creditor's Name

Number Street

City State ZIP Code

Who incurred the debt? Check one.

- ☐ Debtor 1 only  
☐ Debtor 2 only  
☐ Debtor 1 and Debtor 2 only  
☐ At least one of the debtors and another

☐ Check if this claim is for a community debt

Is the claim subject to offset?

- ☐ No  
☐ Yes

Last 4 digits of account number \_\_\_\_\_ \$ \_\_\_\_\_

When was the debt incurred? \_\_\_\_\_

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☐ Unliquidated  
☐ Disputed

Type of NONPRIORITY unsecured claim:

- ☐ Student loans  
☐ Obligations arising out of a separation agreement or divorce that you did not report as priority claims  
☐ Debts to pension or profit-sharing plans, and other similar debts  
☐ Other. Specify \_\_\_\_\_

## Part 2: Your NONPRIORITY Unsecured Claims – Continuation Page

After listing any entries on this page, number them beginning with 4.4, followed by 4.5, and so forth.

Total claim

Nonpriority Creditor's Name

Number Street

City State ZIP Code

Who incurred the debt? Check one.

- ☐ Debtor 1 only  
☐ Debtor 2 only  
☐ Debtor 1 and Debtor 2 only  
☐ At least one of the debtors and another

☐ Check if this claim is for a community debt

Is the claim subject to offset?

- ☐ No  
☐ Yes

Last 4 digits of account number \_\_\_\_\_ \$ \_\_\_\_\_

When was the debt incurred? \_\_\_\_\_

As of the date you file, the claim is: Check all that apply.

- ☐ Contingent  
☐ Unliquidated  
☐ Disputed

Type of NONPRIORITY unsecured claim:

- ☐ Student loans  
☐ Obligations arising out of a separation agreement or divorce that you did not report as priority claims  
☐ Debts to pension or profit-sharing plans, and other similar debts  
☐ Other. Specify \_\_\_\_\_

Nonpriority Creditor's Name

Number Street

City State ZIP Code

Who incurred the debt? Check one.

- ☐ Debtor 1 only  
☐ Debtor 2 only  
☐ Debtor 1 and Debtor 2 only  
☐ At least one of the debtors and another

☐ Check if this claim is for a community debt

Is the claim subject to offset?

- ☐ No  
☐ Yes

Last 4 digits of account number \_\_\_\_\_ \$ \_\_\_\_\_

When was the debt incurred? \_\_\_\_\_

As of the date you file, the claim is: Check all that apply.

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☐ Unliquidated  
☐ Disputed

Type of NONPRIORITY unsecured claim:

- ☐ Student loans  
☐ Obligations arising out of a separation agreement or divorce that you did not report as priority claims  
☐ Debts to pension or profit-sharing plans, and other similar debts  
☐ Other. Specify \_\_\_\_\_

Nonpriority Creditor's Name

Number Street

City State ZIP Code

Who incurred the debt? Check one.

- ☐ Debtor 1 only  
☐ Debtor 2 only  
☐ Debtor 1 and Debtor 2 only  
☐ At least one of the debtors and another

☐ Check if this claim is for a community debt

Is the claim subject to offset?

- ☐ No  
☐ Yes

Last 4 digits of account number \_\_\_\_\_ \$ \_\_\_\_\_

When was the debt incurred? \_\_\_\_\_

As of the date you file, the claim is: Check all that apply.

- ☐ Contingent  
☐ Unliquidated  
☐ Disputed

Type of NONPRIORITY unsecured claim:

- ☐ Student loans  
☐ Obligations arising out of a separation agreement or divorce that you did not report as priority claims  
☐ Debts to pension or profit-sharing plans, and other similar debts  
☐ Other. Specify \_\_\_\_\_

**Part 3:** List Others to Be Notified About a Debt That You Already Listed (Collection agencies, etc.)

**5. Use this page only if you have others to be notified about your bankruptcy, for a debt that you already listed in Parts 1 or 2. For example, if a collection agency is trying to collect from you for a debt you owe to someone else, list the original creditor in Parts 1 or 2, then list the collection agency here. Similarly, if you have more than one creditor for any of the debts that you listed in Parts 1 or 2, list the additional creditors here. If you do not have additional persons to be notified for any debts in Parts 1 or 2, do not fill out or submit this page.**

Name \_\_\_\_\_

Number \_\_\_\_\_ Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_

Name \_\_\_\_\_

Number \_\_\_\_\_ Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_

Name \_\_\_\_\_

Number \_\_\_\_\_ Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_

Name \_\_\_\_\_

Number \_\_\_\_\_ Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_

Name \_\_\_\_\_

Number \_\_\_\_\_ Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_

Name \_\_\_\_\_

Number \_\_\_\_\_ Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_

Name \_\_\_\_\_

Number \_\_\_\_\_ Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_

**On which entry in Part 1 or Part 2 did you list the original creditor?**

Line \_\_\_\_\_ of (Check one): ☐ Part 1: Creditors with Priority Unsecured Claims  
☐ Part 2: Creditors with Nonpriority Unsecured Claims

**Last 4 digits of account number** \_\_\_\_\_**On which entry in Part 1 or Part 2 did you list the original creditor?**

Line \_\_\_\_\_ of (Check one): ☐ Part 1: Creditors with Priority Unsecured Claims  
☐ Part 2: Creditors with Nonpriority Unsecured Claims

**Last 4 digits of account number** \_\_\_\_\_**On which entry in Part 1 or Part 2 did you list the original creditor?**

Line \_\_\_\_\_ of (Check one): ☐ Part 1: Creditors with Priority Unsecured Claims  
☐ Part 2: Creditors with Nonpriority Unsecured Claims

**Last 4 digits of account number** \_\_\_\_\_**On which entry in Part 1 or Part 2 did you list the original creditor?**

Line \_\_\_\_\_ of (Check one): ☐ Part 1: Creditors with Priority Unsecured Claims  
☐ Part 2: Creditors with Nonpriority Unsecured Claims

**Last 4 digits of account number** \_\_\_\_\_**On which entry in Part 1 or Part 2 did you list the original creditor?**

Line \_\_\_\_\_ of (Check one): ☐ Part 1: Creditors with Priority Unsecured Claims  
☐ Part 2: Creditors with Nonpriority Unsecured Claims

**Last 4 digits of account number** \_\_\_\_\_**On which entry in Part 1 or Part 2 did you list the original creditor?**

Line \_\_\_\_\_ of (Check one): ☐ Part 1: Creditors with Priority Unsecured Claims  
☐ Part 2: Creditors with Nonpriority Unsecured Claims

**Last 4 digits of account number** \_\_\_\_\_**On which entry in Part 1 or Part 2 did you list the original creditor?**

Line \_\_\_\_\_ of (Check one): ☐ Part 1: Creditors with Priority Unsecured Claims  
☐ Part 2: Creditors with Nonpriority Unsecured Claims

**Last 4 digits of account number** \_\_\_\_\_

**CREDITORS COMMENTS PAGE**[illegible]

**Fill in this information to identify your case:**

Debtor 1

First Name

Middle Name

Last Name

Official Form 106I

**Schedule I: Your Income**

12/15

Be as complete and accurate as possible. If two married people are filing together (Debtor 1 and Debtor 2), both are equally responsible for supplying correct information. If you are married and not filing jointly, and your spouse is living with you, include information about your spouse. If you are separated and your spouse is not filing with you, do not include information about your spouse. If more space is needed, attach a separate sheet to this form. On the top of any additional pages, write your name and case number (if known). Answer every question.

**Part 1:** Describe Employment**1. Fill in your employment information.**

If you have more than one job, attach a separate page with information about additional employers.

Include part-time, seasonal, or self-employed work.

Occupation may include student or homemaker, if it applies.

**Employment status**☐ Employed  
☐ Not employed☐ Employed  
☐ Not employed**Occupation****Employer's name****Employer's address**

Number Street

Number Street

City State ZIP Code

City State ZIP Code

**How long employed there?** \_\_\_\_\_**Part 2:** Give Details About Monthly Income

**Estimate monthly income as of the date you file this form.** If you have nothing to report for any line, write \$0 in the space. Include your non-filing spouse unless you are separated.

If you or your non-filing spouse have more than one employer, combine the information for all employers for that person on the lines below. If you need more space, attach a separate sheet to this form.

**For Debtor 1****For Debtor 2 or non-filing spouse**

**2. List monthly gross wages, salary, and commissions** (before all payroll deductions). If not paid monthly, calculate what the monthly wage would be.

2. \$ \_\_\_\_\_ \$ \_\_\_\_\_

**3. Estimate and list monthly overtime pay.**

3. + \$ \_\_\_\_\_ + \$ \_\_\_\_\_

**4. Calculate gross income.** Add line 2 + line 3.

4. \$ \_\_\_\_\_ \$ \_\_\_\_\_

	For Debtor 1	For Debtor 2 or non-filing spouse	
Copy line 4 here..... → 4.	\$ _____	\$ _____	
<b>5. List all payroll deductions:</b>			
5a. Tax, Medicare, and Social Security deductions	5a. \$ _____	\$ _____	
5b. Mandatory contributions for retirement plans	5b. \$ _____	\$ _____	
5c. Voluntary contributions for retirement plans	5c. \$ _____	\$ _____	
5d. Required repayments of retirement fund loans	5d. \$ _____	\$ _____	
5e. Insurance	5e. \$ _____	\$ _____	
5f. Domestic support obligations	5f. \$ _____	\$ _____	
5g. Union dues	5g. \$ _____	\$ _____	
5h. Other deductions. Specify: _____	5h. + \$ _____	+ \$ _____	
6. Add the payroll deductions. Add lines 5a + 5b + 5c + 5d + 5e + 5f + 5g + 5h.	6. \$ _____	\$ _____	
7. Calculate total monthly take-home pay. Subtract line 6 from line 4.	7. \$ _____	\$ _____	
<b>8. List all other income regularly received:</b>			
8a. Net income from rental property and from operating a business, profession, or farm Attach a statement for each property and business showing gross receipts, ordinary and necessary business expenses, and the total monthly net income.	8a. \$ _____	\$ _____	
8b. Interest and dividends	8b. \$ _____	\$ _____	
8c. Family support payments that you, a non-filing spouse, or a dependent regularly receive Include alimony, spousal support, child support, maintenance, divorce settlement, and property settlement. <span style="color: blue;">How much of above is child support?:</span> \$ _____	8c. \$ _____	\$ _____	
8d. Unemployment compensation	8d. \$ _____	\$ _____	
8e. Social Security	8e. \$ _____	\$ _____	
8f. Other government assistance that you regularly receive Include cash assistance and the value (if known) of any non-cash assistance that you receive, such as food stamps (benefits under the Supplemental Nutrition Assistance Program) or housing subsidies. Specify: _____	8f. \$ _____	\$ _____	
8g. Pension or retirement income	8g. \$ _____	\$ _____	
8h. Other monthly income. Specify: _____	8h. + \$ _____	+ \$ _____	
9. Add all other income. Add lines 8a + 8b + 8c + 8d + 8e + 8f + 8g + 8h.	9. <div style="border: 1px solid black; padding: 2px;">\$ _____</div>	<div style="border: 1px solid black; padding: 2px;">\$ _____</div>	
10. Calculate monthly income. Add line 7 + line 9. Add the entries in line 10 for Debtor 1 and Debtor 2 or non-filing spouse.	10. <div style="border: 1px solid black; padding: 2px;">\$ _____</div>	<div style="border: 1px solid black; padding: 2px;">\$ _____</div>	<div style="border: 1px solid black; padding: 2px;">\$ _____</div>
<b>11. State all other regular contributions to the expenses that you list in Schedule J.</b> Include contributions from an unmarried partner, members of your household, your dependents, your roommates, and other friends or relatives. Do not include any amounts already included in lines 2-10 or amounts that are not available to pay expenses listed in Schedule J. Specify: _____			
			11. + \$ _____
12. Add the amount in the last column of line 10 to the amount in line 11. The result is the combined monthly income. Write that amount on the <i>Summary of Your Assets and Liabilities and Certain Statistical Information</i> , if it applies			12. <div style="border: 1px solid black; padding: 2px;">\$ _____</div> <b>Combined monthly income</b>
13. Do you expect an increase or decrease within the year after you file this form?			
<input type="checkbox"/> No.			
<input type="checkbox"/> Yes. Explain: <div style="border: 1px solid black; height: 20px; width: 100%;"></div>			



Fill in this information to identify your case:

Debtor 1

First Name

Middle Name

Last Name

Official Form 106J

Schedule J: Your Expenses

12/15

Be as complete and accurate as possible. If two married people are filing together, both are equally responsible for supplying correct information. If more space is needed, attach another sheet to this form. On the top of any additional pages, write your name and case number (if known). Answer every question.

Part 1: Describe Your Household

1. Is this a joint case?

- ☐ No. Go to line 2.
- ☐ Yes. Does Debtor 2 live in a separate household?
- ☐ No
- ☐ Yes. Debtor 2 must file Official Form 106J-2, *Expenses for Separate Household of Debtor 2*.

2. Do you have dependents?

Do not list Debtor 1 and Debtor 2.

Do not state the dependents' names.

- ☐ No
- ☐ Yes. Fill out this information for each dependent.....

Dependent's relationship to Debtor 1 or Debtor 2

Dependent's age

Does dependent live with you?

- ☐ No
- ☐ Yes
- ☐ No
- ☐ Yes
- ☐ No
- ☐ Yes
- ☐ No
- ☐ Yes
- ☐ No
- ☐ Yes

3. Do your expenses include expenses of people other than yourself and your dependents?

- ☐ No
- ☐ Yes

Part 2: Estimate Your Ongoing Monthly Expenses

Estimate your expenses as of your bankruptcy filing date unless you are using this form as a supplement in a Chapter 13 case to report expenses as of a date after the bankruptcy is filed. If this is a supplemental *Schedule J*, check the box at the top of the form and fill in the applicable date.

Include expenses paid for with non-cash government assistance if you know the value of such assistance and have included it on *Schedule I: Your Income* (Official Form 106I.)

Your expenses

4. The rental or home ownership expenses for your residence. Include first mortgage payments and any rent for the ground or lot.

4. \$

If not included in line 4:

4a. Real estate taxes

4a. \$

4b. Property, homeowner's, or renter's insurance

4b. \$

4c. Home maintenance, repair, and upkeep expenses

4c. \$

4d. Homeowner's association or condominium dues

4d. \$

## Your expenses

5. **Additional mortgage payments for your residence**, such as home equity loans

5. \$ \_\_\_\_\_

6. **Utilities:**

6a. Electricity, heat, natural gas

6a. \$ \_\_\_\_\_

6b. Water, sewer, garbage collection

6b. \$ \_\_\_\_\_

6c. Telephone, cell phone, Internet, satellite, and cable services

6c. \$ \_\_\_\_\_

6d. Other. Specify: \_\_\_\_\_

6d. \$ \_\_\_\_\_

7. **Food and housekeeping supplies**

7. \$ \_\_\_\_\_

8. **Childcare and children's education costs**

8. \$ \_\_\_\_\_

9. **Clothing, laundry, and dry cleaning**

9. \$ \_\_\_\_\_

10. **Personal care products and services**

10. \$ \_\_\_\_\_

11. **Medical and dental expenses**

11. \$ \_\_\_\_\_

12. **Transportation.** Include gas, maintenance, bus or train fare.

Do not include car payments.

12. \$ \_\_\_\_\_

13. **Entertainment, clubs, recreation, newspapers, magazines, and books**

13. \$ \_\_\_\_\_

14. **Charitable contributions and religious donations**

14. \$ \_\_\_\_\_

15. **Insurance.**

Do not include insurance deducted from your pay or included in lines 4 or 20.

15a. Life insurance

15a. \$ \_\_\_\_\_

15b. Health insurance

15b. \$ \_\_\_\_\_

15c. Vehicle insurance

15c. \$ \_\_\_\_\_

15d. Other insurance. Specify: \_\_\_\_\_

15d. \$ \_\_\_\_\_

16. **Taxes.** Do not include taxes deducted from your pay or included in lines 4 or 20.

Specify: \_\_\_\_\_

16. \$ \_\_\_\_\_

17. **Installment or lease payments:**

17a. Car payments for Vehicle 1 (No. months left to pay \_\_\_\_\_)

17a. \$ \_\_\_\_\_

17b. Car payments for Vehicle 2 (No. months left to pay \_\_\_\_\_)

17b. \$ \_\_\_\_\_

17c. Other. Specify: \_\_\_\_\_ (No. months left to pay \_\_\_\_\_)

17c. \$ \_\_\_\_\_

17d. Other. Specify: \_\_\_\_\_ (No. months left to pay \_\_\_\_\_)

17d. \$ \_\_\_\_\_

18. **Your payments of alimony, maintenance, and support that you did not report as deducted from your pay on line 5, Schedule I, Your Income (Official Form 106I).**

18. \$ \_\_\_\_\_

19. **Other payments you make to support others who do not live with you.**

Specify: \_\_\_\_\_

19. \$ \_\_\_\_\_

20. **Other real property expenses not included in lines 4 or 5 of this form or on Schedule I: Your Income.**

20a. Mortgages on other property

20a. \$ \_\_\_\_\_

20b. Real estate taxes

20b. \$ \_\_\_\_\_

20c. Property, homeowner's, or renter's insurance

20c. \$ \_\_\_\_\_

20d. Maintenance, repair, and upkeep expenses

20d. \$ \_\_\_\_\_

20e. Homeowner's association or condominium dues

20e. \$ \_\_\_\_\_

21. **Other.** Specify: \_\_\_\_\_

21. **+\$** \_\_\_\_\_

22. **Calculate your monthly expenses.**

22a. Add lines 4 through 21.

22a. \$ \_\_\_\_\_

22b. Copy line 22 (monthly expenses for Debtor 2), if any, from Official Form 106J-2

22b. \$ \_\_\_\_\_

22c. Add line 22a and 22b. The result is your monthly expenses.

22c. \$ \_\_\_\_\_

23. **Calculate your monthly net income.**

23a. Copy line 12 (*your combined monthly income*) from *Schedule I*.

23a. \$ \_\_\_\_\_

23b. Copy your monthly expenses from line 22c above.

23b. **−** \$ \_\_\_\_\_

23c. Subtract your monthly expenses from your monthly income.  
The result is your *monthly net income*.

23c. \$ \_\_\_\_\_

24. **Do you expect an increase or decrease in your expenses within the year after you file this form?**

For example, do you expect to finish paying for your car loan within the year or do you expect your mortgage payment to increase or decrease because of a modification to the terms of your mortgage?

☐ No.

☐ Yes.

Explain here:

# USE THIS FORM ONLY IF YOU MAINTAIN SEPARATE HOUSEHOLDS

Debtor 1  
First Name Middle Name Last Name

Debtor 2  
(Spouse, if filing) First Name Middle Name Last Name

## Official Form 106J-2

### Schedule J-2: Expenses for Separate Household of Debtor 2

12/15

Use this form for Debtor 2's separate household expenses ONLY IF Debtor 1 and Debtor 2 maintain separate households. If Debtor 1 and Debtor 2 have one or more dependents in common, list the dependents on both Schedule J and this form. Answer the questions on this form only with respect to expenses for Debtor 2 that are not reported on Schedule J. Be as complete and accurate as possible. If more space is needed, attach another sheet to this form. On the top of any additional pages, write your name and case number (if known). Answer every question.

#### Part 1: Describe Your Household

1. Do you and Debtor 1 maintain separate households?

- ☐ No. Do not complete this form.
- ☐ Yes

2. Do you have dependents?

Do not list Debtor 1 but list all other dependents of Debtor 2 regardless of whether listed as a dependent of Debtor 1 on Schedule J.

Do not state the dependents' names.

☐ No

☐ Yes. Fill out this information for each dependent.....

Dependent's relationship to Debtor 2:

Dependent's age

Does dependent live with you?

- ☐ No  
☐ Yes  
☐ No  
☐ Yes  
☐ No  
☐ Yes  
☐ No  
☐ Yes

3. Do your expenses include expenses of people other than yourself, your dependents, and Debtor 1?

- ☐ No  
☐ Yes

#### Part 2: Estimate Your Ongoing Monthly Expenses

Estimate your expenses as of your bankruptcy filing date unless you are using this form as a supplement in a Chapter 13 case to report expenses as of a date after the bankruptcy is filed.

Include expenses paid for with non-cash government assistance if you know the value of such assistance and have included it on *Schedule I: Your Income* (Official Form 106I.)

Your expenses

4. The rental or home ownership expenses for your residence. Include first mortgage payments and any rent for the ground or lot.

4. \$

If not included in line 4:

4a. Real estate taxes

4a. \$

4b. Property, homeowner's, or renter's insurance

4b. \$

4c. Home maintenance, repair, and upkeep expenses

4c. \$

4d. Homeowner's association or condominium dues

4d. \$

## Your expenses

<p>5. <b>Additional mortgage payments for your residence</b>, such as home equity loans</p> <p>6. <b>Utilities:</b></p> <p>6a. Electricity, heat, natural gas</p> <p>6b. Water, sewer, garbage collection</p> <p>6c. Telephone, cell phone, Internet, satellite, and cable services</p> <p>6d. Other. Specify: _____</p> <p>7. <b>Food and housekeeping supplies</b></p> <p>8. <b>Childcare and children's education costs</b></p> <p>9. <b>Clothing, laundry, and dry cleaning</b></p> <p>10. <b>Personal care products and services</b></p> <p>11. <b>Medical and dental expenses</b></p> <p>12. <b>Transportation.</b> Include gas, maintenance, bus or train fare. Do not include car payments.</p> <p>13. <b>Entertainment, clubs, recreation, newspapers, magazines, and books</b></p> <p>14. <b>Charitable contributions and religious donations</b></p> <p>15. <b>Insurance.</b> Do not include insurance deducted from your pay or included in lines 4 or 20.</p> <p>15a. Life insurance</p> <p>15b. Health insurance</p> <p>15c. Vehicle insurance</p> <p>15d. Other insurance. Specify: _____</p> <p>16. <b>Taxes.</b> Do not include taxes deducted from your pay or included in lines 4 or 20. Specify: _____</p> <p>17. <b>Installment or lease payments:</b></p> <p>17a. Car payments for Vehicle 1 (No. months left to pay _____)</p> <p>17b. Car payments for Vehicle 2 (No. months left to pay _____)</p> <p>17c. Other. Specify: _____ (No. months left to pay _____)</p> <p>17d. Other. Specify: _____ (No. months left to pay _____)</p> <p>18. <b>Your payments of alimony, maintenance, and support that you did not report as deducted from your pay on line 5, <i>Schedule I, Your Income</i> (Official Form 106I).</b></p> <p>19. <b>Other payments you make to support others who do not live with you.</b> Specify: _____</p> <p>20. <b>Other real property expenses not included in lines 4 or 5 of this form or on <i>Schedule I: Your Income</i>.</b></p> <p>20a. Mortgages on other property</p> <p>20b. Real estate taxes</p> <p>20c. Property, homeowner's, or renter's insurance</p> <p>20d. Maintenance, repair, and upkeep expenses</p> <p>20e. Homeowner's association or condominium dues</p>	<p>5. \$ _____</p> <p>6a. \$ _____</p> <p>6b. \$ _____</p> <p>6c. \$ _____</p> <p>6d. \$ _____</p> <p>7. \$ _____</p> <p>8. \$ _____</p> <p>9. \$ _____</p> <p>10. \$ _____</p> <p>11. \$ _____</p> <p>12. \$ _____</p> <p>13. \$ _____</p> <p>14. \$ _____</p> <p>15a. \$ _____</p> <p>15b. \$ _____</p> <p>15c. \$ _____</p> <p>15d. \$ _____</p> <p>16. \$ _____</p> <p>17a. \$ _____</p> <p>17b. \$ _____</p> <p>17c. \$ _____</p> <p>17d. \$ _____</p> <p>18. \$ _____</p> <p>19. \$ _____</p> <p>20a. \$ _____</p> <p>20b. \$ _____</p> <p>20c. \$ _____</p> <p>20d. \$ _____</p> <p>20e. \$ _____</p>
--	--

Debtor 1

First Name

Middle Name

Last Name

21. **Other.** Specify: \_\_\_\_\_

21. **+\$** \_\_\_\_\_

22. **Your monthly expenses.** Add lines 5 through 21.

The result is the monthly expenses of Debtor 2. Copy the result to line 22b of Schedule J to calculate the total expenses for Debtor 1 and Debtor 2.

22. **\$** \_\_\_\_\_

23. Line not used on this form.

24. **Do you expect an increase or decrease in your expenses within the year after you file this form?**

For example, do you expect to finish paying for your car loan within the year or do you expect your mortgage payment to increase or decrease because of a modification to the terms of your mortgage?

☐ No.

☐ Yes.

Explain here:

**Fill in this information to identify your case:**

Debtor 1 \_\_\_\_\_  
First Name Middle Name Last Name

**Official Form 107**

**Statement of Financial Affairs for Individuals Filing for Bankruptcy**

12/15

Be as complete and accurate as possible. If two married people are filing together, both are equally responsible for supplying correct information. If more space is needed, attach a separate sheet to this form. On the top of any additional pages, write your name and case number (if known). Answer every question.

**Part 1: Give Details About Your Marital Status and Where You Lived Before**

**1. What is your current marital status?**

- ☐ Married  
☐ Not married

**2. During the last 3 years, have you lived anywhere other than where you live now?**

- ☐ No  
☐ Yes. List all of the places you lived in the last 3 years. Do not include where you live now.

**Debtor 1:**

**Dates Debtor 1  
lived there**

**Debtor 2:**

**Dates Debtor 2  
lived there**

Number Street

From \_\_\_\_\_  
To \_\_\_\_\_

Number Street

From \_\_\_\_\_  
To \_\_\_\_\_

City State ZIP Code

City State ZIP Code

☐ Same as Debtor 1

☐ Same as Debtor 1

Number Street

From \_\_\_\_\_  
To \_\_\_\_\_

Number Street

From \_\_\_\_\_  
To \_\_\_\_\_

City State ZIP Code

City State ZIP Code

☐ Same as Debtor 1

☐ Same as Debtor 1

**3. Within the last 8 years, did you ever live with a spouse or legal equivalent in a community property state or territory?** (*Community property states and territories include Arizona, California, Idaho, Louisiana, Nevada, New Mexico, Puerto Rico, Texas, Washington, and Wisconsin.*)

- ☐ No  
☐ Yes. Make sure you fill out *Schedule H: Your Codebtors* (Official Form 106H).

**Part 2: Explain the Sources of Your Income**

**4. Did you have any income from employment or from operating a business during this year or the two previous calendar years?**

Fill in the total amount of income you received from all jobs and all businesses, including part-time activities.

If you are filing a joint case and you have income that you receive together, list it only once under Debtor 1.

☐ No

☐ Yes. Fill in the details.

	Debtor 1		Debtor 2	
	Sources of income Check all that apply.	Gross income (before deductions and exclusions)	Sources of income Check all that apply.	Gross income (before deductions and exclusions)
<b>From January 1 of current year until the date you filed for bankruptcy:</b>	<input type="checkbox"/> Wages, commissions, bonuses, tips <input type="checkbox"/> Operating a business	\$ _____	<input type="checkbox"/> Wages, commissions, bonuses, tips <input type="checkbox"/> Operating a business	\$ _____
<b>For last calendar year:</b> (January 1 to December 31, _____) YYYY	<input type="checkbox"/> Wages, commissions, bonuses, tips <input type="checkbox"/> Operating a business	\$ _____	<input type="checkbox"/> Wages, commissions, bonuses, tips <input type="checkbox"/> Operating a business	\$ _____
<b>For the calendar year before that:</b> (January 1 to December 31, _____) YYYY	<input type="checkbox"/> Wages, commissions, bonuses, tips <input type="checkbox"/> Operating a business	\$ _____	<input type="checkbox"/> Wages, commissions, bonuses, tips <input type="checkbox"/> Operating a business	\$ _____

**5. Did you receive any other income during this year or the two previous calendar years?**

Include income regardless of whether that income is taxable. Examples of *other income* are alimony; child support; Social Security, unemployment, and other public benefit payments; pensions; rental income; interest; dividends; money collected from lawsuits; royalties; and gambling and lottery winnings. If you are filing a joint case and you have income that you received together, list it only once under Debtor 1.

List each source and the gross income from each source separately. Do not include income that you listed in line 4.

☐ No

☐ Yes. Fill in the details.

	Debtor 1		Debtor 2	
	Sources of income Describe below.	Gross income from each source (before deductions and exclusions)	Sources of income Describe below.	Gross income from each source (before deductions and exclusions)
<b>From January 1 of current year until the date you filed for bankruptcy:</b>	_____	\$ _____	_____	\$ _____
	_____	\$ _____	_____	\$ _____
	_____	\$ _____	_____	\$ _____
<b>For last calendar year:</b> (January 1 to December 31, _____) YYYY	_____	\$ _____	_____	\$ _____
	_____	\$ _____	_____	\$ _____
	_____	\$ _____	_____	\$ _____
<b>For the calendar year before that:</b> (January 1 to December 31, _____) YYYY	_____	\$ _____	_____	\$ _____
	_____	\$ _____	_____	\$ _____
	_____	\$ _____	_____	\$ _____



**Part 3:** List Certain Payments You Made Before You Filed for Bankruptcy**6. Are either Debtor 1's or Debtor 2's debts primarily consumer debts?**

- ☐ No. **Neither Debtor 1 nor Debtor 2 has primarily consumer debts.** *Consumer debts* are defined in 11 U.S.C. § 101(8) as "incurred by an individual primarily for a personal, family, or household purpose."

During the 90 days before you filed for bankruptcy, did you pay any creditor a total of \$6,225\* or more?

- ☐ No. Go to line 7.

- ☐ Yes. List below each creditor to whom you paid a total of \$6,225\* or more in one or more payments and the total amount you paid that creditor. Do not include payments for domestic support obligations, such as child support and alimony. Also, do not include payments to an attorney for this bankruptcy case.

\* Subject to adjustment on 4/01/16 and every 3 years after that for cases filed on or after the date of adjustment.

- ☐ Yes. **Debtor 1 or Debtor 2 or both have primarily consumer debts.**

During the 90 days before you filed for bankruptcy, did you pay any creditor a total of \$600 or more?

- ☐ No. Go to line 7.

- ☐ Yes. List below each creditor to whom you paid a total of \$600 or more and the total amount you paid that creditor. Do not include payments for domestic support obligations, such as child support and alimony. Also, do not include payments to an attorney for this bankruptcy case.

	Dates of payment	Total amount paid	Amount you still owe	Was this payment for...
Creditor's Name		\$	\$	<input type="checkbox"/> Mortgage
Number Street				<input type="checkbox"/> Car
				<input type="checkbox"/> Credit card
				<input type="checkbox"/> Loan repayment
City State ZIP Code				<input type="checkbox"/> Suppliers or vendors
				<input type="checkbox"/> Other
Creditor's Name		\$	\$	<input type="checkbox"/> Mortgage
Number Street				<input type="checkbox"/> Car
				<input type="checkbox"/> Credit card
				<input type="checkbox"/> Loan repayment
City State ZIP Code				<input type="checkbox"/> Suppliers or vendors
				<input type="checkbox"/> Other
Creditor's Name		\$	\$	<input type="checkbox"/> Mortgage
Number Street				<input type="checkbox"/> Car
				<input type="checkbox"/> Credit card
				<input type="checkbox"/> Loan repayment
City State ZIP Code				<input type="checkbox"/> Suppliers or vendors
				<input type="checkbox"/> Other

**7. Within 1 year before you filed for bankruptcy, did you make a payment on a debt you owed anyone who was an insider?**

*Insiders* include your relatives; any general partners; relatives of any general partners; partnerships of which you are a general partner; corporations of which you are an officer, director, person in control, or owner of 20% or more of their voting securities; and any managing agent, including one for a business you operate as a sole proprietor. 11 U.S.C. § 101. Include payments for domestic support obligations, such as child support and alimony.

☐ No☐ Yes. List all payments to an insider.

	Dates of payment	Total amount paid	Amount you still owe	Reason for this payment
Insider's Name _____  Number _____ Street _____  _____  City _____ State _____ ZIP Code _____	_____	\$ _____	\$ _____	
Insider's Name _____  Number _____ Street _____  _____  City _____ State _____ ZIP Code _____	_____	\$ _____	\$ _____	

**8. Within 1 year before you filed for bankruptcy, did you make any payments or transfer any property on account of a debt that benefited an insider?**

Include payments on debts guaranteed or cosigned by an insider.

☐ No☐ Yes. List all payments that benefited an insider.

	Dates of payment	Total amount paid	Amount you still owe	Reason for this payment Include creditor's name
Insider's Name _____  Number _____ Street _____  _____  City _____ State _____ ZIP Code _____	_____	\$ _____	\$ _____	
Insider's Name _____  Number _____ Street _____  _____  City _____ State _____ ZIP Code _____	_____	\$ _____	\$ _____	

**Part 4: Identify Legal Actions, Repossessions, and Foreclosures****9. Within 1 year before you filed for bankruptcy, were you a party in any lawsuit, court action, or administrative proceeding?**

List all such matters, including personal injury cases, small claims actions, divorces, collection suits, paternity actions, support or custody modifications, and contract disputes.

- ☐ No
- ☐ Yes. Fill in the details.

	Nature of the case	Court or agency	Status of the case
Case title _____ _____		Court Name _____	<input type="checkbox"/> Pending
Case number _____		Number _____ Street _____	<input type="checkbox"/> On appeal
		City _____ State _____ ZIP Code _____	<input type="checkbox"/> Concluded
Case title _____ _____		Court Name _____	<input type="checkbox"/> Pending
Case number _____		Number _____ Street _____	<input type="checkbox"/> On appeal
		City _____ State _____ ZIP Code _____	<input type="checkbox"/> Concluded

**10. Within 1 year before you filed for bankruptcy, was any of your property repossessed, foreclosed, garnished, attached, seized, or levied?**

Check all that apply and fill in the details below.

- ☐ No. Go to line 11.
- ☐ Yes. Fill in the information below.

	Describe the property	Date	Value of the property
Creditor's Name _____		_____	\$ _____
Number _____ Street _____			
City _____ State _____ ZIP Code _____			
	<b>Explain what happened</b>		
	<input type="checkbox"/> Property was repossessed. <input type="checkbox"/> Property was foreclosed. <input type="checkbox"/> Property was garnished. <input type="checkbox"/> Property was attached, seized, or levied.		
	<b>Describe the property</b>	<b>Date</b>	<b>Value of the property</b>
Creditor's Name _____		_____	\$ _____
Number _____ Street _____			
City _____ State _____ ZIP Code _____			
	<b>Explain what happened</b>		
	<input type="checkbox"/> Property was repossessed. <input type="checkbox"/> Property was foreclosed. <input type="checkbox"/> Property was garnished. <input type="checkbox"/> Property was attached, seized, or levied.		

11. Within 90 days before you filed for bankruptcy, did any creditor, including a bank or financial institution, set off any amounts from your accounts or refuse to make a payment because you owed a debt?

- ☐ No  
☐ Yes. Fill in the details.

		Describe the action the creditor took	Date action was taken	Amount
Creditor's Name				\$
Number Street				
City State ZIP Code				
		Last 4 digits of account number: XXXX-__ __ __ __		

12. Within 1 year before you filed for bankruptcy, was any of your property in the possession of an assignee for the benefit of creditors, a court-appointed receiver, a custodian, or another official?

- ☐ No  
☐ Yes

**Part 5:** List Certain Gifts and Contributions

13. Within 2 years before you filed for bankruptcy, did you give any gifts with a total value of more than \$600 per person?

- ☐ No  
☐ Yes. Fill in the details for each gift.

Gifts with a total value of more than \$600 per person	Describe the gifts	Dates you gave the gifts	Value
Person to Whom You Gave the Gift			\$
			\$
Number Street			
City State ZIP Code			
Person's relationship to you			
Gifts with a total value of more than \$600 per person	Describe the gifts	Dates you gave the gifts	Value
Person to Whom You Gave the Gift			\$
			\$
Number Street			
City State ZIP Code			
Person's relationship to you			

**14. Within 2 years before you filed for bankruptcy, did you give any gifts or contributions with a total value of more than \$600 to any charity?**

- ☐ No
- ☐ Yes. Fill in the details for each gift or contribution.

Gifts or contributions to charities that total more than \$600	Describe what you contributed	Date you contributed	Value
Charity's Name			\$
			\$
Number Street			
City State ZIP Code			

**Part 6:** List Certain Losses**15. Within 1 year before you filed for bankruptcy or since you filed for bankruptcy, did you lose anything because of theft, fire, other disaster, or gambling?**

- ☐ No
- ☐ Yes. Fill in the details.

Describe the property you lost and how the loss occurred	Describe any insurance coverage for the loss Include the amount that insurance has paid. List pending insurance claims on line 33 of <i>Schedule A/B: Property</i> .	Date of your loss	Value of property lost
			\$

**Part 7:** List Certain Payments or Transfers**16. Within 1 year before you filed for bankruptcy, did you or anyone else acting on your behalf pay or transfer any property to anyone you consulted about seeking bankruptcy or preparing a bankruptcy petition?**

Include any attorneys, bankruptcy petition preparers, or credit counseling agencies for services required in your bankruptcy.

- ☐ No
- ☐ Yes. Fill in the details.

	Description and value of any property transferred	Date payment or transfer was made	Amount of payment
Person Who Was Paid			\$
Number Street			\$
City State ZIP Code			
Email or website address			
Person Who Made the Payment, if Not You			

	Description and value of any property transferred	Date payment or transfer was made	Amount of payment
Person Who Was Paid  Number Street   City State ZIP Code  Email or website address  Person Who Made the Payment, if Not You			\$
			\$

**17. Within 1 year before you filed for bankruptcy, did you or anyone else acting on your behalf pay or transfer any property to anyone who promised to help you deal with your creditors or to make payments to your creditors?**

Do not include any payment or transfer that you listed on line 16.

- ☐ No  
☐ Yes. Fill in the details.

	Description and value of any property transferred	Date payment or transfer was made	Amount of payment
Person Who Was Paid  Number Street   City State ZIP Code			\$
			\$

**18. Within 2 years before you filed for bankruptcy, did you sell, trade, or otherwise transfer any property to anyone, other than property transferred in the ordinary course of your business or financial affairs?**

Include both outright transfers and transfers made as security (such as the granting of a security interest or mortgage on your property). Do not include gifts and transfers that you have already listed on this statement.

- ☐ No  
☐ Yes. Fill in the details.

	Description and value of property transferred	Describe any property or payments received or debts paid in exchange	Date transfer was made
Person Who Received Transfer  Number Street   City State ZIP Code Person's relationship to you			
Person Who Received Transfer  Number Street   City State ZIP Code Person's relationship to you			

19. Within 10 years before you filed for bankruptcy, did you transfer any property to a self-settled trust or similar device of which you are a beneficiary? (These are often called *asset-protection devices*.)

- ☐ No  
☐ Yes. Fill in the details.

Description and value of the property transferred	Date transfer was made
Name of trust _____  	_____

#### Part 8: List Certain Financial Accounts, Instruments, Safe Deposit Boxes, and Storage Units

20. Within 1 year before you filed for bankruptcy, were any financial accounts or instruments held in your name, or for your benefit, closed, sold, moved, or transferred?

Include checking, savings, money market, or other financial accounts; certificates of deposit; shares in banks, credit unions, brokerage houses, pension funds, cooperatives, associations, and other financial institutions.

- ☐ No  
☐ Yes. Fill in the details.

Last 4 digits of account number	Type of account or instrument	Date account was closed, sold, moved, or transferred	Last balance before closing or transfer
Name of Financial Institution _____ Number _____ Street _____ City _____ State _____ ZIP Code _____	XXXX-____-____-____ <input type="checkbox"/> Checking <input type="checkbox"/> Savings <input type="checkbox"/> Money market <input type="checkbox"/> Brokerage <input type="checkbox"/> Other _____	_____	\$ _____
Name of Financial Institution _____ Number _____ Street _____ City _____ State _____ ZIP Code _____	XXXX-____-____-____ <input type="checkbox"/> Checking <input type="checkbox"/> Savings <input type="checkbox"/> Money market <input type="checkbox"/> Brokerage <input type="checkbox"/> Other _____	_____	\$ _____

21. Do you now have, or did you have within 1 year before you filed for bankruptcy, any safe deposit box or other depository for securities, cash, or other valuables?

- ☐ No  
☐ Yes. Fill in the details.

Who else had access to it?	Describe the contents	Do you still have it?
Name of Financial Institution _____ Number _____ Street _____ City _____ State _____ ZIP Code _____	Name _____ Number _____ Street _____ City _____ State _____ ZIP Code _____	<input type="checkbox"/> No <input type="checkbox"/> Yes

**22. Have you stored property in a storage unit or place other than your home within 1 year before you filed for bankruptcy?**

- ☐ No
- ☐ Yes. Fill in the details.

Who else has or had access to it?		Describe the contents	Do you still have it?
Name of Storage Facility _____ Number Street _____ _____ City State ZIP Code _____		Name _____ Number Street _____ _____ City State ZIP Code _____	<input type="checkbox"/> No <input type="checkbox"/> Yes

**Part 9: Identify Property You Hold or Control for Someone Else****23. Do you hold or control any property that someone else owns? Include any property you borrowed from, are storing for, or hold in trust for someone.**

- ☐ No
- ☐ Yes. Fill in the details.

Where is the property?	Describe the property	Value
Owner's Name _____ Number Street _____ _____ City State ZIP Code _____	Number Street _____ _____ City State ZIP Code _____	\$ _____

**Part 10: Give Details About Environmental Information**

For the purpose of Part 10, the following definitions apply:

- **Environmental law** means any federal, state, or local statute or regulation concerning pollution, contamination, releases of hazardous or toxic substances, wastes, or material into the air, land, soil, surface water, groundwater, or other medium, including statutes or regulations controlling the cleanup of these substances, wastes, or material.
- **Site** means any location, facility, or property as defined under any environmental law, whether you now own, operate, or utilize it or used to own, operate, or utilize it, including disposal sites.
- **Hazardous material** means anything an environmental law defines as a hazardous waste, hazardous substance, toxic substance, hazardous material, pollutant, contaminant, or similar term.

Report all notices, releases, and proceedings that you know about, regardless of when they occurred.

**24. Has any governmental unit notified you that you may be liable or potentially liable under or in violation of an environmental law?**

- ☐ No
- ☐ Yes. Fill in the details.

Governmental unit	Environmental law, if you know it	Date of notice
Name of site _____ Number Street _____ _____ City State ZIP Code _____	Governmental unit _____ Number Street _____ _____ City State ZIP Code _____	_____



## 25. Have you notified any governmental unit of any release of hazardous material?

- ☐ No
- ☐ Yes. Fill in the details.

Governmental unit		Environmental law, if you know it	Date of notice
Name of site	Governmental unit		
Number Street	Number Street		
City State ZIP Code	City State ZIP Code		
City State ZIP Code	City State ZIP Code		

## 26. Have you been a party in any judicial or administrative proceeding under any environmental law? Include settlements and orders.

- ☐ No
- ☐ Yes. Fill in the details.

Court or agency	Nature of the case	Status of the case
Case title		<input type="checkbox"/> Pending <input type="checkbox"/> On appeal <input type="checkbox"/> Concluded
Court Name		
Number Street		
Case number		
City State ZIP Code	City State ZIP Code	

**Part 11:** Give Details About Your Business or Connections to Any Business

## 27. Within 4 years before you filed for bankruptcy, did you own a business or have any of the following connections to any business?

- ☐ A sole proprietor or self-employed in a trade, profession, or other activity, either full-time or part-time
- ☐ A member of a limited liability company (LLC) or limited liability partnership (LLP)
- ☐ A partner in a partnership
- ☐ An officer, director, or managing executive of a corporation
- ☐ An owner of at least 5% of the voting or equity securities of a corporation

- ☐ No. None of the above applies. Go to Part 12.
- ☐ Yes. Check all that apply above and fill in the details below for each business.

Business Name  Number Street  City State ZIP Code	Describe the nature of the business	Employer Identification number Do not include Social Security number or ITIN.
		EIN: ____ - ____
	Name of accountant or bookkeeper	Dates business existed
		From ____ To ____
Business Name  Number Street  City State ZIP Code	Describe the nature of the business	Employer Identification number Do not include Social Security number or ITIN.
		EIN: ____ - ____
	Name of accountant or bookkeeper	Dates business existed
		From ____ To ____

Debtor 1

First Name Middle Name Last Name

Business Name

Number Street

City State ZIP Code

Describe the nature of the business

Name of accountant or bookkeeper

Employer Identification number

Do not include Social Security number or ITIN.

EIN: -

Dates business existed

From To

28. Within 2 years before you filed for bankruptcy, did you give a financial statement to anyone about your business? Include all financial institutions, creditors, or other parties.

☐ No

☐ Yes. Fill in the details below.

Date issued

Name

MM / DD / YYYY

Number Street

City State ZIP Code

## Part 12: Sign Below

I have read the answers on this *Statement of Financial Affairs* and any attachments, and I declare under penalty of perjury that the answers are true and correct. I understand that making a false statement, concealing property, or obtaining money or property by fraud in connection with a bankruptcy case can result in fines up to \$250,000, or imprisonment for up to 20 years, or both. 18 U.S.C. §§ 152, 1341, 1519, and 3571.

X

Signature of Debtor 1

X

Signature of Debtor 2

Date

Date

Did you attach additional pages to *Your Statement of Financial Affairs for Individuals Filing for Bankruptcy* (Official Form 107)?

☐ No

☐ Yes

Did you pay or agree to pay someone who is not an attorney to help you fill out bankruptcy forms?

☐ No

☐ Yes. Name of person. Attach the *Bankruptcy Petition Preparer's Notice, Declaration, and Signature* (Official Form 119).



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Specialization:  
Business Bankruptcy Law  
Consumer Bankruptcy Law*

## **INSTRUCTIONS TO CHAPTER 13 CLIENTS**

*(NORTHERN DISTRICT OF TEXAS)*

These instructions relate to filing a case in the Northern District of Texas in a chapter 13. The Northern District of Texas includes counties such as Dallas, Tarrant, Hunt, Ellis. Other counties are found at <http://www.txnd.uscourts.gov/filing/countydiv.html#>. We encourage you to read and study the following Agreement and Instructions. They will answer some commonly asked questions and provide you with information and instructions concerning a Chapter 13 proceeding. Additionally, this document serves as the Agreement by which the firm will undertake representation of you in your Chapter 13 case. We will begin representation when we receive the required retainer and cost deposit and a signed copy of this agreement from you.

### **WHAT IS CHAPTER 13?**

Chapter 13 is a provision of the Bankruptcy Code that allows an individual (not a corporation or partnership) to restructure his or her debts. It allows the debtor to pay all or part of its debts over time. This chapter is available to an individual with a "regular" income. The debtor cannot owe debts of more than \$383,175 unsecured and \$1,149,525 secured.

Under Chapter 13, the debtor proposes a Plan by which he or she will make monthly payments to a Standing Chapter 13 Trustee for 36 to 60 months (3 to 5 years). The Trustee will then distribute the funds to the creditors according to the Plan. The Trustee will receive a "commission" of no more than ten percent (10%) of the payments to creditors. Under the Plan, you may not have to pay all the creditors in full. But, you must propose the Plan in "good faith." Also, the creditors must receive at least as much as they would receive if you had liquidated in Chapter 7. In addition, if anybody objects, the Court cannot confirm it unless you are paying all your "projected disposable income" to the plan. We will discuss that in great detail.

Once you have completed all your payments under the Plan, you should receive a discharge. This means that a creditor you owed money to at the beginning of the case cannot pursue you for the balance of the claim. This may be so even if the creditor did not get paid under the Plan.

Certain debts are not dischargeable and you should be aware of these. These debts include:

- Any creditor that you did not properly list and lacked notice of the bankruptcy;
- Student loans;
- Injuries caused while driving while intoxicated;
- Most child support and alimony payments and some marital property divisions(if you promised to take some credit card debts in the decree, then your ex-spouse will have a claim against you after the bankruptcy even if you discharge the creditor);
- All business payroll taxes and most income taxes and sales taxes; and

- Debts to a creditor who can prove that you defrauded it in obtaining credit or an extension of credit. Debts to a credit card for recent cash advances or luxury purchases are examples. There is a presumption that you intended to defraud the creditor (you knew or should have known that you couldn't pay the money to the creditor when you charged) if the charges are within 90 days of the date of the filing of the petition;

Chapter 13 has certain advantages over Chapter 7. First, you may owe past due sums on secured property such as your house or car. Under Chapter 13, you can catch up over a period up to five (5) years. Second, it may be easier to operate a business under Chapter 13. Under Chapter 7, the Trustee may liquidate the business. Third, certain debts that may not be dischargeable under Chapter 7 may be dischargeable under Chapter 13. . Any other pending Criminal actions including hot checks, traffic violations or DUI are not stopped or discharged by filing bankruptcy. If anyone during your case threatens criminal prosecution immediately seek criminal representation as we do not practice criminal law nor will we give you advice regarding criminal matters.

Even under Chapter 13, there are some debts that you must continue to pay. If you owe money to a creditor who has a lien on property (such as a car or title loan or a mortgage on your home), that creditor must continue to be paid. If not, it may recover its collateral (foreclose or repossess). Therefore, you must continue to make the payments on your house and cars if you wish to keep them. Also there are certain types of consumer purchases where you may have bought an item (for example, an appliance). The agreement may give the retailer a lien. In such cases, it may be necessary to pay for the value of the item in the bankruptcy, continue the payments or surrender the items. As an alternative, you may be able to redeem the item through the Chapter 13, that is, pay the creditor the value of the item instead of the actual debt you owe. If you believe that any collateral is worth much less than you owe on it, please discuss it with us.

## **WHAT ARE OTHER CHAPTERS?**

There are three other chapters of the bankruptcy code that may be of interest to you. They are Chapters 7, 11 and 12.

Chapter 7. Chapter 7 is the most commonly used and most commonly thought of chapter of the Bankruptcy Code. It is, usually, a liquidation of the debtor's non-exempt assets and a discharge of the debtor's liabilities. Most people can still declare bankruptcy under Chapter 7. There are no provisions to cure defaults by making periodic payments under Chapter 7. Our base fee for Chapter 7, is usually about 2/3 of our Chapter 13 base fee since the time expended in work is less.

Chapter 11. Generally, chapter 11 is for corporations and larger businesses. It is a proceeding in which the debtor attempts to reorganize its business affairs and restructure its debts. It is generally a very expensive procedure with initial court costs of \$1000 and attorneys fees usually exceeding \$15,000 - \$25,000. Some individuals file chapter 11 if their debts are too high for a chapter 13 and a reorganization is still necessary.

Chapter 12. Chapter 12 is a provision of the bankruptcy code designed for family farmers. To qualify, one must be a "family farmer" with a regular annual income. A farmer is a person who receives more than 80% of his gross income from farming operations. Understandably, the use of this chapter is rare in Dallas/Fort Worth. Still, if you believe that you are a farmer, you may wish to discuss this chapter with us.

## **COSTS AND FEES.**

Unless otherwise agreed, our base fee for a Chapter 13 bankruptcy is currently \$3,500.00 for a non-business case or \$4,000.00 for a business case. The court cost deposit is \$310.

The base fee is not a "fixed" or maximum fee. It is our estimate of the time required to complete your case and the fee generally approved and allowed by the Bankruptcy Court for regular Chapter 13 cases.

Unlike a grocery store, we have no inventory of goods to sell. Our time is our inventory. Under normal circumstances the "base fee" is usually sufficient to cover the entire case. The base fee includes a lot --

- (1) All conferences with the Debtor, including timely responses to Debtor inquiries, whether by telephone or in writing;
- (2) Preparation of the bankruptcy petition, including emergency petitions, schedules, statement of financial affairs, chapter 13 statement of current monthly income and Plan;
- (3) Preparation of, and representation of the Debtor on, a motion to continue or impose the stay;
- (4) Representation of the Debtor at the Section 341 Meeting and any continued meeting;
- (5) Representation of the Debtor at the pre-hearing conference and confirmation hearing;
- (6) Representation of the Debtor in connection with two motions under 11 U.S.C. § 362, but not including an evidentiary final hearing;
- (7) Representation of the Debtor on motions to dismiss, including Trustee motions to dismiss (with or without prejudice);
- (8) Preparation of, and representation of the Debtor on, motions to avoid liens and judgments;
- (9) Preparation of, and representation of the Debtor on, one motion to reinstate the case;
- (10) Preparation of, and representation of the Debtor on, motions to except the Debtor from the mandatory wage directive provisions of this General Order.
- (11) Preparation of documents and notices, including submissions for Trustee recommendation, and attendance at all hearings and/or pre-hearing conferences, including:
  - Suggestion(s) of bankruptcy, and filing same in the appropriate courts;
  - (ii) Requests for plan Payment deferrals;
  - (iii) Motions for emergency refund of plan Payments;
  - (iv) Objections to claims and/or the TRCC, after appropriate review;
  - (v) The Plan and Plan documents;
  - (vi) The AAPD;
  - (vii) Notices to creditors, where appropriate, explaining the automatic stay;
  - (viii) Communications and negotiations with the Internal Revenue Service;
  - (ix) Communications to the Debtor explaining the Trustee's annual or semi-annual report;
  - (x) Motions to extend the time to file paperwork;
  - (xi) Requests to the Trustee to reset the Section 341 Meeting;
  - (xii) Amendments of schedules and statement of financial affairs;
  - (xiii) All case-related correspondence;
  - (xiv) Notices or motions, if necessary, to convert the case;
  - (xv) Motions to dismiss the case;
  - (xvi) Motions regarding the manner of the Debtor's attendance at the Section 341 Meeting; and/or
  - (xvii) Interlocutory orders;
- (12) Wage order review;
- (13) Budget consultations;
- (14) Making and performing, or assisting the Debtor in making or performing, the disclosures and duties required by 11 U.S.C. § 521, 527, 528, and 1308;
- (15) Taking all steps reasonably necessary to insure that the Debtor receives a discharge in the case; and
- (16) Other miscellaneous normal, customary services, including correspondence to clients and review of correspondence from clients, communication with the Trustee and the Trustee's office, and communication with the Clerk.

Please note that while in your chapter 13, if you desire to sell your home, buy a home or buy a car there will be additional fees charged and paid at the time you request that service. Also, If you desire to change or modify your plan after the case is confirmed there will be an additional fee. These fees are also set out in the attached approved fees by the Court. If you do not disclose all of your assets or debts or if you do not tell the truth and any Complaints or Motions are filed we maintain the absolute right to withdraw as your counsel as we will not represent anyone who is not truthful and forthcoming with us.

Also, if your case is converted to Chapter 7 and you wish us to represent you in Chapter 7, we will charge an additional fee and retainer. The above list is not all-inclusive. It represents the type of "extra" matters or services not included in the basic retainer. If you believe that you may require any "extra services," please inform us at the earliest possible time. That way we can arrange to protect your interest.

## **PROCEDURES AND HEARINGS.**

The first step in the filing of a Chapter 13 proceeding is the preparation and filing of the Petition and list of creditors, complete with names, addresses and account numbers. At the time of this filing, we pay a filing fee of \$310.00 to the Clerk of the Bankruptcy Court.

Very shortly after the filing of the Petition, we must file the remainder of the Chapter 13 Documents. We will give you a form or list of questions to complete and return to our office. From this information and our discussions with you, that we will prepare the Chapter 13 Documents. It is very important that the Documents are complete with respect to all creditors and assets. Since you may not receive a discharge from a creditor who you have listed with an incorrect address, it is important that you print or type. we can not prepare proper documents if we can not read your writing.

If you do not file the Chapter 13 Documents within fourteen (14) days after filing the case, the court may dismiss it or you may lose the protection of the automatic stay. Therefore, we encourage you to return these forms to us before the filing of the petition so all required documents are filed together.

Once your petition is filed, the court will notify all the listed creditors of your bankruptcy. It also will notify them of the dates and times of the Creditors' Meeting. After the filing of the petition, your creditors should no longer contact you concerning repayment. If a creditor contacts you, give the creditor your bankruptcy number and advise the creditor that you have filed Bankruptcy in Dallas, Texas. Tell the creditor to call our office if it needs any more information.

### **Credit Counselling and Budget Counselling**

Under the 2005 congressional mandate, all people who are going to file bankruptcy under chapter 7 or chapter 13 must complete a credit counselling course prior to filing the case. The course providers are found at [http://www.justice.gov/ust/eo/bapcpalccde/cc\\_approved.htm](http://www.justice.gov/ust/eo/bapcpalccde/cc_approved.htm) It is available by internet, telephone and some of them in person. A certificate from the company is required to be filed with the Court showing that you completed the course. Prior to obtaining a discharge you must have additionally completed a budget counselling class. The Chapter 13 Trustee provides that service without cost on the same date as we meet with the Trustee.

### **Creditors meeting with chapter 13 trustee**

In about 25 to 40 days after the filing of the petition, there will be a "Debtors' Seminar" and a creditors' meeting. Unless otherwise told, the seminar will be at 8:45 a.m. at 125 E. John Carpenter Freeway, 11th Floor, Irving, Texas. You will receive instructions to get there. The Trustee encourages all Chapter 13 debtors to attend the afternoon course. There probably will be 40 to 80 Chapter 13 debtors, attending the course with you. You must be prompt attending in the afternoon as it begins at 12:15 pm since the Trustee takes roll and at various times during the day so do not think you can slip out unnoticed. The seminar lasts until about 4:30 p.m. so plan to spend all day.

You must attend the morning session. Bring your drivers license or picture ID, social security card or proof of social security number (W-2, medicare card etc), copies of all of your most recent pay stubs since the case was filed and last 2 years tax returns. If you have already provided us with the tax returns, we will forward them to the Trustee. If you are self-employed we need a journal or profit and loss statement to show your income and expenses for the

business since the case was filed up to the date of the meeting with the Trustee. The Trustee just wants to be sure that all information that we provided in our schedules matches up with the pay stubs. The failure to bring the requested material may result in the dismissal of your case. There may be additional information needed so you need to read all material provided by me.

In the morning session, we will meet with you, any creditors who appear and with the Chapter 13 Trustee's representative. We will discuss your current financial condition, budget and creditors.

### **Confirmation hearing**

After this meeting, about 6-8 weeks after the case is filed, there will be a confirmation hearing. This will be held even though the creditors have not yet been required to file their claims. The deadline for filing claims is 90 days from the creditor's meeting for all creditors other than governmental units and 180 days for governmental units. Objections from creditors or the Trustee must be addressed prior to the hearing and often it is a very short time period to provide the information requested. Please take note of any objection you receive in the mail as those objections must be resolved or your case can not proceed. Contact us immediately upon receipt.

After the bar date for filing claims (90 days from the date of the meeting), the Trustee will prepare a Report called the Trustee's Report Concerning Claims (TRCC). This report is based upon the claims filed and the Trustee's position regarding whether the plan should be changed. We will also decide whether to modify the plan based on the information in order to address the claims. Based on those claims, your plan payment amounts may change to accommodate the claims. If the claim is larger than what we estimated in our plan, the final plan must reconcile and pay the claim filed and will result in higher plan payments. Likewise if a claim is less than estimated, we may be able to reduce your payments. Further, if we disagree with a claim, we can raise that objection also. PLEASE READ ALL PAPERS SENT TO YOU AND IF YOU DO NOT UNDERSTAND PLEASE CALL OR EMAIL OUR OFFICE TO SET UP AN APPOINTMENT TO DISCUSS IT WITH ME. IT IS OF UTMOST IMPORTANCE THAT YOU UNDERSTAND ALL OF THESE PROCEDURES.

The Trustee will set a hearing date for the TRCC. This hearing is usually about ten (10) months from the start of the case. It may or may not be necessary that you appear at this Hearing. You should contact our office about one week before the date to find out whether your appearance will be necessary.

By the time of your First Meeting of Creditors, you should have already begun making payments under the Plan. The first Plan payment is due 30 days from the day the petition was filed. Please make your first payment early as the Trustee keeps very close track of the first payment.

You should continue to make your payments under the Plan to the Standing Chapter 13 Trustee until you have completed the payments. The address to send the payments is:

Standing Chapter 13 Trustee  
P.O. Box 1958  
Memphis, TN 38101-1958

Make your cashier's checks or money orders payable to "Standing Chapter 13 Trustee."

The Trustee also has an online service you can use for a nominal fee. It can be found at <http://dallasch13.com/epay-online-payment-center/>.

You should put your case number on all checks sent to the Trustee. If you are salaried or wage employee then there is required mandatory wage withholding of your plan payments. If you are in danger of

losing your job because of the wage order, we may be able to obtain a waiver by filing a Motion with the Court. If this is the case, immediately provide us with a letter describing the problem if this exists so that we can seek waiver from the Court.

The Trustee also has optional automatic draft from your bank account if you are self-employed or receive unemployment, social security or disability or have received the waiver of withholding from your paycheck. These options will be explained in detail at the Debtor's seminar at the Chapter 13 Trustee's office. The waiver of wage withholding is not generally liberally given.

If, at any time before completion of the payments under the plan, you find that you cannot make the payments, immediately contact our office and set an appointment so we may discuss a change to the Plan or other procedure. The Trustee will track your payments by computer. If you get behind, he will file a motion to dismiss the case. If the case is dismissed, you may lose some or all payments made. Also, you will still owe your creditors just as if you had not filed bankruptcy.

## **WHAT WE REQUIRE OF YOU.**

Besides paying our fee, we require a certain level of cooperation from you during your case. Although this list is not all-inclusive, I do give you the following instructions.

1. Things can happen fast in bankruptcy. Therefore, it is important that you check your email and voice mail at least daily to see if you have any messages from us.

2. If you should change your address, email address or telephone number, tell us in writing, immediately. We must know how to reach you quickly in case some unforeseen matter comes up or I require further information. Of course, this does not mean that we need to know if you leave town on a short vacation. However, if you plan to be gone for an extended period, let me know.

3. Before the filing of the petition, we will give you forms to complete and return to our office and a checklist of documents to bring with you such as tax returns, utility statements, and 6 months' pay information. It is a long list so please check in your folder to make sure you have everything. Please complete these forms as completely as possible before returning them to our office. Also, a part of the forms contains a list of the names and addresses of and amounts owed to your creditors. Please complete this list before returning it to our office. Do not simply bring a pile of bills for our staff to sort through unless you wish to pay extra for this service. A copy of the bills may be necessary to ensure that the creditor cannot complain about the address used in the future. Of course, if you have any questions concerning these forms, please contact us. Again, please make your answers legible.

3. We will prepare a final draft of the Chapter 13 Documents for your review and signature. Read them carefully for accuracy and completeness before signing. When you sign these documents, you are swearing that they are true, correct, and complete to the best of your knowledge, information and belief. Once you have signed them, we also assume that they are correct and complete and I will file them with the court. If we have to change these papers, there may be extra fees and costs.

4. We will notify you of the "Debtor's Seminar" and the Section 341 Meeting. You will also be notified by the Trustee. You must attend. Usually, they cannot be reset except under unusual circumstances.



**5.** Upon filing, the court will assign you a case number. Write this number down and keep it with you. You should give this number to any creditor who contacts you and request the creditor to call our office for any further information.

**6.** Please make sure that all IRS tax returns that are due have been filed before the case is filed. If you owe taxes for tax periods before the case is filed, you must have those returns filed or we might not be able to pay them in the case. Please do not put my office in the position of having to repeatedly call and remind you to do your returns.

**7.** In the event that you have no insurance or fall behind on your house or car payments after the filing of the case or on car payments that are not being handled in the plan, the creditor has the right to file a Motion to Lift the Stay to pursue foreclosure or repossession of the collateral. The burden of proving whether you made your payments is on you so keep an accurate record of your payments. If you have missed a payment or allowed insurance to lapse the creditor is entitled to collect from you, it's attorney's fees in filing the motion. The fees are generally in the range of \$800. **DO NOT FALL BEHIND ON THESE PAYMENTS AS IT WILL BE VERY DIFFICULT FOR YOU TO CATCH BACK UP.**

Please contact our office for any questions you may have while your case is pending. If no one is available to take your call immediately, leave your message and we will return the call. We are also available by email at [mail@luskys.com](mailto:mail@luskys.com).

Thank you for allowing us to be of service to you.

Lusky & Associates, PC

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By typing or signing our name below,  
I/We have read, understand and agree to  
follow the above instructions,

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