

## NOTICE OF REQUEST FOR DOCUMENTS

As requested by the Court, **PRIOR TO FILING OF THE PETITION**, it is necessary that you bring to my office **COPIES** of the following:

**(Please feel free to use this page as a checklist for the information)**

- G** All **bank statements** for the **six months** preceding bankruptcy (the last bank statement must show the amount on deposit on the date of bankruptcy);
- G** The original or a *certified copy* of the **deed** to any real estate you have an interest in, and *certified copies* of all recorded **mortgages**. (These documents may be obtained from the County Clerk's Office in the County that the property is located). If not a home owner, a copy of any **Lease Agreement** that you have in place.
- G** **Titles to any motor vehicles**, mobile homes, trailers or boats (if original papers have been lost, duplicates must be obtained from the County Clerk's Office in the County that the property is registered);
- G** Certificates of **stock, bonds and keys to any safety deposit boxes, CDs, Annuities, Trusts, Pensions, IRAs, Retirement Accounts, 401K, 403b**, etc.;
- G** Contracts for **life insurance**, as well as **proof of any and all other insurance**, to include **automobile, homeowners, etc.** with any and all separate riders attached.
- G** Copies of the your **state and federal income tax returns** for the past **FOUR YEARS**. If you cannot locate these reports, please contact your accountant, as they will likely have copies. Otherwise, call the IRS information line to request tax transcripts at (800) 829-1040. Transcripts from the IRS are free - full tax return copies are not. These directions you should follow are: Select Option 2, Select Option 2 again, Enter your Social Security Number, Verify your Social Security Number, Select Option 4.
- G** **Proof of income** – from ALL sources, to include wages, child support, SSI, SSD, etc., for a six (6) month period;
- G** **Current credit reports** (preferably from all three credit bureaus – Equifax, Experian and TransUnion). A good source for free credit reports is [www.annualcreditreport.com](http://www.annualcreditreport.com). A *current credit report* is one obtained within the last 30 days;
- G** Copies of any and all **Judgments, Orders, Agreements, and/or Decrees from any divorce or paternity case** that are in effect;
- G** All **recent appraisals and/or tax assessments per the PVA Office on any real property**.
- G** Proof of **Lawsuits**, to include copies of Complaints, Liens, Judgments, garnishments, etc.
- G** Proof of any and all **business interests**, to include Partnership Agreements, LLC Documents, etc.