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Documents and information required to prepare a Bankruptcy Case:

- Certificate of Bankruptcy Counseling, 866 719-0400 Cricket Debt Counseling (by phone \$36); or www.abacuscc.org / 800 516-3834 (internet only \$24).

- List of Creditors, the following information or bills are needed:
 - billing address
 - account numbers
 - type of account (credit card, medical, car or personal loan, mortgage, etc.)
 - balance owed.
 - collateral: detailed description.

- Mortgage statements and vehicle loan documentation (**including memo's of title**).

- Last two years' Federal Tax returns that you have filed (individual, corporate and business) and W-2's. (Debtor must have filed last four years unless exempt.)

- Last six months' bank statements (provide copies for each account)

- Last six months of pay stubs or printout summary from employer:
 - If you are self-employed, you must provide the following:
 - a) A balance sheet that shows the assets & liabilities of your business.
 - b) A profit & loss projection statement (income statement) that supports the income that you are listing on your bankruptcy petition.

- Complete copies of homeowner's or renter's insurance and complete copies of active automobile insurance that contains a listing of all vehicles that are insured.

- Rental Properties: copies of your lease agreements with tenants or a written statement with the amount of rent you receive & the name & address of your tenants.

- Any court documents regarding law suits, garnishments, foreclosures, etc.

- List of monthly expenses (the following list is just an example):
 - food
 - home maintenance/repairs
 - clothing, dry cleaning & laundry
 - recreation & entertainment
 - medical/dental expenses (other than pay deductions)
 - transportation (gas, maintenance)
 - insurance: home, health, life, auto
(other than pay deductions or included in mortgage payment)

- Social Security cards and Drivers License
- Retainer of \$500 to open a file.