

Donna R. Joseph, P.A.  
 13899 Biscayne Blvd., Suite 142  
 North Miami Beach, FL 33181  
 Telephone 305-341-3410  
 Fax: 305-944-2000  
 E-Mail: [donnajosephlaw@yahoo.com](mailto:donnajosephlaw@yahoo.com)

CLIENT: \_\_\_\_\_ Date of Interview: \_\_\_\_\_

**Please provide the required documents listed below.**

**If emailing – please scan various documents up to 25 pages as one .pdf file.**

<b>1 Copy of Drivers License and Social Security Card.</b>		
<b>2 Tax returns</b> including all schedules for the <b>previous three years.</b>		
<b>3 Pay stubs or proof of income</b> from all sources for the <b>six months prior to filing plus any income received during the month of filing.</b>		
<b>4 Bank statements</b> for all accounts for which you have signing authority for the <b>previous six months and ongoing through the date of bankruptcy filing. Also bring a bank transaction report on the date of filing.</b>		
<b>5 Personal property inventory</b> , i.e., cash, clothing, jewelry, etc., including a <b>room by room inventory</b> of household items owned by you with an estimated current liquidation value for each item (indicate age, condition, etc.).		
<b>6 Copy of IRA, 401K or retirement</b> account statements and <b>life insurance policies</b> , if applicable.		
<b>7 Exact description of all vehicles</b> owned by you including year, make, model, mileage, and condition of the vehicle (was it ever in an accident?) and provide us with copies of the registration, proof of insurance, loan documents, current monthly statement, and payoff documents or title to the vehicle(s) (Go to <a href="http://kbb.com">kbb.com</a> or <a href="http://carmax.com">carmax.com</a> for value) <b>If you want to keep your car(s), you must keep paying these car loans.</b>		
<b>8 Original credit card statements</b> for all cards owed. Also get copy of credit report at <a href="http://www.annualcreditreport.com">www.annualcreditreport.com</a> at no cost – be sure to click “Print this Report” for Equifax, Experian, and Transunion. Also copies of medical bills, personal loans and lawsuit documents (Save all food, medical, gas, drug store, charitable contributions, recreation, etc. receipts until meeting of creditors); and if applicable, copies of loan applications, contracts, bills of sale, and closing statements for purchase, financing, or refinancing of personal property >\$10k within the past two years (i.e., vehicles, furniture, appliances).		
<b>9 Copy of mortgage statement/coupon book</b> showing the name, address, account #, monthly payment, and balance due to the lender <b>and proof of insurance. (You must keep paying these debts which are secured by your real estate).</b> Also provide a copy of the deed to any real estate owned by you. If you do not have one, go to <a href="http://www.miamidadeclerk.com/public-records/pubsearch1.asp">http://www.miamidadeclerk.com/public-records/pubsearch1.asp</a> to obtain a copy.		
<b>10 Take pre-filing Credit Counseling class</b> at <a href="http://www.debtorcc.org">www.debtorcc.org</a> and have them email us the certificate of completion prior to filing. <b>After filing bankruptcy</b> , you will have to take the required <b>Financial Management class</b> online or by phone and have them email us the certificate. This class must be taken and the certificate filed as soon as possible after the case is filed. Failure to take the class and timely provide us with the certificate for filing will result in a dismissal of your case. Go to <a href="http://www.123debtor.com">www.123debtor.com</a> .		