



LAW OFFICE OF KEVIN D. HEITKE
ATTORNEY AND COUNSELOR AT LAW

CLIENT NAME: _____

DATE: _____

UNITED STATES BANKRUPTCY COURT
REQUIRED DOCUMENTS BEFORE FILING PETITION

In accordance with the new Bankruptcy laws each debtor is required to provide us with the information below. Please be advised that if you do not provide us with the information within the time frame required by the United States Bankruptcy Courts, **your petition will be dismissed**. This dismissal is not a function of the Law office of Kevin D. Heitke. All dismissals are done by the United States Bankruptcy Court.

- Names, addresses and account numbers of all creditors of the debtor that will be included in the Bankruptcy. ____
- Income Tax Returns for the two (2) years prior to the bankruptcy filing. ____
- Past six (6) months of pay stubs for any and all employment. ____
- Past six (6) months of all checking and savings accounts. **You may also be required to provide the past two years if requested by the U.S. Trustee's Office.** ____
- Any and all credit card statements that are included in your bankruptcy petition. **You may be required to provide the past two (2) years if requested by the U.S. Trustee's Office.** ____
- Credit Counseling Education Course: You must complete the Credit Counseling Course prior to filing your bankruptcy petition with the court which is not included in our retainer. There is a \$ 55.00 fee payable to Springboard (www.credit.org) telephone number (1.888.425.3453.)

- CREDIT REPORT** - This office will require that you obtain or that you allow us to obtain a copy of your credit report. The cost for this office to obtain your credit report through our provider www.qspace.com is \$40.00 and will require the use of YOUR debit card and certain personal information (i.e. mother's maiden name). _____

- Debtor Management Course: You must also complete the Debtor Management Education Course within sixty (60) days after your meeting of creditors (§ 341 meeting) to file your bankruptcy petition. There is a \$55.00 fee payable to Springboard which is not included in our retainer. _____

- If you own real estate (a home, a second home, a cabin, a mobile home, a time share, an interest in anyone else's property) you **will** be required to provide us with a copy of deeds relative to such **real property**. _____

- WE MAY REQUIRE THAT A TITLE SEARCH OF YOUR PROPERTY BE DONE. ANY COSTS ASSOCIATED WITH A TITLE SEARCH ARE OVER AND ABOVE YOUR RETAINER AGREEMENT.** _____