

MARK S. BUCKLEY
ATTORNEY AT LAW

Documents Needed to Evaluate Your Case

1. **Paystubs** for the last seven months, including spouse's paystubs;
2. Monthly breakdown of **ALL other income** (Soc. Security, disability, pension/ retirement , unemployment, undeclared tips, child support, alimony, food stamps, regular contributions/ gifts from friends/ family, money earned under the table) received in last 7 months;
3. If self-employed, a completed **profit and loss statement** (*each month broken down separately*);
4. **Tax Returns** (state and federal) and **W2 statements** for the last two years;
5. All delinquent bills, credit card statements, mortgage statements for which you are liable;
6. All collection letters, copies of lawsuits and attorney notices for all debts;
7. Recent **credit reports**: obtain for free at www.annualcreditreport.com (*print or save file as pdf*);
8. Name and address of any individual to whom you owe money (*including friends/ family*);
9. If you own **real estate**: Copy of deed, mortgage statement, and judgment liens. Also, obtain the town assessed value and www.Zillow.com value. Finally, provide a copy of each closing statement for any real estate transferred/ sold in the last 4 years.
10. Get Kelly Blue Book private party value for cars. <http://www.kbb.com/whats-my-car-worth/>;
11. Six months of **bank statements** for all bank accounts prior to filing;
12. Most recent statement for each retirement account;
13. **CASH VALUE life insurance** policies (whole life). Statement must verify present surrender value;
14. If divorced in last 3 years , a copy of **divorce decree**/ property settlement/ child support order;
15. Copy of **driver's license** (or State picture ID) and **Social Security Card**
16. **Check, cash or money order for \$ 500** (applied toward attorney fee) to be paid at end of the first meeting if you qualify for a Chapter 7 bankruptcy. If you don't qualify, no fee is charged.
17. If a **payment plan** is needed for the balance of your bankruptcy fees, please consider using Venmo, Zelle, or setting up automatic ACH payments through your bank.