

LAW OFFICES  
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**MANDATORY DOCUMENTS**

**Your case cannot be filed until I receive the following documents:**

1. Latest copy you have for each bill you owe. Please remove all staples and do not include envelopes. All bills must have an account number and the creditor's name and complete mailing address.
2. Evidence of any social security, retirement and any other benefits you are receiving.
3. Your federal tax returns for the last two years. **You must have filed all your tax returns for all previous years before you can file your bankruptcy case.**
4. Copy of the last statement you have received from each bank checking and/or savings accounts in your name(s) or jointly with another person.
5. If you intend to reaffirm (continue paying) any secured debt(s); i.e., car notes, mortgages, furniture, etc. please furnish me with all paperwork relative to these debts.
6. **All** payroll stubs for you and your spouse for the last **seven months** preceding the current date even if he or she is not filing for bankruptcy.
7. If self-employed, produce copies of all checks representing income you and/or your spouse received from your business during the last **seven months** and a P & L statement from an accountant or bookkeeper.

8. Evidence of any social security benefits, retirement benefits and any other benefits you and/or your spouse is receiving.
9. Documents pertaining to any pending law suits, garnishments, liens or judgments with case number and name of court where case(s) was filed. Copies of any lawsuit(s) and/or judgment(s) are available at the clerk's office.
10. A copy the last checking account statement and/or savings account statement(s) you have received on each of your and/or your spouse's account.
11. Goggle **NADA Blue Book** or **Kelly's Blue Book** to determine value of the vehicle(s) you own. Print out the results and furnish me with copies.
12. All documentation regarding all pending law suits, foreclosures, repossessions, levies or garnishments.
13. If you intend to reaffirm any debt; i.e., car notes or mortgages, furnish me with all documents relative to these debts.
14. If you have a student loans, produce all pertinent papers.
15. Documents related to any IRS and/or Georgia Department of Revenue taxes you owe and any liens that have been filed.
16. Documents on each bankruptcy cases you filed during the last eight (8) years, if you still have them.
17. All foreclosure, garnishment and levy documents.
20. All current property tax bill(s).