

DOCUMENTS REQUIRED FOR WORKUP

Please deliver the documents to us all at once, not piecemeal. We will not start working working up your case until all documents are delivered. Please call ahead to confirm that an attorney or legal assistant will be available to review them with you upon delivery. Originals or copies are acceptable. If the attorney asked for additional documents at the initial consultation, please add them to this list.

Pay stubs for you and your spouse for past 7 months, or printouts from your employers showing all details of each of those paychecks. This means every single paycheck from every single job during that period. Don't forget your most recent check. Missing pay stubs cause delays.

Vehicle loan papers if you are still paying on a vehicle.

Titles to all vehicles, mobile homes, boats, and motorcycles.

Federal and state tax returns past 2 years, including all W-2 and 1099 forms and other attachments.

If this may be a chapter 13 case, please download from our website a Tax Status Request form and fax it (several days before bringing your documents to us) to the Oklahoma Tax Commission to verify your tax liabilities and that all returns have been filed. You fax it to the OTC; the OTC will fill it out and fax it back to us. Also call the IRS at 1-800-829-1040 and verify that all your returns are filed for all years. The court may dismiss a chapter 13 case if any return is unfiled, including income, sales, or payroll tax.

Divorce decree if you have been divorced.

Lawsuit papers for any lawsuits in past 3 years, whether you are plaintiff or defendant.

Drivers licenses and social security cards (W2 will substitute for social security card).

Statements for bank/financial accounts last 6 months. Alongside every deposit of any amount, write the source and purpose (examples: "husband wages", "gift from mom", "sold 98 Chevy"). Alongside every check or debit of any of the following types, write the payee and purpose: (1) anything over \$499, (2) anything to or for friends or relatives, (3) payments to creditors in the past 90 days, (4) anything medical (examples: "GMAC payment", "Sears - bought TV", "repaid mom loan", "gift to John Jones", "prescription"). If you have paid or received any money of any of these types that does not appear on your bank statement, make a list of dates, payees, amounts, & purposes.

List of everything of yours that has been transferred in the past 3 years, showing description of the thing transferred, the date, the amount of money involved, the purpose, and the name of the other person or company involved in the transaction. Examples: 2/13/09 sold 98 Impala to John Jones for \$500; 2/13/09 bought 98 Impala from John Jones for \$500; 2/13/09 traded Owasso house to John Jones for 08 Mustang; 2/13/09 brother removed me from his checking account with balance of \$500; 2/13/09 I deeded my half interest in my brother's Owasso house back to my brother.

Fax number for any creditor that is suing you or threatening repossession.

Fax number and phone number for your employer's payroll department if you are being garnished or if this may be a chapter 13 case.

Copies of deeds, mortgages and notes to all real estate that you own.

Most recent gas, electric, phone, cable, cell, and internet bills. More months if these bills are unusually low (spring or fall).

Written list of amount and description of all medical, drug, and dental expenses actually paid by you (not your insurance) in the past 12 months, accompanied by proof of payment, for example check registers, bank statements, cancelled checks, receipts, or pharmacy printouts.

If you make substantial religious contributions, statement from your church or synagogue detailing your contributions this year and last year.

Completed budget form. If you do not receive this form in your initial meeting, please print it out from our website.

If you have received income from your LLC, corporation, or partnership, bring a month-by-month written summary of all of your draws and other non-wage withdrawals from that business entity for all months in the current year plus any months in last year that are within the last 7 months. If you have operated a sole proprietorship (a "dba"), bring a month-by-month written summary of that business's income and expenses for all months in the current year plus any months in last year that are within the last 7 months (an accountant might call this a profit and loss statement, but it does not have to be prepared by an accountant, and it can be hand-written; you can even put all months on one page).

Payments as specified in your Contract for Legal Services. Money orders only, not cash or check. Separate court costs and attorney fees.

Submit your creditors one at a time on our website www.hucklaw.com. Please do not just bring or send a list. Please do not submit any creditors by this method after you first deliver your documents to us, because we will not know to look for them again; if you find additional creditors, send their details in a plain email (no tabs or columns, plain text) to brian@hucklaw.com.

Credit counseling certificate from Credit Counseling Centers of Oklahoma (744-5611 quality in-person) or InCharge Education Foundation (866-729-0049 inexpensive internet). Bankruptcy cannot be filed without a credit-counseling certificate.