Bankruptcy Worksheet to be filled out by Albrecht & Associates

Initial Telephone Conference

Bankruptcy Clients:

Thank you for contacting Albrecht & Associates, Ltd. to file bankruptcy on your behalf.

As you know we have set up an appointment for you to come into our office (7066 Brooklyn Boulevard, Brooklyn Center, MN 55429) for ____. At the time of our meeting, we will go over any questions that you have with regard to filing bankruptcy. We will also have a preliminary petition for you to sign.

Please bring the following with you to our meeting:

- the attached packet of documents, fully completed by you.
- a copy of the legal description (from a deed, abstract or mortgage) for any real estate that you own.
- a copy of a recent pay stub for you (and your spouse, if applicable).
- copies of any recent bills that you have for any creditors.
- the required filing fee of $__________.
- the retainer we discussed in the amount of $______.

If you have any questions, please do not hesitate to contact Heather at (763) 537-6251.

Dear Client:

Attached please find two (2) income worksheets.

Please fill out one for yourself and one for your spouse (if applicable).

Please attach a copy of a current pay stub and return to our office.

Dear Client:

Attached please find the Expenditures Worksheet.

Please fill this out completely with your MONTHLY expenses and return to our office.

Dear Client:

<u>NOTICE TO DEBTORS AND ATTORNEYS</u>

Effective March 1, 2002, all individuals **MUST** provide picture identification and proof of Social Security Number to the Trustee at the 341 Meeting of Creditors.

<u>Proof of identity may include:</u>

- driver's license
- government I.D.
- state picture I.D.
- student I.D.
- U.S. Passport
- military I.D.
- resident alien card

<u>Proof of Social Security Number may include:</u>

- Social Security Card
- pay stub
- W-2 form
- Internal Revenue Service form 1099
- Social Security Administration (SSA) report
- other government-produced document which has the social security number.

IF YOU DO NOT HAVE THE REQUIRED IDENTIFICATION, THE MEETING <u>WILL BE</u> CONTINUED TO THE TRUSTEE'S NEXT CALENDAR DATE TO ALLOW YOU TO PRODUCE THE REQUIRED IDENTIFICATION.

FAILURE TO PROVIDE THE REQUIRED IDENTIFICATION MAY RESULT IN YOUR CASE BEING DISMISSED!

Guide for Filling Out Bankruptcy Worksheets

Please note that we will not be able to put your Petition together unless you answer all of the questions asked. If you have a problem understanding something, please feel free to call. You **cannot** leave something blank if it pertains to you (for example, if you have a checking account you must give us the account number -- do not leave it blank!) If something does not pertain to you, you may put: "no", "none" or "N/A" (for not applicable).

Helpful Tips

1. We **MUST** have your **EXACT LEGAL DESCRITPION** of your real property (real estate) -- NOT the shortened version off of your tax statement. **Please check your deed, abstract, or mortgage papers and provide a copy of the legal description to us.**

2. "Date Incurred" means the date on which you made the debt -- the date on which you purchased the item. For charge cards, use a time frame (example: 1988-1992) **DO NOT LEAVE THIS BLANK!**

3. Some creditors (the people you owe money to) may be **partially secured** and **partially unsecured**. (Example: Your Sears bill is $1,000. $500 is for a new refrigerator and the other $500 is for small misc. items. Sears will need to be listed under **secured** creditors showing the current market value of the refrigerator ("collateral") with a balance due of $500. It will then need to be listed under **unsecured** creditors with no collateral listed.)

4. **YOU MUST PROVIDE ACCOUNT NUMBERS!**

5. **YOU MUST PROVIDE COMPLETE ADDRESSES INCLUDING ZIP CODES FOR EACH AND EVERY CREDITOR.**

Dear Client:

Attached are three (3) sheets for you to list all your **UNSECURED** creditors on. (Unsecured creditors are any creditors that the debt does not include any collateral. Example: medical bills, dental bills, credit card bills (without large purchases on them such as washer/dryers, etc.)

Please make sure to fill this sheet out completely. We must have a complete address for each creditor and date the debt was incurred.

Dear Client:

Attached is a sheet to list your **SECURED DEBTS**. Secured debts are any debts in which collateral was pledged for the loan. Examples: mortgage on real estate, automobile loans, etc.

Please fill this out completely. If you own any real estate, please provide us with a copy of the full legal description of the property. You will be able to obtain this from your Contract for Deed, Quit Claim Deed or Abstract. Do not provide us with the condensed version on your tax statements!

Dear Client:

Attached is a worksheet for your PERSONAL PROPERTY.

Please list any real estate that you have an interest in and attach a copy of the full legal description from the Warranty Deed, Quit Claim Deed, Contract for Deed or Abstract, etc. DO NOT PROVIDE US WITH THE SHORTENED VERSION FROM YOUR TAX STATEMENT!

As to the other personal property, please fill out each line completely. Please remember that when it comes to **household goods and furnishings, wearing apparel, jewelry, etc.** we need the **GARAGE SALE VALUE** of each item. Please list them as follows:

item (value)

Examples:

Household goods: couch (50), t.v. (25), stereo (75)

Wearing apparel: clothing for debtor (150)

Jewelry: wedding ring (250)

Dear Client:

Attached is the **STATEMENT OF FINANCIAL AFFAIRS WORKSHEET**.

Please read each item carefully and respond appropriately. If you do not have any of the indicate item, please check the None box.