CLIENT QUESTIONNAIRE FOR 2020

Thank you very much for calling our office for legal assistance relating to your debt problems. Please fill out this form as completely as possible so we can provide you with helpful and accurate advice. Please provide us with emergency phone or address contact information. Please also provide us with a valid email address.

Under the law, you must list each and every debt, including debts to friends and relatives. If you need more space, please use the back or photocopy the page of boxes. Please also remember to list every creditor to whom you are obligated. This means, for example, that if you have co-signed for your nephew's car loan, that car lien-holder is *your* creditor. Similarly, you should list debts even if you think the creditor has written off the loan or if you think that someone else may pay the bill in the future (i.e. a medical bill that may be covered by insurance). Please provide us with the correspondence address for each creditor rather than the billing address.

You must also advise of all assets that you own. Assets include real and personal property, receiveables, expected tax refunds and any claim you have against any person or entity.

Under the bankruptcy law, you will be asked to provide documentation of your debts and your expenses. After you file, you will be asked to provide proof of installment payments (mortgage, vehicle, furniture, jewelry, student loans). You will also be asked to provide **copies of pay stubs and proof of household income for the 7 months prior to filing**. We strongly recommend that you **bring us credit reports from all 3 credit bureaus** (you can request these for free at AnnualCreditReport.com).

We will also need copies of TAX RETURNS for the past two years (2018 and 2019). If there are any years within the past 15 years when you did not file tax returns, please let us know that as well.

One of the most important items of information that you can provide relates to whether a debt is "secured" or "unsecured." A "secured" debt is a debt that is backed by collateral, such as a house, car or even household items. By contrast, an "unsecured" debt is backed only by your signature. Examples of unsecured debts are credit card bills and medical bills. Please note that many finance companies ask you to list household goods at the time you obtain your loan. This usually means that you may have given the finance company a security interest in your property.

Finally, if you have a house or car, you will need a copy of the insurance declarations page – not just the insurance card.

Again, thank you for choosing us. If you have not already done so, please connect with us on Google + (http://bit.ly/GLOplus) and Facebook (http://bit.ly/GinsFace). Please also subscribe to our growing YouTube channel at http://bit.ly/BK-videos where you can learn more about personal bankruptcy and recovering from bankruptcy.

PERSONAL INFORMATION

Emergency Action Alert Foreclosure? Repossession? Wage Garnishment?

Today's date:	How did you hear ab	out us?	
Your Name (as it appears	on Soc. Sec. Card):	Da	ate of Birth:
Maiden/former/	other names:		
Social Security Number	er: Mar	rital status:	
Your address:		Apt. #:	ÿ Rent ÿ Own
City:	State: Zip:	County:	
Home phone:	Work phone:	Cell/Beepe	r:
E-Mail address:			
Name and # of	someone who could reach you i	n an emergency:	
Spouse's Name:	Date of birt	h:	E-mail:
Spouse's maide	n/former name:		
Spouse's social	security number:	Spouse's work	phone:
Spouse's home	address and home phone (if diff	ferent from yours):	
How long have you liv	ed at your home address:		
If less than 3 years, ple	ase list previous addresses, begi	inning with the most rece	ent:
Dates:			
Datas			

Income Information			Marital Status	3:	
	Yours	elf		Spouse	
Job title/occupation:					
Employer:					
How long there:					
Payroll address:					
City, ST Zip					
Payroll office phone #:					
Date next paycheck expected					
Approx. annual income/salary					
Children & Step-children	<u>n</u>				
Name	Age	Relationsl	hip	Does child live with you?	Child support \$ paid/received
Expected changes in income Describe when & why:	: <u>:</u>				

Income & Expenses

The new bankruptcy law requires that we analyze the last seven months of household income. **Please photocopy each and every pay stub for the past seven months and attach**. If you have income from other sources during this seven month period (dividends, one-time payments, etc.), please photocopy whatever documentation you have.

If you are self employed, you will need a spreadsheet detailing gross income, itemized business expenses and other deductions.

The Courts have advised us that a percentage of cases filed will be subject to random audits and that income and expense documentation will be a focus.

<u>Household Expenses</u> – the Bankruptcy Courts now require supporting documentation for all claimed expenses. Please save receipts for every bill and for every purchase.

	Household expenses	Attorney's Notes
Rent/mortgage payments		
Electric bill		
Gas bill		
Water/sewer		
Telephone		
Cell phone cost		
Internet service		
Cable TV		

Home maintenance	
Food	
Clothing	
Laundry/dry cleaning	
Medical/dental (deductibles and non-reimbursed only)	
Gasoline/bus fare	
Oil changes/tires	
Charity/church (receipts will be needed)	
Personal property insurance	
Real property insurance	
Life insurance	
Disability insurance	
Long term care insurance	
Health insurance (not deducted from pay)	
Auto insurance	

Non-payroll taxes			_
County property tax (if not excrowed)			_
Car/truck payment #1			_
Car/truck payment #2			_
Car/truck payment #3			_
Alimony paid			_
Child support paid out			_
Education expenses (child must be <18)			_
Child care expenses (receipts needed)			_
Care for elderly or disabled		-	_
	Pay Annually Instead of Mo		
Ad Valorem taxes on Cars or boats			
Homeowner's Assn.			
Gym/Exercise Club			

Emergency matte	rs							
Are you curren	tly facing a	<u>mort</u> į	gage for	reclosure:				
If so, how do yo	ou know:							
For what month	is the foreclos	ure sch	neduled:_					_
Are you curren	tly facing a	<u>vehic</u>	le repo	ssession:				
If so, who is the	e finance compa	any?						
How far are you	ı behind?							
Yearly income								
Year	Gross inc	ome/	Where	employed?		oouse's gross come/year		re was spouse oyed?
2020(year to date)	J Gui					oomery car		
2019								
2018								
Tax returns (pl	lease attach	a cop	y of 201	8 and 2019 ta	ıx r	eturn)		
Year	Tax returns filed?	If not	t, why	Spouse filed t returns?	ax	If not, why n	ot?	Tax refund expected/received
2019								
2018								
2017								
2016								

Has the IRS, State of Georgia or any other taxing entity ever advised you that a tax lien has been filed against you?

			<i>y</i>	- Has a sher	iff's deputy evo	01 501 , 00	
Lawsuit filed against you by:	1	or lawsuit erved on y		County where filed	Case number	Status r	iow
Have your ware who is garnishing	ng Whe	en did nishment	How much \$ taken to date	Is garnishment on-going	Who is plaintiff's lawyer?		
	1 . 1	use to a	mortgage	foreclosure	?		

Please identify any real estate that is in your name.

Property address	Titled in whose name?	Date purchased	Purchase price	Value now	Total debt owed on property

Please identify any cars or trucks you own.

Year/make/model of vehicle & mileage	Date purchased	In whose name	Value now	Total debt owed on property

Are you currently involved in a car accident claim, workers' compensation claim or any other claim that may result in money damages payable to you?

Please describe:	
Do you have the right	to collect money or property from any person for any reason?
Please describe: _	

Please identify any bank accounts you own.

Name of bank	Checking/ savings?	In whose name	Current balance	Any other loans or credit cards with this lender?

Please identify any pension, 401(k)or profit-sharing programs in which you participate

Name of financial institution	1	•	Any loans against this plan?

Other assets not yet described (i.e. boats, stocks/bonds, antiques, musical instruments, valuable collections, insurance policies with cash value, guns, sporting equipment, jewelry, etc.)

Asset description	Current value	Who owns this asset?	Has asset been pledged as collateral for a loan?

Are you anticipating a tax refund – if so, how much?
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Have you ever lost a car to repossession?

Car finance company	When was vehicle seized	Vehicle make/model	Have you received notice that you still owe money on vehicle?

Recent activity

During the last 90 da done any of the follow		Yes/No	Name of lender/t	ransferee	Amount borrow last 60 days	ved w/in
Used credit cards						
Taken cash advances						
Taken out any new loa	ans					
Gave away or sold any worth more than \$600						
Have you done any o	of the	Yes/No	Name of	person paid	Amount	
Paid back a relative or associate within last 3						
Issued payment to any than \$650 within last						
Have you ever filed	a Chapter 7 o	r a Chapt	ter 13 ban	kruptcy before	?	
Гуре of bankruptcy (Ch. 7 or Ch. 13	Date filed	Was c compl dismis	leted or	When was case closed by Court	Case number	Former BK lawyer
I certify that the info	formation I ha	ve provid	ed in this	questionnaire i	s true and corre	ct, under penalty of
**	Formation I has	ve provid	ed in this	questionnaire i	s true and corre	ct, under penalty of

DISCLOSURE CERTIFICATE

I, the undersigned, hereby attest and affirm that all debts, whether joint debts, co-signed debts, claims or lawsuits for collection of debts, whether disputed or not, have been listed on my questionnaire.

I further attest and affirm that I have disclosed in this questionnaire all assets, receiveables and claims for money or property owed to me.

I acknowledge that my attorneys rely on the information provided in this questionnaire in order to assist and advise me, and that it is my responsibility to provide my attorneys with a full, complete and accurate financial disclosure. I further agree to update my attorneys in writing with regard to any incomplete information contained herein. If I update this questionnaire by email, said email must be acknowledged by reply email by my attorney, otherwise I will not assume that said update has been received.

I further acknowledge that in the event a creditor is omitted from any bankruptcy petition filed by my attorneys as a result of an omission on this questionnaire, I will not have the protection of the Bankruptcy Court from actions by that creditor.

Date	Signature
Date	Signatura
Date	Signature

Avoiding Conflicts of Interest

Our law firm has represented many clients in the Atlanta area over the past several years. In very rare cases, we must decline to accept a case because of a potential conflict of interest with another present or former client. For example, we would not be able to represent you if you are currently engaged in litigation with another of our clients.

Please advise us as to the following:
1. Are you presently married: Spouse's name:
2. Has your spouse ever filed a bankruptcy?
3. Are you currently involved in a divorce or child custody case?
Name of opposing party:
4. Have you ever been divorced: Name of former spouse:
Please attach a copy of your divorce or separation agreement to this questionnaire)
5. Have you ever filed a lawsuit against anyone?
Name of the other party in this lawsuit:
6. Has anyone ever sued you? Who:
Why were you sued?:
7. Have you ever been to Court for any reason not described above (include criminal charges, workers compensation, social security, eviction, car accident cases, divorce or child support):
Type of case:
Name of opposing party:
What happened in this case:
Type of case:
Name of opposing party:
What happened in this case:

Taxes Due

ue to IRS for tax year: Installment agreement filed?
ue to IRS for tax year: Installment agreement filed?
t Number:
ue to Ga DOR for tax year:
Installment agreement filed?
Account number:
r:Taxes due (total)
Return filed?
Account number:
ar:Taxes due (total)
Return filed?
file federal or state tax returns?

Mortgages & Real Estate

<u>First Mortgage</u> :			Acct. #:	
Correspondence address:			Total loan payoff: \$	
City:	ST:	Zip:	Monthly payment:	Does paymer include taxes
How many months behind are	you?		What happened:	
When did you take mortgage o	ut:		_ When did you buy property:	
Address of property:			Is this your residence?	
In whose name is loan?		_ Co-signers	s? Who is this person:	
How much is property worth in	ı a quick s	ale?	Has foreclosure started?	
Who is foreclosure attorney?				
Second Mortgage:			Acct. #:	
Correspondence ddress:			Total loan payoff: \$	
City:	ST:	Zip:	Monthly payment:	
How many months behind are	you?		What happened:	
When did you take mortgage o	ut:		When did you buy property:	
Address of property:			Is this your residence?	
In whose name is loan?		Co-signers?_	Who is this person:	
How much is property worth in	ı a quick s	ale?	Has foreclosure started?	
Who is foreclosure attorney?				
Homeowner's Associatio	<u>n:</u> _		Acct. #:	
HOA Address:	(nam	ne)	Annual dues: \$	
City:	ST:	Zip:	Monthly payment:	
Delinquency?:\$	_			

Cars & Trucks

ehicle 1 – (year, make & model) Finance/loan company:		Acct #:
		Monthly payment: \$
City: ST:	Zip:	Total loan payoff: \$
How many months behind are you?	Whe	en did you buy vehicle (mo/yr):
In whose name:	Co-signers:	
Is this a lease or a purchase:	When is loan/lea	ase over?
What is date of last payment?		Copy of installment note? – please provide
ehicle 2 – (year, make & model)		
		Acct #:
Address:		Monthly payment: \$
City: ST:	Zip:	Total loan payoff: \$
How many months behind are you?	Whe	en did you buy vehicle (mo/yr):
In whose name:	Co-signers:	
Is this a lease or a purchase:	When is loan/le	ease over?
What is date of last payment?		Copy of installment note? – please provide
ehicle 3 – (year, make & model)		
		Acct #:
Address:		Monthly payment: \$
City: ST:	Zip:	Total loan payoff: \$
How many months behind are you?	Wh	en did you buy vehicle (mo/yr):
In whose name? Co-s	igners:	

Furniture Loans

Finance/loan company:			Acct #:
Address:			Monthly payment: \$
City:	ST:	Zip:	Total loan payoff: \$
In whose name:		Co-signers:	
When was merchandise p	urchased:_		Do you still have it?
What is date of last paym	ent?		_ Copy of installment note? – please provide
			nate debt?
Furniture 2 (describe furn	niture):		
			Acct #:
			Monthly payment: \$
City:	ST:	Zip:	Total loan payoff: \$
In whose name:		Co-signers:	
When was merchandise p	urchased:_		Do you still have it?
What is date of last paym	ent?		_ Copy of installment note? – please provide
Do you want to surrender	furniture a	nd reduce or elimin	nate debt?
Furniture 3 (describe furn	niture):		
Finance/loan company:			Acct #:
Address:			Monthly payment: \$
City:	ST:	Zip:	Total loan payoff: \$
In whose name:		Co-signers:	
When was merchandise p	urchased:_		Do you still have it?
What is date of last paym	ent?		_ Copy of installment note? – please provide
			nate debt?

Finance Companies and Loan Companies

			usehold goods (describe)
Finance/loan company:			Acct #:
Address:			Monthly payment: \$
City:	ST:	Zip:	Total loan payoff: \$
In whose name:		Co-signer	rs:
When did you take out loa	n:		When is last payment due?
Keep or surrender?		Copy of	f installment note – please provide
Einanaa Carrer II.	1 D:1	1 1 1	1 11 1 /1 2)
Finance Company Loan	1 Z D1d	you pleage hor	usehold goods (describe)
Finance/loan company:			Acct #:
Address:			Monthly payment: \$
City:	ST:	Zip:	Total loan payoff: \$
In whose name:		Co-signer	rs:
When did you take out loa	n:		When is last payment due?
Keep or surrender?		Copy of	f installment note – please provide
Finance Company Loan	3 Did	you pledge how	usehold goods (describe)
Finance/loan company:			Acct #:
Address:			Monthly payment: \$
City:	ST:	Zip:	Total loan payoff: \$
In whose name:		Co-signer	rs:
When did you take out loan	ı:		When is last payment due?
Keen or surrender?		Conv of	f installment note – please provide

Loans for Jewelry, Gifts & Household Goods

Secured Creditor 1 (Describ	e items purchase	d)
Finance/loan company:		Acct #:
Address:		Monthly payment: \$
City: ST:	Zip:	Total loan payoff: \$
In whose name:	Co-signe	rs:_
When did you take out loan:		When is last payment due?
Keep or surrender?	Copy of	f installment note – please provide
Secured Creditor 2 (Describ	e items purchase	d)
Finance/loan company:		Acct #:
Address:		Monthly payment: \$
City: ST:	Zip:	Total loan payoff: \$
In whose name:	Co-signer	rs:_
When did you take out loan:		When is last payment due?
Keep or surrender?	Copy of	f installment note – please provide
Secured Creditor 3 (Describ	e items purchase	d)
Finance/loan company:		Acct #:
Address:		Monthly payment: \$
City: ST:	Zip:	Total loan payoff: \$
When did you take out loan:		When is last payment due?
Keep or surrender?	Copy of	f installment note – please provide

Student Loans

Student Loan Creditor 1

Student loan lender:		Acct #:	
Address:		Monthly payment: \$	
City:	ST:	Zip:	Total loan payoff: \$
In whose name:		Co-signers:	:
When did you take ou	t loan:	When is	last payment?:
Is loan in default?	Is loan in default? Is loan in deferment?:		When is deferment over?
Student Loan Credi	tor 2		
Student loan lender:			Acet #:
Address:			Monthly payment: \$
City:	ST:	Zip:	Total loan payoff: \$
In whose name:		Co-signers:	:
When did you take ou	t loan:	When is	last payment?:
Is loan in default?	Is loan in	deferment?:	When is deferment over?
Health Club/Spa		•	
Address:			Monthly payment: \$
City:	ST:	Zip:	Total loan payoff: \$
In whose name:		Co-signers:	:
Do you still use facilit	y:	Did you sign	a contract:
Do you want to contin	ue to use thi	s facility/club:	

Credit Cards

Credit Card Lender 1: Correspondence Address:			Acct #:		
			Monthly pymt: \$		
City:	ST:	Zip:	Total loan payoff: \$	_	
In whose name:		Co-signers:_			
When did you firs	t obtain this card?		<u> </u>		
When is last time	you used this card	?	Total charged in last 6 months?		
			Acct #:		
Correspondence A	Address:		Monthly pymt: \$		
City:	ST:	Zip:	Total loan payoff: \$	_	
In whose name:		Co-signers:_			
When did you firs	t obtain this card?		<u> </u>		
When is last time	When is last time you used this card?		Total charged in last 6 months?		
Collection agency	name, address, ac	ct #:			
Credit Card Lene	der 3:		Acct #:		
Correspondence A	.ddress:		Monthly pymt: \$		
City:	ST:	Zip:	Total loan payoff: \$	_	
In whose name:		Co-signers:_			
When did you firs	t obtain this card?		<u> </u>		
When is last time	you used this card	?	Total charged in last 6 months?		
Collection agency	name, address, ac	ct #:			

Credit Card Lender 4: Correspondence Address:			Acct #:		
			Monthly pymt: \$		
City:	ST:	Zip:	Total loan payoff: \$		
In whose name:		Co-signers	s:	_	
When did you first o	obtain this card	?			
When is last time yo	ou used this car	·d?	Total charged in last 6 months?		
Collection agency n	ame, address, a	acct #:			
Credit Card Lende	er 5:		Acct #:	_	
Correspondence Ad	dress:		Monthly pymt: \$		
City:	ST:	Zip:	Total loan payoff: \$		
In whose name:		Co-signers	s:	_	
When did you first o	obtain this card	?			
When is last time yo	ou used this car	rd?	Total charged in last 6 months?		
Collection agency n	ame, address, a	nect #:			
Credit Card Lender 6:		Acct #:			
Correspondence Ad	dress:		Monthly pymt: \$		
City:	ST:	Zip:	Total loan payoff: \$		
In whose name:		Co-signers	s:	_	
When did you first o	obtain this card	?			
When is last time you used this card?			Total charged in last 6 months?		
Collection agency n	ame, address, a	acct #:			

Correspondence Address: Acct #: Monthly pymt: \$			Acct #:	
			Monthly pymt: \$	
City:	ST:	Zip:	Total loan payoff: \$	
In whose name:		Co-signe	rs:	
When did you first o	btain this card	1?		
When is last time you	u used this car	rd?	Total charged in last 6 months?	
Collection agency na	ime, address, a	acct #:		
			Acct #:	
Correspondence Add	lress:		Monthly pymt: \$	
City:	ST:	Zip:	Total loan payoff: \$	
In whose name:		Co-signe	rs:	
When did you first o	btain this card	1?		
When is last time you used this card?		rd?	Total charged in last 6 months?	
Collection agency na	ime, address, a	acct #:		
			Acct #:	
Correspondence Add	lress:		Monthly pymt: \$	
City:	ST:	Zip:	Total loan payoff: \$	
In whose name:		Co-signe	rs:	
When did you first o	btain this card	1?		
When is last time you used this card?		rd?	Total charged in last 6 months?	

Medical Bills

Medical provider 1:		Acct. #:		
Address:			Monthly payment:	
City:	ST:	Zip:	Total balance due:	
In whose name:		Co-signers:		
Do you still use this healt	th care provider?		When last used:	
Collection agency name,	address, acct #			
Medical provider 2:			Acct. #:	
Address:			Monthly payment:	
City:	ST:	Zip:	Total balance due:	
In whose name:		Co-signers:		
Do you still use this healt	th care provider?		When last used:	
Collection agency name,	address, acct #			
Medical provider 3:			Acct. #:	
Address:			Monthly payment:	
City:	ST:	Zip:	Total balance due:	
In whose name:		Co-signers:		
Do you still use this healt	h care provider?		When last used:	
Collection agency name.				

Medical provider 4:			Acct. #:	
Address:			Monthly payment:	
City:	ST:	Zip:	Total balance due:	
In whose name:		Co-signers:		
Do you still use this health	h care provider?		When last used:	
Medical provider 5:			Acct. #:	
Address:			Monthly payment:	
City:	ST:	Zip:	Total balance due:	
In whose name:		Co-signers:		
Do you still use this health	h care provider?	When last used:		
Medical provider 6:			Acct. #:	
Address:			Monthly payment:	
City:	ST:	Zip:	Total balance due:	
In whose name:		Co-signers:		
Do you still use this health	h care provider?	When last used:		
	1.1			

Other Creditors/Extra space

Pension or 401(k) Loans

Type of investment _	nt Acct #:					
Address:		Monthly payment: \$				
City:	ST:	Zip:	Total loan payoff: \$			
In whose name:		Co-signers:				
			How long will loan last?			
Personal Loan:			_ Who is this person:			
Address:			Monthly payment: \$			
City:	ST:	Zip:	Total loan payoff: \$			
In whose name:		Co-signer	rs:			
What type of debt is the	his?		What did you buy:			
			_ Who is this person:			
Address:			Monthly payment: \$			
City:	ST:	Zip:	Total loan payoff: \$			
In whose name:		Co-signer	rs:			
What type of debt is the	his?		What did you buy:			
Collection agency nar	ne, address, a	acct #:				

Creditor/Lender :			_ Acct #:
Address:			Monthly payment: \$
City:	ST:	Zip:	Total loan payoff: \$
In whose name:		Co-signers:_	
What type of debt is t	his?		What did you buy:
Collection agency nar	ne, address, a	ect #:	
Creditor/Lender :			_Acct #:
Address:			Monthly payment: \$
City:	ST:	Zip:	Total loan payoff: \$
In whose name:		Co-signers:_	
What type of debt is t	his?		What did you buy:
Creditor/Lender :			_Acct #:
			Monthly payment: \$
			Total loan payoff: \$
In whose name:		Co-signers:_	
What type of debt is t	his?		What did you buy:
Collection agency nar	ne, address, a	ect #:	

For Attorney's Use Only -Debt Analysis Worksheet

1		
14		
15		
16		
17		
18		
Total Arrearage:	Total Priority:	_
Total Secured:	Total unsecured (100%)	_
Total general unsecured:	Total non-exempt equity:	_
Estimated plan payment:	% Plan:	