

Russell Gary Small

Attorney at Law

135 Elm Street, Bridgeport, CT 06604

Telephone: (203) 368-6173-Fax: (203) 368-6176

e-mail: Rsmall4308@aol.com web address: www.rgsmall.com

Toll Free Number: (877)747-6255

100 Pearl Street, 14th Floor
Hartford, CT 06103

Mill Crossing Office Park
1224 Mill Street
Berlin, CT 06023

406 Farmington Ave.
Farmington, CT 06032

DOCUMENTS REQUIRED

THE FOLLOWING DOCUMENTS AND THE INFORMATION CONTAINED THEREIN IS REQUIRED TO ANALYZE YOUR FINANCIAL ISSUES AND PREPARE YOUR BANKRUPTCY PETITION PRIOR TO FILING. ALL DOCUMENTS AND INFORMATION REQUESTED HEREIN MUST BE PROVIDED PRIOR TO FILING YOUR CASE.

OFFICE DOCUMENTS

- Questionnaire;
- Consultation Agreement OR Retainer Agreement;
- Credit Counseling Certificate;
- Authorization To Release Information;
- 342(b) notice;
- 527(b) statement;

TAX DOCUMENTS:

- Copies of the past two years tax returns (Federal and State) for you and your spouse and any other individual contributing to your household income. If not filed, then a copy of any extension request form. If you are not required to file a tax return, then a copy of the last tax return filed. Also all W-2's, 1099's and any other statement of income you have received from whatever source during the past two years. Tax Transcripts if actual returns are unavailable.
- Corporate tax returns for last two years. (income, sales and labor department returns).

STATEMENT OF ASSETS IN FINANCIAL INSTITUTIONAL OTHER THAN BANK ACCOUNTS:

- Copies of all prospectus and balance statements of whole life insurance policies, IRA's, 401K, CD'S, Pension, Annuity or Profit Sharing Plan, Educational individual retirement accounts, medical savings plan or other similar asset.
- NONE

ASSETS:(property in which you have a right, title, or interest)

- Contents of home and personal belongings with dates of purchase of any item with a replacement value of over \$500.00. (**Replacement value** is defined as the value a retail merchant would charge for property of that kind taking into consideration it's age and condition at the time it is valued);
- Collectibles w/a value over \$500 OR NONE ;
- Antiques or Jewelry w/a value over \$500.00 OR NONE;
- Other personal property w/a value over \$500.00 OR NONE;

AUTOMOBILES, BOATS OR OTHER MOTOR VEHICLES:

- Copy of title to all motor vehicles owned;
- Automobile balance statement(s) as of the filing for each vehicle lease or financed;
- Proof of value of any motor vehicle in your name individually or jointly; and
- Copy of motor vehicle finance contract or lease contract.

YEAR MAKE MODEL MILES

- 1.
- 2.
- 3.

INCOME:

- For you and each person who contributes to your household income we will need copies of each and every pay stub(s) and/or evidence of income received from whatever source, (i.e. Social Security, child support, asset liquidation, commission or bonus statements, pension or unemployment compensation) for the previous 6 months.

SOURCE OF INCOME H/W

- 1.
- 2.
- 3.

BUDGET:

- Copy of each regularly received monthly bill. For example utility bills, car insurance bill, monthly mortgage statement, auto lease/finance bill, day care, etc.

CREDITORS:

(A creditor is anyone you owe money including medical provider, family member, credit card, car loan, mortgage or student loan, etc.).

- Copy of all documentation associated with each student loan OR NONE .
- Copies of each bill received in the last ninety (90) days for all creditors to be listed in your case. Include all household utilities, i.e. telephone, cable, electric, etc.
- List of ALL creditors with name, address, account number, balance and the last time the credit was used.
- List any charges over \$500.00, balance transfers or cash advances made over \$500.00 in the last ninety days OR NONE.
- List any repayment of money made to a family member or friend in the last year. OR NONE

LITIGATION:

- Copy of any lawsuits in which you are named a party and any attorney's representing you, (a lawsuit either that you have brought against someone or where you are being sued);
- Trust Documents;
- Probate Documents, including inventory, final account, wills, name of attorney and representative of estate (i. e. administrator or executor);
- Legal papers concerning any personal injury action; and
- Advise us if you are contemplating bringing as lawsuit against anyone; OR
- NONE

DIVORCE/CHILD SUPPORT/ALIMONY

- Divorce Agreement or Judgment, (if divorced within the past 10 years);
- Separation Agreements.
- Copies of all Orders creating domestic support obligations;
- Present address of former spouse and children for whom paying child support or receiving state or local public assistance; OR
- NONE

BUSINESSES

- List of monthly business income and expenses;
- List of Account Receivables;
- List of equipment, tools, inventory, machinery with value;
- Balance sheet;
- Financial Statement for the past two years;
- Name and address of accountant;
- NONE.

DOCUMENTS REQUIRED LIST RECEIVED BY: _____ ON _____.

AS OF 1/30/08

As of 1/28/08