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Hello

I look forward to seeing you in my office and discussing your situation. In order for me to handle your consultation as efficiently as possible, and to enable me to give you accurate and sound advice, I ask that you read and fill out this document as completely and accurately as possible, and **bring it with you** to the office interview or **mail/fax it back to our address above**.

I promise this document will not be a waste of your time and it will probably save you at least one trip to our office. This document only requests the minimum information we will need to begin preparing the papers to be filed in your case. I have kept this questionnaire short to make it more convenient for you. I will also fill in another questionnaire when we have a phone or office consultation.

If a client comes to the office without the information requested in this document, I shall have to ask them to mail/fax or bring the information to the office on a future date unless it can be obtained from credit reports. The information is needed to draft the documents that will be filed in court.

If it is inconvenient for you to come to an appointment at our office, or if you don't want to miss work you may avoid another trip by mailing or faxing the information to our office. If you chose this option I will call you to discuss your case within one day of receiving the information. In most cases you would then come to the office one time to sign documents and go over any final details concerning your case. I could also mail these documents to you to sign and you could avoid any trip to the office.

I know it will take some effort to complete this document, but if you complete it to the best of your ability it will save both of us a lot of time. I appreciate your effort.

If you have any questions while completing this document, please call my office MON-FRI 8A.M.– 6 P.M. If I am not in, please leave a message or make an appointment for a consultation. You may also ask my legal assistants questions concerning completing the questionnaire.

Thank you

Sincerely
Damon Smith
Attorney at Law

PLEASE BRING THE FOLLOWING INFORMATION WITH YOU TO YOUR NEXT APPOINTMENT OR MAIL OR FAX THE INFORMATION TO US, WE WILL NEED IT TO PREPARE YOUR CASE. THANK YOU.

1. Please fill in the documents on the following pages asking for your creditors and a list of your assets etc. This will include all debts including your home and automobiles **even though you plan to keep and pay for those items.** I can get most of this information from credit reports if unavailable, assuming the information was reported to a credit bureau.
2. We will need a copy of your **driver license and if available your social security cards** .
3. **If anyone has sued you or garnished your wages** we will need a copy of the documents you or your employer received from the court to stop the lawsuit or garnishment.
4. We will need the **name and address and phone of your employer**, if your filing CH13 Debt Consolidation or CH7 Bankruptcy. **We will also need your spouses employer information** even if they are not filing with you unless you are separated. We won't be using their name or ssn on the petition if they aren't filing with you.
5. If you are suing anyone we will need the case number and attorneys addresses.
6. If you are paying child support I will need your x spouses name and address and the address where the support is paid if you are sending it to a state agency other than Al. DHR.

THE COURT WILL AUTOMATICALLY DISMISS YOUR CASE 45 DAYS AFTER FILING IF THEY DO NOT RECEIVE THE FOLLOWING DOCUMENTS. PLEASE BRING THEM TO YOUR NEXT APPOINTMENT IF POSSIBLE.

1. **All pay stubs received within the 60 days prior to filing this case or a statement from your employer that states your income for the last 60 days unless self employed.** If you're filing CH13 Debt Consolidation or a joint CH7 Bankruptcy we will also need your **spouse's information**. If you are on SSI, unemployment etc. bring any document showing how much you receive monthly.
2. If you have land in your name brings the **Affidavit to claim exemption**. (This can be obtained at the Probate Office of the county courthouse the land is located in. Simply go to the court house where you pay your property taxes and ask for a copy of your **Affidavit to claim exemption** .This document will have the lands appraised value as reported by the tax accessor. I will have to send a copy to the court) Thank you for your attention to this matter. **If you live in Colbert, Lauderdale, Morgan or Madison county we can obtain these documents for you on the internet.**
3. A **copy of the federal tax return for the most recent 2 tax years** ending immediately before this case was filed.(If you were required to file a return). **If you cant get them bring \$20 to your next appointment and we will pay a company to get them for you**
4. **If this is to be a (CH13) Debt Consolidation case and if you have not you must file your tax returns that were do within the four years prior to this case being filed.**

I WILL NEED THE INFORMATION FOR YOU AND YOUR SPOUSE IF FILING TOGETHER. IF YOUR SPOUSE IS NOT FILING WITH YOU BUT YOU ARE NOT SEPERATED I WILL NEED YOUR SPOUSES PAY STUBS OR OTHER PROOF OF INCOME BECAUSE THE COURT REQUIRES ME TO LIST BOTH PARTIES INCOME INFORMATION.

DEBTOR 1 INFORMATION (YOU)	DEBTOR 2 INFORMATION (SPOUSE)
FULL NAME	FULL NAME
ADDRESS (CITY, STATE, ZIP, APT NO.)	ADDRESS
HOME PH	HOME PH
CELL PH	CELL PH
COUNTY OF RESIDENCE	COUNTY
SOCIAL SECURITY NUMBER#	SOCIAL SECURITY NUMBER#
DATE OF BIRTH	DATE OF BIRTH
Email If Avaliable	Printer available <input type="checkbox"/> YES <input type="checkbox"/> NO
HAVE EITHER OF YOU FILED ANY BANKRUPTCY BEFORE? <input type="checkbox"/> YES <input type="checkbox"/> NO CH7 <input type="checkbox"/> OR CH13 (Debt Consolidation) <input type="checkbox"/> IF YES WHEN _____	
ARE EITHER OF YOU SELF EMPLOYED? <input type="checkbox"/> YES <input type="checkbox"/> NO	
MARITAL STATUS <input type="checkbox"/> SINGLE <input type="checkbox"/> MARRIED <input type="checkbox"/> SEPERATED <input type="checkbox"/> DIVORCED <input type="checkbox"/> WIDOW	
CHILD/CHILDREN FIRST NAME	AGE
EMPLOYER SECTION (YOU)	EMPLOYER SECTION (SPOUSE)_
EMPLOYER NAME	EMPLOYER NAME
ADDRESS (CITY, STATE, ZIP, APT NO.)	ADDRESS
PHONE	PHONE
POSITION HOW LONG	POSITION HOW LONG
IF SECOND JOB LIST (NAME, ADDRESS ETC.)	

SECURED CREDITORS (HOUSE, CARS, FURNITURE ETC.)

REAL ESTATE (PLEASE LIST REAL ESTATE IN THIS SECTION)

THE COURT REQUIRES YOU TO LIST ANY REAL ESTATE YOU ARE BUYING EVEN THOUGH YOU ARE GOING TO KEEP AND PAY FOR THE PROPERTY EVEN IF YOU ARE NOT BEHIND ON THE PAYMENTS

NONE (I am not buying any real estate, if true skip to automobile section)

PLEASE LIST THE ADDRESS OF ANY REAL ESTATE YOU ARE PURCHASING BELOW		
DO YOU CURRENTLY LIVE IN THIS HOME? (CIRCLE ONE)	YES	NO
PLEASE LIST THE MORTGAGE COMPANY ADDRESS BELOW		
PLEASE LIST THE MORTGAGE CO. ACCOUNT NO. BELOW		
WHAT IS TOTAL PAYOFF BALANCE DUE ON THIS REAL ESTATE \$ _____		
WHAT DO YOU BELIEVE THE VALUE OF THIS REAL ESTATE IS \$ _____		
DO YOU WISH TO KEEP AND PAY FOR THIS REAL ESTATE? CIRCLE ONE YES NO		
HOW MANY MONTHS ARE YOU BEHIND ON THE MORTGAGE _____.OR <input type="checkbox"/> NONE		
IF YOU HAVE A 2 ND MORTGAGE ON THE ABOVE LISTED PROPERTY PLEASE LIST THE 2 ND MORTGAGE CREDITOR ADDRESS, ACCOUNT NUMBER AND BALANCE DUE ON THAT LOAN IN THE SPACE BELOW. OR <input type="checkbox"/> NONE		
IF YOU ARE BEHIND ON THE SECOND MORTGAGE HOW MANY MONTHS _____		

IF YOU ARE BUYING ANY ADDITIONAL REAL ESTATE PLEASE ADD THE INFORMATION BELOW

PLEASE LIST THE ADDRESS OF ANY REAL ESTATE YOU ARE PURCHASING BELOW		
DO YOU CURRENTLY LIVE IN THIS HOME? (CIRCLE ONE)	YES	NO
PLEASE LIST THE MORTGAGE COMPANY ADDRESS BELOW		
PLEASE LIST THE MORTGAGE CO. ACCOUNT NO. BELOW		
WHAT IS TOTAL PAYOFF BALANCE DUE ON THIS REAL ESTATE \$ _____		
WHAT DO YOU BELIEVE THE VALUE OF THIS REAL ESTATE IS \$ _____		
DO YOU WISH TO KEEP AND PAY FOR THIS REAL ESTATE? CIRCLE ONE YES NO		
WHAT IS YOUR MONTHLY MORTGAGE PAYMENT AMOUNT \$ _____		
HOW MANY MONTHS ARE YOU BEHIND ON THE MORTGAGE _____.OR <input type="checkbox"/> NONE		
IF YOU HAVE A 2 ND MORTGAGE ON THE ABOVE LISTED PROPERTY PLEASE LIST THE 2 ND MORTGAGE CREDITOR ADDRESS, ACCOUNT NUMBER AND BALANCE DUE		

ON THAT LOAN IN THE SPACE BELOW. OR NONE

IF YOU ARE BEHIND ON THE SECOND MORTGAGE HOW MANY MONTHS _____

AUTOMOBILE SECTION

Please list any vehicles you owe money on including title loans, cosigned loans and loans where you used your car as collateral .The court requires this information even if you are going to keep and pay for these vehicles, even if you are not behind on the payments .

NONE I don't have any auto or title loans on my vehicle(s).

VEHICLE #1

PLEASE LIST THE EXACT YEAR, MAKE AND MODEL OF ANY AUTOMOBILE YOU ARE PURCHASING

PLEASE LIST THE CREDITOR NAME AND ADDRESS BELOW

PLEASE LIST THE ACCOUNT NUMBER

HOW MUCH DO YOU OWE ON THIS VEHICLE (PAYOFF BAL.) \$

HOW MUCH DO YOU BELIEVE THIS VEHICLE IS WORTH (VALUE) \$

DID YOU PURCHASE THIS VEHICLE OVER 2 ½ YEARS AGO? CIRCLE ONE YES NO

DO YOU WISH TO KEEP AND PAY FOR THIS VEHICLE? CIRCLE ONE YES NO

HOW MANY MONTHS BEHIND ARE YOU ON THE PAYMENTS _____ OR NONE

WHAT IS YOUR MONTHLY CAR PAYMENT AMOUNT \$

VEHICLE #2

PLEASE LIST THE EXACT YEAR, MAKE AND MODEL OF ANY AUTOMOBILE YOU ARE PURCHASING

PLEASE LIST THE CREDITOR NAME AND ADDRESS BELOW

PLEASE LIST THE ACCOUNT NUMBER

HOW MUCH DO YOU OWE ON THIS VEHICLE (PAYOFF BAL.) \$

HOW MUCH DO YOU BELIEVE THIS VEHICLE IS WORTH (VALUE) \$

DID YOU PURCHASE THIS VEHICLE OVER 2 ½ YEARS AGO? CIRCLE ONE YES NO

DO YOU WISH TO KEEP AND PAY FOR THIS VEHICLE? CIRCLE ONE YES NO

HOW MANY MONTHS BEHIND ARE YOU ON THE PAYMENTS _____ OR NONE

WHAT IS YOUR MONTHLY CAR PAYMENT AMOUNT \$

VEHICLE #3

PLEASE LIST THE EXACT YEAR, MAKE AND MODEL OF ANY AUTOMOBILE YOU ARE PURCHASING
PLEASE LIST THE CREDITOR NAME AND ADDRESS BELOW
PLEASE LIST THE ACCOUNT NUMBER
HOW MUCH DO YOU OWE ON THIS VEHICLE (PAYOFF BAL.) \$
HOW MUCH DO YOU BELIEVE THIS VEHICLE IS WORTH (VALUE) \$
DID YOU PURCHASE THIS VEHICLE OVER 2 ½ YEARS AGO? CIRCLE ONE YES NO
DO YOU WISH TO KEEP AND PAY FOR THIS VEHICLE? CIRCLE ONE YES NO
HOW MANY MONTHS BEHIND ARE YOU ON THE PAYMENTS _____ OR <input type="checkbox"/> NONE
WHAT IS YOUR MONTHLY CAR PAYMENT AMOUNT \$

COSIGNER: IF YOU HAVE A COSIGNER ON ANY VEHICLE LOAN LISTED ABOVE PLEASE LIST THEIR NAME AND ADDRESS IN THE SPACE BELOW.

DO YOU WISH THE COSIGNER TO BE PROTECTED FROM CREDITORS? PLEASE CIRCLE ONE YES NO CIRCLE WHICH VEHICLE LISTED ABOVE #1 #2 #3

OTHER SECURED PROPERTY (FURNITURE, BOATS, LAWNMOWERS, TOOLS, ETC) THINGS LIKE BUY HERE PAY HERE FURNITURE, BOAT LOANS, LAWNMOWER LOANS, ETC
 NONE (I don't have any other secured debts)

ITEM #1

PLEASE DESCRIBE THE ITEM HERE (IE: BEDROOM FURNITURE, LAWN MOWER)
PLEASE LIST THE CREDITOR NAME AND ADDRESS BELOW
PLEASE LIST THE ACCOUNT NUMBER
HOW MUCH DO YOU OWE ON THIS ITEM (PAYOFF BAL.) \$
HOW MUCH DO YOU BELIEVE THIS ITEM IS WORTH (VALUE) \$
DID YOU PURCHASE THIS VEHICLE OVER 2 ½ YEARS AGO? CIRCLE ONE YES NO
DO YOU WISH TO KEEP AND PAY FOR THIS ITEM? CIRCLE ONE YES NO
HOW MANY MONTHS BEHIND ARE YOU ON THE PAYMENTS _____ OR <input type="checkbox"/> NONE

ITEM #2

PLEASE DESCRIBE THE ITEM HERE (IE: BEDROOM FURNITURE, LAWN MOWER)
PLEASE LIST THE CREDITOR NAME AND ADDRESS BELOW
PLEASE LIST THE ACCOUNT NUMBER
HOW MUCH DO YOU OWE ON THIS ITEM (PAYOFF BAL.) \$
HOW MUCH DO YOU BELIEVE THIS ITEM IS WORTH (VALUE) \$
DID YOU PURCHASE THIS VEHICLE OVER 2 ½ YEARS AGO? CIRCLE ONE YES NO
DO YOU WISH TO KEEP AND PAY FOR THIS ITEM? CIRCLE ONE YES NO
HOW MANY MONTHS BEHIND ARE YOU ON THE PAYMENTS _____ OR <input type="checkbox"/> NONE

If you own or are purchasing any land and do not provide this information the lien will not be set aside and the creditor would be paid if you ever sold the land and the creditor could also file a lawsuit against you to sell the land .

This is a reminder to you to go to your county courthouse in the county where you live and also any other counties where you have real estate and ask the Probate office whether there are any judicial liens against you. Please ask the Probate office to look this up or help you do so and to provide you with a copy of any judicial liens with the book and page number it is recorded in. Please staple all the copies of the liens to this letter and return to us. Please be advised that if we do not receive this letter back from you with any judicial liens attached, then we will assume that no judicial liens exist and we will not take any further action. The reason we are again bringing this to your attention is that if any judicial liens are not taken care of now, then your real property can be encumbered down the road and the debt would have to be paid either when the property is sold or the creditor could also try to seize your real property to try to satisfy the lien. That is why this is so important and why we wanted to again bring it to your attention.

I have read the above statement. If true sign here please _____

CHILD SUPPORT/ ALIMONY CREDITORS NONE (I don't owe child support)

THE COURT WILL WANT TO HAVE THE ADDRESS OF ANY STATE AGENCY (DHR, ETC.) YOU SEND CHILD SUPPORT TO EVEN IF ITS DEDUCTED FROM YOUR PAYCHECK AND THE NAME AND ADDRESS OF YOUR XSPOUSE IF KNOWN. IF YOU HAVE NO WAY OF OBTAINING THE XSPOUSE ADDRESS JUST LIST THE NAME AND WRITE UNKNOWN IN ADDRESS AREA AND WE WILL FORWARD THE INFORMATION TO THE COURT.

PLEASE ADD THE NAME AND ADDRESS OF YOUR <u>X SPOUSE</u> IN THE SPACE BELOW IF YOU PAY CHILD SUPPORT AND THE CASE NUMBER IF AVALIABLE. P.S. list x spouse name and address even if support is sent to state agency like DHR
IF YOU OWE BACK CHILD SUPPORT ESTIMATE THE AMOUNT OWED AND ADD IT BELOW. \$

PLEASE ADD THE NAME AND ADDRESS OF THE <u>STATE AGENCY</u> YOU SEND CHILD SUPPORT TO WITH THE CASE NUMBER IF AVALIABLE IN THE SPACE BELOW. If it is to the Alabama Child Support Enforcement Payment Center at P.O. Box 244015, Montgomery Al 36124-7912 Check yes <input type="checkbox"/>
IF YOU OWE BACK CHILD SUPPORT ESTIMATE THE AMOUNT OWED AND ADD IT BELOW. \$

THIS NEXT SECTION IS FOR UNSECURED CREDITORS. UNSECURED CREDITORS ARE DEBTS YOU OWE TO PEOPLE OR COMPANIES THAT ARE NOT SECURED BY A LEIN ON YOUR CAR OR HOUSE OR FURNITURE ETC. EXAMPLES MIGHT BE CREDIT CARDS, MEDICAL BILLS, CHECK ADVANCE COMPANIES, PAYDAY LOANS, SIGNATURE LOANS ,STORE CREDIT CARDS ETC..

ALL I NEED IN THIS SECTION IS THE NAMES OF THE CREDITORS, ACCOUNT NUMBERS, ADDRESSES AND AN ESTIMATE OF HOW MUCH YOU OWE THEM.

1. **CREDITOR NAME** _____

ADDRESS _____

ACCOUNT NO. _____ AMOUNT OWED \$ _____

2. **CREDITOR NAME** _____

ADDRESS _____

ACCOUNT NO. _____ AMOUNT OWED \$ _____

3. **CREDITOR NAME** _____

ADDRESS _____

ACCOUNT NO. _____ AMOUNT OWED \$ _____

4. **CREDITOR NAME** _____

ADDRESS _____

ACCOUNT NO. _____ AMOUNT OWED \$ _____

5. **CREDITOR NAME** _____

ADDRESS _____

ACCOUNT NO. _____ AMOUNT OWED \$ _____

Please add additional sheets as necessary with the above unsecured creditor information. EXAMPLE: 6. JOES ELECTRIC, 126 EAST TENNESSEE ST. FLORENCE AL 35630 ACCT NO 86753089 \$ 550

YOU ALSO MAY OBTAIN CREDITORS FROM YOUR CREDIT REPORT AND ADD THEM. A FREE CREDIT REPORT CAN BE OBTAINED AT WWW.ANNUALCREDITREPORT.COM THE GOVERNMENT REQUIRES CREDIT BUREAUS TO PROVIDE THIS FREE. IT'S NOT ADVERTISED ON TV. YOU CAN USE THE COMPUTER AND PRINTER AT THE PUBLIC LIBRARY IF YOU DON'T HAVE ACCESS TO ONE OR WE CAN PRINT ONE FOR YOU AT THE OFFICE.