

**CHECKLIST OF DOCUMENTS TO BE DELIVERED TO  
ATTORNEY TO PREPARE BANKRUPTCY CASE**

1. **Certificate of credit counseling.** See attached card.
2. Client Questionnaire, **fully and accurately completed.**
3. All evidence of income received within **6 months** before the bankruptcy filing.
4. **All your bills,** collections and court papers (only the most recent please)
5. Most recent **3 months** of bank and investment account statements, including 401k or 403b accounts.
6. Complete tax returns or transcripts for **2017 and 2018,** including state and federal returns, all schedules, and W-2s and 1099s.
7. All **deeds** to real estate, **most recent mortgage statement,** and most recent appraisal of real estate.
8. **Registration or Certificate of title** for each vehicle, each vehicle loan contract, and most recent payoff statement or bill from each vehicle lender.
9. A copy of your **photo identification** and a copy of your **social security card** or other proof of your social security number.
10. “Can I Keep My Car?” form (Chapter 7 cases only).
11. **Credit Authorization.**
12. **Retainer Agreement.**
13. Fees:

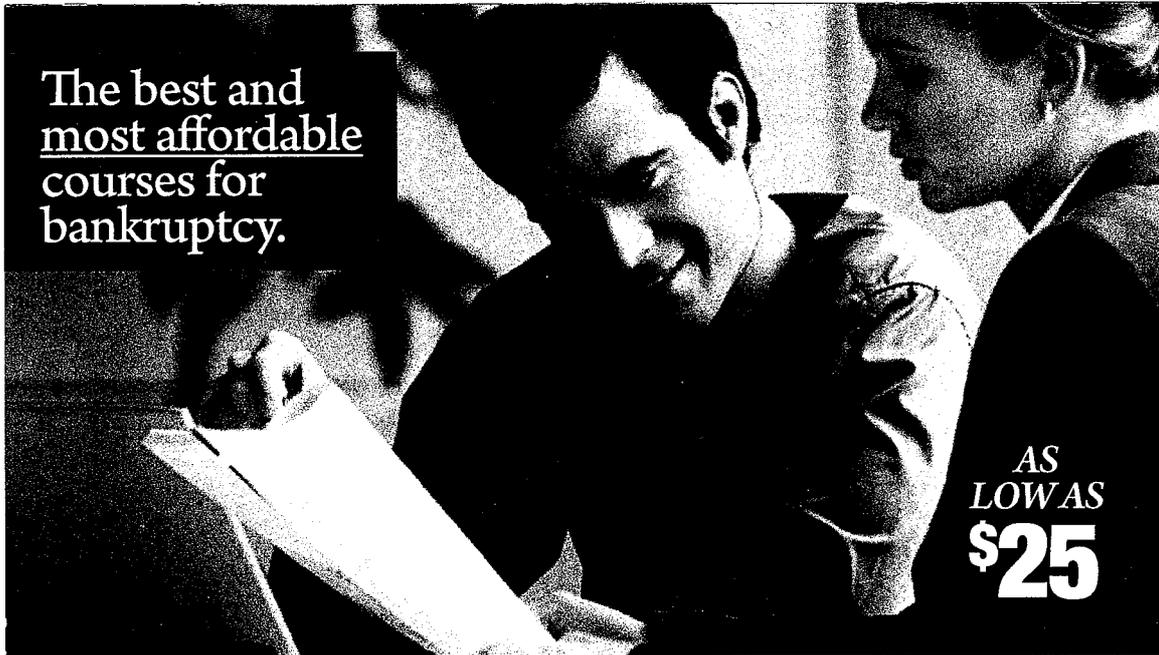
<u>CHAPTER 7</u>	<u>CHAPTER 13</u>
\$1,100 Attorney’s Fees	\$3,500 Attorney’s Fees
\$335 Filing Fee	\$310 Filing Fee
\$33 Credit Report	\$33 Credit Report
<u>\$32 Homestead Deed</u>	
\$1,500 Total	\$3,843 Total

Payment Plan

\_\_\_\_\_ Must be paid prior to filing your case.  
 \_\_\_\_\_  
 \_\_\_\_\_

**CREDIT COUNSELING CERTIFICATE**  
**Mr. Sandler in the Woodbridge Office**

**Mr. Sandler uses a company called Abacus:**



Visit [www.abacuscc.org](http://www.abacuscc.org) and start your course today.  
Available in English and Spanish.

Attorney Code: ACC58396

**FIRST COURSE**  
**Pre-Filing Credit Counseling**

**Choose from two courses:**

1. Internet Course: \$25  
Visit: [www.abacuscc.org](http://www.abacuscc.org) and select "First Course"
2. 24-hr Automated Phone Course: \$35  
Call toll-free 800-516-3834 to register and take the entire course on your home phone.

**What you will need:**

Estimates of your monthly income and spending, and your attorney's email and/or fax.

Take the course online or by phone 24/7, certificates are available immediately.

**Need Help?**

Contact Customer Service  
Toll-Free: 800-516-3834  
Email: [customerservice@abacuscc.org](mailto:customerservice@abacuscc.org)

**SECOND COURSE**  
**Post-Filing Debtor Education**

**Choose from two courses:**

1. Internet Course: \$35  
Visit: [www.abacuscc.org](http://www.abacuscc.org) and select "Second Course"
2. 24-hr Automated Phone Course: \$45  
Call toll-free 866-507-3232 to register and listen to the entire course on your home phone.

**What you will need:**

Your case number, the district where your case was filed, and your attorney's email and/or fax.

Take the courses online or by phone 24/7, certificates are available immediately.

**Need Help?**

Contact Customer Service  
Toll-Free: 800-516-2759  
Email: [customerservice@sagepf.com](mailto:customerservice@sagepf.com)

In partnership with:



**CREDIT COUNSELING CERTIFICATE**  
**Mr. Fisher in the Fairfax Office**

**Mr. Fisher uses a company called Decaf:**

**Instrucciones Para tomar el  
Curso de Bancarrota**

- Asesoramiento Pre-Bancarrota  
 Educación Financiera Previa al Descargo

**Instrucciones para  
tomar el Curso en Línea**

- 1** Vaya al sitio web  
[www.AhoraDECAF.com](http://www.AhoraDECAF.com)
- 2** Ingrese el código de su Abogado
- 3** Complete el Curso

**Instrucciones para  
tomar el Curso por teléfono**

- 1** Llame al **866.963.2095**
- 2** Proporcione al Asesor de DECAF  
el código de su abogado  
*(localizado abajo)*
- 3** Complete el Curso

**Código del Abogado:**

**91619**

Attorneys:  
To re-order Instruction Sheets  
call 1.877.332.2366 or  
[email.orders@debt-foundation.org](mailto:email.orders@debt-foundation.org)

**D | E | C | A | F**

DEBT EDUCATION AND CERTIFICATION FOUNDATION

**Bankruptcy Course Instructions**

- Pre-bankruptcy Course  
 Post-bankruptcy Course

**Online Instructions**

- 1** Go to [www.DECANow.com](http://www.DECANow.com)
- 2** Enter your attorney code  
*(Located below)*
- 3** Complete the course

**Telephone Instructions**

- 1** Call **866.859.7013**
- 2** Provide the DECAF  
representative with your attorney  
code *(Located below)*
- 3** Complete the course

**Attorney Code:**

**91619**

Attorneys:  
To re-order Instruction Sheets  
call 1.877.332.2366 or  
[email.orders@debt-foundation.org](mailto:email.orders@debt-foundation.org)

**D | E | C | A | F**

DEBT EDUCATION AND CERTIFICATION FOUNDATION

Fisher-Sandler, LLC

Fairfax Office  
3977 Chain Bridge Road, Suite 2  
Fairfax, VA 22030  
(703) 691-1642 (Office)

Woodbridge Office  
12801 Darby Brooke Court, Suite 201  
Woodbridge, VA 22192  
(703) 494-3323 (Office)

**INITIAL CONSULTING QUESTIONNAIRE**

Please complete this form neatly to allow us to help you. **Do not leave answers blank.** Write none or N/A where necessary. Round off to the nearest dollar. Estimate amounts if you are unsure. The information is strictly confidential.

**DATE:** \_\_\_\_\_

**HOW DID YOU HEAR ABOUT US (circle)?**

Referral / Internet / Direct Mail / Other \_\_\_\_\_

**PERSONAL INFORMATION**

Full name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Alternative Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

County You Live In: \_\_\_\_\_

SSN: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Marital Status:    Married        \_\_\_\_\_  
                          Divorced        \_\_\_\_\_  
                          Separated      \_\_\_\_\_  
                          Single           \_\_\_\_\_

Spouse's Full Name: \_\_\_\_\_

SSN: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Dependents (Names & Ages): 1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

How many people live in your household? \_\_\_\_\_

Have you ever filed Bankruptcy? Yes \_\_\_\_\_ No \_\_\_\_\_ When \_\_\_\_\_

Has your spouse filed Bankruptcy? Yes \_\_\_\_\_ No \_\_\_\_\_ When \_\_\_\_\_

If you have filed BK before, what state/county were you living in at that time? \_\_\_\_\_

How long have you lived at your current address? \_\_\_\_\_

List All Previous Addresses for the past 3 years (and the dates you lived there):

- 1.) \_\_\_\_\_
- 2.) \_\_\_\_\_
- 3.) \_\_\_\_\_

Occupation: \_\_\_\_\_

How long with your employer? \_\_\_\_\_

Employer: (Name) \_\_\_\_\_

(Address) \_\_\_\_\_

Spouse's Occupation: \_\_\_\_\_

How long with your employer? \_\_\_\_\_

Employer: (Name) \_\_\_\_\_

(Address) \_\_\_\_\_

## ASSET INFORMATION

### 1. REAL ESTATE:

Do you rent or own your home?    Rent \_\_\_\_\_    Own \_\_\_\_\_    Co-Owner? \_\_\_\_\_

When did you buy your home? \_\_\_\_\_

Purchase Price? \_\_\_\_\_

#### **Property #1**

Real Estate Owned Address? \_\_\_\_\_

Value \$ \_\_\_\_\_    Market/Zillow \$ \_\_\_\_\_    Tax Assessment \$ \_\_\_\_\_

Mortgage Company? \_\_\_\_\_

Balance \$ \_\_\_\_\_    Monthly Payment \$ \_\_\_\_\_    Current/Arrearage? \$ \_\_\_\_\_

Second Mortgage Company? \_\_\_\_\_

Balance \$ \_\_\_\_\_    Monthly Payment \$ \_\_\_\_\_    Current/Arrearage? \$ \_\_\_\_\_

#### **Property #2**

Real Estate Owned Address? \_\_\_\_\_

Value \$ \_\_\_\_\_    Market/Zillow \$ \_\_\_\_\_    Tax Assessment \$ \_\_\_\_\_

Mortgage Company? \_\_\_\_\_

Balance \$ \_\_\_\_\_    Monthly Payment \$ \_\_\_\_\_    Current/Arrearage? \$ \_\_\_\_\_

Second Mortgage Company? \_\_\_\_\_

Balance \$ \_\_\_\_\_    Monthly Payment \$ \_\_\_\_\_    Current/Arrearage? \$ \_\_\_\_\_

**2. FINANCIAL ACCOUNTS:**

Bank: \_\_\_\_\_

Checking Account Balance \_\_\_\_\_ Savings Account Balance \_\_\_\_\_

Bank: \_\_\_\_\_

Checking Account Balance \_\_\_\_\_ Savings Account Balance \_\_\_\_\_

Bank: \_\_\_\_\_

Checking Account Balance \_\_\_\_\_ Savings Account Balance \_\_\_\_\_

Bank: \_\_\_\_\_

Checking Account Balance \_\_\_\_\_ Savings Account Balance \_\_\_\_\_

Bank: \_\_\_\_\_

Checking Account Balance \_\_\_\_\_ Savings Account Balance \_\_\_\_\_

**Do you own any Investment Accounts?** \_\_\_\_\_

Type \_\_\_\_\_ Company \_\_\_\_\_ Balance \_\_\_\_\_

Do you own Stocks, Bonds or Mutual Funds?

Description: \_\_\_\_\_

**Do you have any Life Insurance Policies?** \_\_\_\_\_

Life Insurance Co.: \_\_\_\_\_ Is this Term Life Insurance? \_\_\_\_\_

If this is not a term life insurance policy, what is the cash surrender value? \_\_\_\_\_

Life Insurance Co.: \_\_\_\_\_ Is this Term Life Insurance? \_\_\_\_\_

If this is not a term life insurance policy, what is the cash surrender value? \_\_\_\_\_

Life Insurance Co.: \_\_\_\_\_ Is this Term Life Insurance? \_\_\_\_\_

If this is not a term life insurance policy, what is the cash surrender value? \_\_\_\_\_

**Do you have a Retirement Account?** Yes \_\_\_\_\_ No \_\_\_\_\_

Account Provider: \_\_\_\_\_

Plan Type: \_\_\_\_\_ Balance: \$ \_\_\_\_\_

Account Provider: \_\_\_\_\_

Plan Type: \_\_\_\_\_ Balance: \$ \_\_\_\_\_

Account Provider: \_\_\_\_\_

Plan Type: \_\_\_\_\_ Balance: \$ \_\_\_\_\_

**Tax Refunds:**

Have you filed your tax return for last year? Yes \_\_\_\_\_ No \_\_\_\_\_

Did you already receive a refund? Yes \_\_\_\_\_ No \_\_\_\_\_

How much was your Federal Refund? \_\_\_\_\_

How much was your State Refund? \_\_\_\_\_

Are you still due a refund? Yes \_\_\_\_\_ No \_\_\_\_\_

Federal Refund you are expecting? \_\_\_\_\_

State Refund you are expecting? \_\_\_\_\_

**3. Motor Vehicles: List all vehicles you have an ownership interest in.**

1. Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_  
Miles \_\_\_\_\_ Balance \_\_\_\_\_ Payment \_\_\_\_\_  
Lender \_\_\_\_\_

2. Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_  
Miles \_\_\_\_\_ Balance \_\_\_\_\_ Payment \_\_\_\_\_  
Lender \_\_\_\_\_

3. Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_  
Miles \_\_\_\_\_ Balance \_\_\_\_\_ Payment \_\_\_\_\_  
Lender \_\_\_\_\_

4. Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_  
Miles \_\_\_\_\_ Balance \_\_\_\_\_ Payment \_\_\_\_\_  
Lender \_\_\_\_\_

5. Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_  
Miles \_\_\_\_\_ Balance \_\_\_\_\_ Payment \_\_\_\_\_  
Lender \_\_\_\_\_

4. **Wearing Apparel Value:** \$ \_\_\_\_\_

5. **Jewelry and Furs Value:** \$ \_\_\_\_\_

---

---

6. **Household Goods:** Put a number in each space indicating how many of each item that you own, and then put in the YARD SALE value of that item in the column to the right.

<u>Item</u>	<u>How many?</u>	<u>Value</u>
Stove	_____	\$ _____
Microwave	_____	\$ _____
Dining Set	_____	\$ _____
Kitchen Table/Chairs	_____	\$ _____
Entertainment Center	_____	\$ _____
Freezer/Refrigerator	_____	\$ _____
Washer/Dryer	_____	\$ _____
Dishwasher	_____	\$ _____
China Closet/Armoire	_____	\$ _____
Sofa/Loveseat	_____	\$ _____
Coffee Table	_____	\$ _____
End Table	_____	\$ _____
Lamps	_____	\$ _____
Chairs/Recliners	_____	\$ _____
Beds	_____	\$ _____
Dressers	_____	\$ _____
Night Stands	_____	\$ _____
Desk	_____	\$ _____
Other	_____	\$ _____

**ELECTRONICS**

TV	_____	\$ _____
VCR/DVD Player	_____	\$ _____
Stereo/Radio	_____	\$ _____
Computer/Tablet	_____	\$ _____
Cell Phone	_____	\$ _____
Game System	_____	\$ _____

**7. Collections:** Do you have any collections of value? If so, describe:  
Examples may include books, stamps, coins, stamps,  
memorabilia, etc.

\_\_\_\_\_ Value \$ \_\_\_\_\_

\_\_\_\_\_ Value\$ \_\_\_\_\_

\_\_\_\_\_ Value\$ \_\_\_\_\_

**8. Sports & Hobby Equipment:** Do you own Sports & Hobby Equipment? If so,  
describe: Examples may include guns, video or  
photographic equipment, exercise equipment,  
hunting & fishing equipment, tools, etc.

\_\_\_\_\_ Value \$ \_\_\_\_\_

**9. Pets:**

\_\_\_\_\_ Value \$ \_\_\_\_\_

**10. Miscellaneous Items:**

List other valuable assets not listed elsewhere

\_\_\_\_\_ Value \$ \_\_\_\_\_

\_\_\_\_\_ Value\$ \_\_\_\_\_

\_\_\_\_\_ Value\$ \_\_\_\_\_

**11. Does any owe you money? If so, who owes you and how much is owed?**

**12. Can you sue anyone for anything? Job, car accident, etc. If you can, IT  
MUST BE LISTED IN YOUR BANKRUPTCY FORMS!**

\*\*\*\* \_\_\_\_\_ \*\*\*\*

**13. Are you inheriting, or do you expect to inherit any property within the  
next year?** \_\_\_\_\_

**DEBT INFORMATION:**

**Student Loans:**

Owed To: \_\_\_\_\_

Loan Balance \$ \_\_\_\_\_

Co-signor? Yes \_\_\_\_\_ No \_\_\_\_\_

**Do you pay Child Support or Alimony?** Yes \_\_\_\_\_ No \_\_\_\_\_

**IF YES,**

**Who do you pay Support or Alimony to?** \_\_\_\_\_

**What is the monthly payment** \$ \_\_\_\_\_

**Are you behind on your support payments?** Yes \_\_\_\_\_ No \_\_\_\_\_

**IF YES,**

**How much?** \$ \_\_\_\_\_

**Name and Address of parent/person to who support is paid:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Do you owe Taxes? For example the IRS, State of Virginia, or County Taxes**

<b>Government Entity</b>	<b>Tax Year</b>	<b>Amount Due</b>
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

**Unsecured Debts (credit cards, personal loans, payday loans, old landlords, repossessions, utilities or medical bills; DO NOT LIST DEBTS FOR WHICH YOU ARE PROVIDING STATEMENTS).**

Owed To	Type of Debt	Balance	Payment
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
<b>Total</b>		\$ _____	_____

(We will add it up if you do not have a calculator)

## MONTHLY INCOME

Husband's Gross Pay: \$ \_\_\_\_\_  
Wife's Gross Pay: \$ \_\_\_\_\_  
Child Support/Alimony: \$ \_\_\_\_\_  
Retirement Income: \$ \_\_\_\_\_  
Self-Employment/Business: \$ \_\_\_\_\_  
Government Assistance: \$ \_\_\_\_\_  
Unemployment Assistance: \$ \_\_\_\_\_  
Other (describe): \$ \_\_\_\_\_  
**TOTAL MONTHLY INCOME** \$ \_\_\_\_\_

## MONTHLY EXPENSES

Rent/Mortgage: \$ \_\_\_\_\_ 2<sup>nd</sup> Mortgage \$ \_\_\_\_\_

Utilities:    Elect. \$ \_\_\_\_\_    Gas \$ \_\_\_\_\_    Water \$ \_\_\_\_\_    Sewer/Trash \$ \_\_\_\_\_  
                  Tel.    \$ \_\_\_\_\_    Cell \$ \_\_\_\_\_    Cable \$ \_\_\_\_\_    Internet \$ \_\_\_\_\_

HOA \$ \_\_\_\_\_  
Home Maintenance: \$ \_\_\_\_\_  
Food & Household Items: \$ \_\_\_\_\_  
Day Care/Child Education \$ \_\_\_\_\_  
Clothing/Laundry/Dry Clean. \$ \_\_\_\_\_  
Personal Grooming: \$ \_\_\_\_\_  
Newspapers/Magazines: \$ \_\_\_\_\_  
Medical & Dental: \$ \_\_\_\_\_  
Auto Operating Costs: \$ \_\_\_\_\_  
Recreation: \$ \_\_\_\_\_  
Charitable Contributions: \$ \_\_\_\_\_  
Auto Insurance: \$ \_\_\_\_\_  
Life Insurance: \$ \_\_\_\_\_  
Other Insurance: \$ \_\_\_\_\_  
Child or Spousal Support: \$ \_\_\_\_\_  
Storage: \$ \_\_\_\_\_  
Pet Care: \$ \_\_\_\_\_  
Tobacco: \$ \_\_\_\_\_  
1<sup>st</sup> Auto Payment \$ \_\_\_\_\_  
2<sup>nd</sup> Auto Payment \$ \_\_\_\_\_  
Other Installment Payment \$ \_\_\_\_\_  
\$ \_\_\_\_\_  
Student Loans \$ \_\_\_\_\_  
Property Taxes \$ \_\_\_\_\_  
Tax Arrearages \$ \_\_\_\_\_  
Other Living Expenses \$ \_\_\_\_\_  
  
**Total Monthly Expenses** \$ \_\_\_\_\_

**MISCELLANEOUS**

1. What was your gross income for the year to date and the previous two years?

2017: \$ \_\_\_\_\_ (wife) \$ \_\_\_\_\_

2016: \$ \_\_\_\_\_ (wife) \$ \_\_\_\_\_

2015: \$ \_\_\_\_\_ (wife) \$ \_\_\_\_\_

2. Have you been self-employed or have you had any ownership interest in a company in the last 6 years?

Yes \_\_\_\_\_

No \_\_\_\_\_

**If so, give details:**

Name of Business: \_\_\_\_\_

Address: \_\_\_\_\_

What type of Business: \_\_\_\_\_

Dates in Business: \_\_\_\_\_

Accountant: \_\_\_\_\_

Does this business presently have any assets? If so, describe: \_\_\_\_\_

Name of Business: \_\_\_\_\_

Address: \_\_\_\_\_

What type of Business: \_\_\_\_\_

Dates in Business: \_\_\_\_\_

Accountant: \_\_\_\_\_

Does this business presently have any assets? If so, describe: \_\_\_\_\_

Have you given anyone a financial statement for any businesses in the past 4 years? If so, who?

\_\_\_\_\_

\_\_\_\_\_

3. Have you been involved in a divorce in the past year? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you entered into a Property Settlement Agreement in the past year?

Yes \_\_\_\_\_ No \_\_\_\_\_

If so, give details including transfers: For Example, was ownership of the marital home or any other large asset transferred pursuant to your Property Settlement Agreement?

---

---

---

5. Have you paid any creditor \$600 or more in the past 3 months? Yes or No  
Details \_\_\_\_\_

---

6. Have you repaid any family member in the past year? Yes or No  
Details \_\_\_\_\_

---

7. Have you transferred or sold any of your property to anyone in the past two years?  
Yes or No

Details \_\_\_\_\_

---

8. Have you given any of your property away within the past year? Yes or No  
Details \_\_\_\_\_

---

9. Have you made any cash charitable contributions within the past 2 years. Yes or No  
Details \_\_\_\_\_

---

10. Has any property been returned by you or repossessed by a lender within the past year?  
Yes or No

Details \_\_\_\_\_

---

11. Have you suffered any losses from fire, theft or gambling in the past year?  
Yes or No  
If so, give details including any insurance proceeds received \_\_\_\_\_

---

12. Do you have any storage units or safe deposit boxes? Yes or No  
Details \_\_\_\_\_

---

13. Have you closed any bank accounts in the past year? Yes or No  
Details \_\_\_\_\_

---

14. Do you have any leases or active contracts to be completed? Yes or No  
Details \_\_\_\_\_

---

15. Have you obtained any judgments against third parties? Yes or No  
Details \_\_\_\_\_

---

16. Have you owned real estate in the past other than real estate you currently own? List addresses and describe when and how the property came out of your name (For example, sale, foreclosure, short sale, quitclaim deed, etc.) Yes or No

Details \_\_\_\_\_

---

**LEGAL ACTIONS BEING TAKEN**

Garnishments?    \_\_\_ Yes    \_\_\_ No    Amount    \$ \_\_\_\_\_  
Creditor \_\_\_\_\_ Court \_\_\_\_\_

\_\_\_ Yes    \_\_\_ No    Amount    \$ \_\_\_\_\_  
Creditor \_\_\_\_\_ Court \_\_\_\_\_

Lawsuits?    \_\_\_ Yes    \_\_\_ No    Amount    \$ \_\_\_\_\_  
Creditor \_\_\_\_\_ Court \_\_\_\_\_

\_\_\_ Yes    \_\_\_ No    Amount    \$ \_\_\_\_\_  
Creditor \_\_\_\_\_ Court \_\_\_\_\_

Judgements?    \_\_\_ Yes    \_\_\_ No    Amount    \$ \_\_\_\_\_  
Creditor \_\_\_\_\_ Court \_\_\_\_\_

\_\_\_ Yes    \_\_\_ No    Amount    \$ \_\_\_\_\_  
Creditor \_\_\_\_\_ Court \_\_\_\_\_

Foreclosures?    \_\_\_ Yes    \_\_\_ No    Collateral    \_\_\_\_\_  
Creditor \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_ Yes    \_\_\_ No    Collateral    \_\_\_\_\_  
Creditor \_\_\_\_\_ Date \_\_\_\_\_

Repossessions?    \_\_\_ Yes    \_\_\_ No    Collateral    \_\_\_\_\_  
Creditor \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_ Yes    \_\_\_ No    Collateral    \_\_\_\_\_  
Creditor \_\_\_\_\_ Date \_\_\_\_\_

# Can I Keep My Car?

For many people considering bankruptcy, this is one of their top concerns. Every person who files bankruptcy and has lived in Virginia the past two years gets a \$6,000 vehicle exemption on one vehicle. That means if your vehicle is worth \$6,000 or less over what is owed, we can protect it. In addition, if your vehicle has more than \$6,000 equity, we can typically use a \$5,000 wildcard exemption as well. If you have more than one vehicle with equity, we need to talk about that.

## What if it is financed?

Before they changed the bankruptcy laws in 2005, you could simply elect to keep the vehicle and continue making payments. However, under the new law, you cannot officially do that. You must either surrender the vehicle, redeem (pay off what it is worth in a lump sum), or reaffirm. Most people want to keep their car, not surrender, and very few have thousands of dollars to redeem. Does that mean they must reaffirm?

## Reaffirming only helps the car lenders.

Reaffirming basically means you are agreeing to be held to the terms of your original contract...same interest rate, monthly payments, amount due, etc. Once in a blue moon the finance company will agree to a better interest rate or lower the balance, but that is extremely rare.

The problem with reaffirming is that you are once again agreeing to be personally liable for the car loan. That means if you can't make the payments after your case is closed, the finance company can repossess the car, sell it for peanuts, and come after you for the difference. You'll have a repossession on your credit, even after bankruptcy had wiped it clean, and then it will take that much longer to re-establish good credit. The finance company will likely get a judgment against you and garnish your pay, and this is after you've already gone through bankruptcy!!

So what happens if you do not reaffirm? Look at your financing contract. If it says that the car company considers the filing a bankruptcy a breach of contract (and most contracts say that), technically they can demand the car be returned without a reaffirmation agreement. However, I've spoken to many other bankruptcy attorneys, and no one knows of a company actually doing this except for Ford. Think about it. Why would a car company want to repossess your car and get almost nothing at auction when you are making your monthly payments? That would be bad for business. If you simply continue making your payments and keep the vehicle, but don't sign the reaffirmation agreement, the finance company will probably not repossess the vehicle, and you can keep the car without the potential liability of a reaffirmation agreement.

## Why do some people insist on reaffirming?

The main reason is usually this: they are more afraid of losing their car than the liability they are accepting – "But it's the only car I have to get to work."

I suggest going to several used car dealerships and finding out for yourself that even if the finance company does pick up your vehicle, which again, is extremely unlikely, you'll still be able to get a better car for a lower monthly payment anyway.

## So what should you do?

My recommendation to you is not to reaffirm. If you want to keep your vehicle, I suggest you keep making the payments, but don't sign a reaffirmation agreement. But you must decide for yourself. If you do reaffirm, you have 60 days after you sign to change your mind.

Vehicle: \_\_\_\_\_ I WILL / WILL NOT reaffirm this loan. (Circle one)  
Vehicle: \_\_\_\_\_ I WILL / WILL NOT reaffirm this loan. (Circle one)  
Vehicle: \_\_\_\_\_ I WILL / WILL NOT reaffirm this loan. (Circle one)

Client \_\_\_\_\_ Date \_\_\_\_\_  
Client \_\_\_\_\_ Date \_\_\_\_\_



CIN LEGAL DATA SERVICES CONSUMER AUTHORIZATION AND RELEASE FORM

CIN Legal Account Number: A12417

Account Name: A12417 - The Law Offices of Michael J. O. Sandler, PLLC

SUBJECT TO THE TERMS, CONDITIONS AND DISCLOSURES SET OUT ON PAGES 2 AND 3 HEREIN, I INSTRUCT AND AUTHORIZE CIN LEGAL DATA SERVICES ("CIN") TO DO THE FOLLOWING (PLEASE SELECT ALL THAT APPLY):

Bankruptcy Credit Report™

Access my Credit Profile one time to compile, merge, and format the credit data and data elements into the Bankruptcy Credit Report ("BCR"); provide a copy of the BCR to my attorney via CIN's Internet portal or other secure electronic means; make data elements of the BCR available for electronic import into my attorney's bankruptcy forms preparation software program or automated bankruptcy filing system; and provide a copy of the BCR to me via electronic posting to my secure MyHorizon® account.

Credit Assurance Report™

Access my Credit Profile one time in the 60 to 90 days following the discharge of my bankruptcy case to compile, merge, and format the credit data and data elements into the Credit Assurance Report™ ("CAR"); provide a copy of the CAR to my attorney via CIN's Internet portal or other secure electronic means; and provide a copy of the CAR to me via posting to my secure MyHorizon® account.

MyHorizon® Credit Monitoring Program

Access my Credit Profile daily for 12 months beginning on the date the MyHorizon Credit Monitoring Program ("MHT Monitoring") is ordered to provide credit monitoring, credit scoring, and/or credit score monitoring and tracking products to me via email, instant message, and/or text message.

Identity Verification

Access my Credit Profile one time on the order date of any BCR, CAR or MHT Monitoring product to confirm my identity and avoid fraudulent transactions in my name. THIS IS A REQUIREMENT FOR ANY CREDIT PRODUCT ORDER.

PLEASE SUBMIT COMPLETED FORM WITH PHOTO IDS FOR PRIMARY APPLICANT AND CO-APPLICANT (IF JOINT APPLICATION) BY FAX TO 866-307-1003 OR BY EMAIL TO [FORMS@CINLEGAL.COM](mailto:FORMS@CINLEGAL.COM). THANK YOU.

<p><b>PRIMARY APPLICANT</b></p> <p>NAME _____</p> <p>SSN _____</p> <p>SIGNATURE _____</p> <p>DATE _____</p>	<p style="text-align: center;">Photo ID</p>
<p><b>CO-APPLICANT (IF JOINT APPLICATION)</b></p> <p>NAME _____</p> <p>SSN _____</p> <p>SIGNATURE _____</p> <p>DATE _____</p>	<p style="text-align: center;">Photo ID</p>

**LEGAL SERVICES AGREEMENT FOR BANKRUPTCY MATTERS**

I authorize my attorneys at **Fisher-Sandler, LLC** to represent me in the following matters:  
Chapter 7 Bankruptcy.

My attorney agrees to professionally represent my interest to the best of his ability. I acknowledge that my attorney cannot guarantee results and that my obligation to pay my attorney his fees and costs is not contingent upon the results attained.

My attorney shall be compensated at the following rates:

- (1) Fixed fee of \$1,100.00 for Chapter 7 bankruptcy; and
- (2) \$335.00 for the bankruptcy filing fee;
- (3) \$32.00 for filing of each Homestead Deed (if applicable);
- (4) \$33.00 for 2 source credit report;
- (5) If creditors need to be added after your case is filed, there is a \$30.00 court filing fee to add them to the court data base (charge is for filing, not per creditor).

The fixed fee includes the following services:

- a.) Initial consultation;
- b.) Counseling you regarding the preparation of the Chapter 7 petition;
- c.) Counseling you regarding the retention or surrender of property securing consumer debts, your entitlement to claim certain property as exempt, and drafting and filing of the Homestead Deed;
- d.) Counseling you regarding motions and other pleadings which might be filed for or against you;
- e.) Preparation of Reaffirmation Agreement(s);
- f.) Preparing you for your meeting with the chapter 7 trustee (meeting of creditors); and
- g.) Attending the meeting of creditors with you.

**I will pay \_\_\_\_\_ before my case is filed, and then payments of \_\_\_\_\_ within 30 days and \_\_\_\_\_ 30 days after that.**

I understand that your services are concluded after discharge or dismissal of my case. I understand the fees noted above do not include adversary proceedings, state court actions, or an appeals to higher courts, and that if I wish to retain you for those matters, a separate fee will be charged. You are authorized to take any action you consider necessary and proper in your representation of me; however, I am aware that you can not guarantee results and have made no warranties. I am aware that in dealing with your office I will be in contact with both attorneys and non-attorneys working under the supervision of attorneys, and I will not consider the statements made to me by non-attorneys to be legal advice.

I have read this agreement and I understand it and agree to it. I acknowledge the receipt of a copy of this Legal Services Agreement.

\_\_\_\_\_  
Fisher-Sandler, LLC                      Date

\_\_\_\_\_  
Client                                      Date

\_\_\_\_\_  
Client                                      Date

**LEGAL SERVICES AGREEMENT FOR BANKRUPTCY MATTERS**

I authorize my attorneys at **Fisher-Sandler, LLC**, to represent me in the following matters:  
Chapter 13 Bankruptcy.

My attorney agrees to professionally represent my interest to the best of his ability. I acknowledge that my attorney cannot guarantee results and that my obligation to pay my attorney his fees and costs is not contingent upon the results attained.

My attorney shall be compensated at the following rates:

- (1) Fixed fee of \$3,500.00 for Chapter 13 bankruptcy; and
- (2) \$310.00 for the bankruptcy filing fee;
- (3) \$33.00 for 2 source credit report / \$53.00 if joint filing;
- (4) If creditors need to be added after your case is filed, there is a \$30.00 court filing fee to add them to the court data base (charge is for filing, not per creditor).

The fixed fee includes the following services:

- a.) Initial consultation;
- b.) Counseling you regarding the preparation of the Chapter 13 petition;
- c.) Counseling you regarding the retention or surrender of property securing consumer debts, your entitlement to claim certain property as exempt, and drafting and filing of the Homestead Deed;
- d.) Counseling you regarding motions and other pleadings which might be filed for or against you;
- e.) Preparation of Chapter 13 Plan, and any subsequent Plans until a confirmation order is obtained from the court;
- f) Preparing you for your meeting with the chapter 13 trustee (meeting of creditors); and
- g.) Attending the meeting of creditors with you.

**I will pay \_\_\_\_\_ before my case is filed.**

I understand that your services are concluded after discharge or dismissal of my case. I understand the fees noted above do not include adversary proceedings, state court actions, or an appeals to higher courts, and that if I wish to retain you for those matters, a separate fee will be charged. You are authorized to take any action you consider necessary and proper in your representation of me; however, I am aware that you can not guarantee results and have made no warranties. I am aware that in dealing with your office I will be in contact with both attorneys and non-attorneys working under the supervision of attorneys, and I will not consider the statements made to me by non-attorneys to be legal advice.

I have read this agreement and I understand it and agree to it. I acknowledge the receipt of a copy of this Legal Services Agreement.

\_\_\_\_\_  
Fisher-Sandler, LLC                      Date

\_\_\_\_\_  
Client                                      Date

\_\_\_\_\_  
Client                                      Date

**DISCLOSURE #1: IMPORTANT INFORMATION ABOUT BANKRUPTCY & ALTERNATIVES TO BANKRUPTCY, 11 U.S.C. § 527(b)**

**IMPORTANT INFORMATION ABOUT BANKRUPTCY ASSISTANCE SERVICES FROM AN ATTORNEY OR BANKRUPTCY PETITION PREPARER**

If you decide to seek bankruptcy relief, you can represent yourself, you can hire an attorney to represent you, or you can get help in some localities from a bankruptcy petition preparer who is not an attorney.

THE LAW REQUIRES AN ATTORNEY OR BANKRUPTCY PETITION PREPARER TO GIVE YOU A WRITTEN CONTRACT SPECIFYING WHAT THE ATTORNEY OR BANKRUPTCY PETITION PREPARER WILL DO FOR YOU AND HOW MUCH IT WILL COST.

1. Ask to see the contract before you hire anyone. The following information helps you understand what must be done in a routine bankruptcy case to help you evaluate how much service you need. Although bankruptcy can be complex, many cases are routine.
2. Before filing a bankruptcy case, either you or your attorney should analyze your eligibility for different forms of debt relief available under the bankruptcy Code and which form of relief is most likely to be beneficial for you. Be sure you understand the relief you can obtain and its limitations.
3. To file a bankruptcy case, documents called a Petition, Schedules and Statement of Financial Affairs, as well as in some cases a Statement of Intention need to be prepared correctly and filed with the bankruptcy court. You will have to pay a filing fee to the bankruptcy court. Once your case starts, you will have to attend the required first meeting of creditors where you may be questioned by a court official called a “trustee” and by creditors.
4. If you choose to file a chapter 7 case, you may be asked by a creditor to reaffirm a debt. You may want help deciding whether to do so. A creditor is not permitted to coerce you into reaffirming your debts.
5. If you choose to file a chapter 13 case in which you repay your creditors what you can afford over 3 to 5 years, you may also want help with preparing your chapter 13 plan and with the confirmation hearing on your plan which will be before a bankruptcy judge.
6. If you select another type of relief under the Bankruptcy Code other than chapter 7 or chapter 13, you will want to find out what should be done from someone familiar with that type of relief.
7. Your bankruptcy case may also involve litigation. You are generally permitted to represent yourself in litigation in bankruptcy court, but only attorneys, not bankruptcy petition preparers, can give you legal advice.

**DISCLOSURE #2: PURPOSES, BENEFITS & COSTS OF BANKRUPTCY, §§ 527(a)(1) & 342(b)(1)**

The US Constitution provides a method whereby individuals, burdened by excessive debt, can obtain a fresh financial start and pursue newly productive lives unimpaired by past financial problems. It is an important alternative for persons mired deep in financial difficulty. Anyone considering this course of action is encouraged to seek the advice and assistance of an attorney specializing in bankruptcy law.

The Bankruptcy code is divided into chapters. The chapters which usually apply to consumer debtors are chapter 7, known as a Liquidation, and chapter 13, known as an Adjustment of the Debtors of an Individual with Regular Income (a.k.a. wage-earner plan).

An important feature applicable to all types of bankruptcy filings is the automatic stay. The automatic stay means that the mere request for bankruptcy protection automatically “stays” or forces an abrupt halt to the repossessions, foreclosures, evictions, garnishments, attachments, utility shut-offs, and debt collection harassment. It offers debtors a breathing spell by giving the debtor and the trustee assigned to the case time to review the situation and develop an appropriate plan. Creditors cannot take any further action against the debtor or the property without permission from the bankruptcy court.

## **NOTICE TO CONSUMER DEBTOR(S) UNDER §342(b) OF THE BANKRUPTCY CODE**

In accordance with § 342(b) of the Bankruptcy Code, this notice to individuals with primarily consumer debts: (1) Describes briefly the services available from credit counseling services; (2) Describes briefly the purposes, benefits and costs of the four types of bankruptcy proceedings you may commence; and (3) Informs you about bankruptcy crimes and notifies you that the Attorney General may examine all information you supply in connection with a bankruptcy case.

You are cautioned that bankruptcy law is complicated and not easily described. Thus, you may wish to seek the advice of an attorney to learn of your rights and responsibilities should you decide to file a petition. Court employees cannot give you legal advice. Notices from the bankruptcy court are sent to the mailing address you list on your bankruptcy petition. In order to ensure that you receive information about events concerning your case, Bankruptcy Rule 4002 requires that you notify the court of any changes in your address. If you are filing a joint case (a single bankruptcy case for two individuals married to each other), and each spouse lists the same mailing address on the bankruptcy petition, you and your spouse will generally receive a single copy of each notice mailed from the bankruptcy court in a jointly addressed envelope, unless you file a statement with the court requesting that each spouse receive a separate copy of all notices.

### **1. Services Available from Credit Counseling Agencies**

With limited exceptions, § 109(h) of the Bankruptcy Code requires that all individual debtors who file for bankruptcy relief on or after October 17, 2005, receive a briefing that outlines the available opportunities for credit counseling and provides assistance in performing a budget analysis. The briefing must be given within 180 days before the bankruptcy filing. The briefing may be provided individually or in a group (including briefings conducted by telephone or on the Internet) and must be provided by a nonprofit budget and credit counseling agency approved by the United States trustee or bankruptcy administrator. The clerk of the bankruptcy court has a list that you may consult of the approved budget and credit counseling agencies. Each debtor in a joint case must complete the briefing. In addition, after filing a bankruptcy case, an individual debtor generally must complete a financial management instructional course before he or she can receive a discharge. The clerk also has a list of approved financial management instructional courses. Each debtor in a joint case must complete the course.

### **2. The Four Chapters of the Bankruptcy Code Available to Individual Consumer Debtors**

#### **Chapter 7: Liquidation (\$335 total court fees plus legal fees and costs)**

Chapter 7 is designed for debtors in financial difficulty who do not have the ability to pay their existing debts. Debtors whose debts are primarily consumer debts are subject to a “means test” designed to determine whether the case should be permitted to proceed under chapter 7. If your income is greater than the median income for your state of residence and family size, in some cases, the United States trustee (or bankruptcy administrator), the trustee, or creditors have the right to file a motion requesting that the court dismiss your case under § 707(b) of the Code. It is up to the court to decide whether the case should be dismissed.

Under chapter 7, you may claim certain of your property as exempt under governing law. A trustee may

have the right to take possession of and sell the remaining property that is not exempt and use the sale proceeds to pay your creditors. The purpose of filing a chapter 7 case is to obtain a discharge of your existing debts. If, however, you are found to have committed certain kinds of improper conduct described in the Bankruptcy Code, the court may deny your discharge and, if it does, the purpose for which you filed the bankruptcy petition will be defeated.

Even if you receive a general discharge, some particular debts are not discharged under the law. Therefore, you may still be responsible for most taxes and student loans; debts incurred to pay nondischargeable taxes; domestic support and property settlement obligations; most fines, penalties, forfeitures, and criminal restitution obligations; certain debts which are not properly listed in your bankruptcy papers; and debts for death or personal injury caused by operating a motor vehicle, vessel, or aircraft while intoxicated from alcohol or drugs. Also, if a creditor can prove that a debt arose from fraud, breach of fiduciary duty, or theft, or from a willful and malicious injury, the bankruptcy court may determine that the debt is not discharged.

### **Chapter 13: Repayment of All or Part of the Debts of an Individual with Regular Income (\$310.00 total court fees plus legal fees and costs)**

Chapter 13 is designed for individuals with regular income who would like to pay all or part of their debts in installments over a period of time. You are only eligible for chapter 13 if your debts do not exceed certain dollar amounts set forth in the Bankruptcy Code. Under chapter 13, you must file with the court a plan to repay your creditors all or part of the money that you owe them, using your future earnings. The period allowed by the court to repay your debts may be three years or five years, depending upon your income and other factors. The court must approve your plan before it can take effect.

After completing the payments under your plan, your debts are generally discharged except for domestic support obligations; most student loans; certain taxes; most criminal fines and restitution obligations; certain debts which are not properly listed in your bankruptcy papers; certain debts for acts that caused death or personal injury; and certain long term secured obligations.

### **Chapter 11: Reorganization (\$1717 total court fees plus legal fees and costs)**

Chapter 11 is designed for the reorganization of a business but is also available to consumer debtors. Its provisions are quite complicated, and any decision by an individual to file a chapter 11 petition should be reviewed with an attorney.

### **Chapter 12: Family Farmer or Fisherman (\$275 total court fees plus legal fees and costs)**

Chapter 12 is designed to permit family farmers and fishermen to repay their debts over a period of time from future earnings and is similar to chapter 13. The eligibility requirements are restrictive, limiting its use to those whose income arises primarily from a family-owned farm or commercial fishing operation.

## **3. Bankruptcy Crimes and Availability of Bankruptcy Papers to Law Enforcement Officials**

A person who knowingly and fraudulently conceals assets or makes a false oath or statement under penalty of perjury, either orally or in writing, in connection with a bankruptcy case is subject to a fine, imprisonment, or both. All information supplied by a debtor in connection with a bankruptcy case is subject to examination by the Attorney General acting through the Office of the United States Trustee, the Office of the United States Attorney, and other components and employees of the Department of Justice.

**WARNING:** Section 521(a)(1) of the Bankruptcy Code requires that you promptly file detailed information regarding your creditors, assets, liabilities, income, expenses and general financial condition. Your bankruptcy

case may be dismissed if this information is not filed with the court within the time deadlines set by the Bankruptcy Code, Bankruptcy Rules, and local rules of the court.

**DISCLOSURE #3: FULL DISCLOSURE & ACCURACY, 11 U.S.C. § 527(a)(2)**

**If you file bankruptcy:**

- A. The information that you provide to your attorney, the bankruptcy trustee, and the court in the course of your bankruptcy, both before and after you file your bankruptcy petition, must be complete, accurate and truthful.
- B. All of your assets (everything you own that has value, such as real estate, personal items, vehicles, money, etc.) and all of your liabilities (all of your debts) are required to be completely and accurately disclosed in the documents filed to start your case, and the replacement value of each asset must be stated in those documents where requested after reasonable inquiry to establish their value. The value should be your best understanding of how much it would cost you to replace the item in the same or similar condition.
- C. You must provide your attorney with a monthly budget, including your current monthly income, all of your regular expenses, and the amount of your income that is left over after deduction of expenses. In listing your income and expenses, try to avoid guessing or estimating, and do your best effort to be accurate and truthful.

For income, you are required to provide information about all sources of your income, including your employment, any government assistance you may receive, social security, pension or other retirement income, income from side jobs, investment income, and similar sources.

- D. The information that you provide to your bankruptcy attorney, the bankruptcy trustee, or the bankruptcy judge may be audited and will be available for inspection by the office of the US Trustee, which is a branch of the US Department of Justice.

If you fail to honestly and fully provide information about your property, income, expenses, and other financial circumstances, your case could be dismissed, and you could be subject to criminal sanctions.

**DISCLOSURE #4: FRAUD & CONCEALMENT PROHIBITED, 11 U.S.C. § 342(b)(2)(A) & (B)**

**Debtor's Duties in Bankruptcy**

If you decide to file bankruptcy, it is important that you understand the following:

1. Some or all of the information you provide in connection with your bankruptcy will be filed with the bankruptcy court on forms or documents that you will be required to sign and declare as true under penalty of perjury.
2. A person who knowingly and fraudulently conceals assets or makes a false oath or statement under penalty of perjury in connection with a bankruptcy case shall be subject to fine, imprisonment, or both. 11 U.S.C. § 342(b)(2)(A).
3. All information you provide in connection with your bankruptcy case is subject to examination by the Attorney General. 11 U.S.C. § 342(b)(2)(B).

**ACKNOWLEDGMENT OF RECEIPT OF DISCLOSURES #1, 2, 3, and 4 OUTLINED BELOW:**

Initial:

\_\_\_\_\_ DISCLOSURE #1: IMPORTANT INFORMATION ABOUT BANKRUPTCY & ALTERNATIVES TO BANKRUPTCY, 11 U.S.C. § 527(b)

\_\_\_\_\_ DISCLOSURE #2: PURPOSES, BENEFITS & COSTS OF BANKRUPTCY, §§ 527(a)(1) & 342(b)(1)

\_\_\_\_\_ DISCLOSURE #3: FULL DISCLOSURE & ACCURACY, 11 U.S.C. § 527(a)(2)

\_\_\_\_\_ DISCLOSURE #4: FRAUD & CONCEALMENT PROHIBITED, 11 U.S.C. § 342(b)(2)(A) & (B)

The undersigned acknowledges that the Stuart Law Firm, LLC has given me/us a copy of Disclosures #1, 2, 3, and 4 initialed and outlined above, as required by Bankruptcy Code §§ 527(b), (a)(1) & 342(b)(1), 527(a)(2), and 342(b)(2)(A) & (B).

Dated: \_\_\_\_\_

X \_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Your Name Above

Dated: \_\_\_\_\_

X \_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Your Name Above