

DOCUMENTS NEEDED TO PREPARE YOUR CASE

- _____ 1. All paystubs or other income information received by you from Jan.1, 2017 from any employer. A statement from your employer showing payroll history will do.
- _____ 2. The amount of any other income received from any source other than wages or salary for the last **twelve (12) months**.
- _____ 3. Your 2015 and 2016 federal income tax return if you have filed it.
- _____ 4. A copy of your driver's license & social security card. We will make copies.
- _____ 5. Bring only ONE COPY of every bill you owe. Do not bring your utility bills. Open all mail and remove the contents except the statement or letter.
- _____ 6. A copy of any lawsuits in which you have been involved in the last **six (6) years**. This includes divorce, personal injury, class action suits, and debt collections.
- _____ 7. A copy of any whole life or universal life insurance policies. Include the last statement that shows the current cash or surrender value.
- _____ 8. Tag number , Mileage, Make and Model of all financed Auto. Insurance Declarations Page from all finance Autos.

COMPLETE THE FORMS IN YOUR BLUE FOLDER AND RETURN WITH THE DOCUMENTS LISTED ABOVE. These are in your blue folder.

- _____ 1. Support Payments Questionnaire. Only if you owe someone child support or alimony whether or not you are paying them.
- _____ 2. Your Expenses form (Schedule J). This is a form that gives us the current amount of your monthly living expenses. Please give your best estimates.
- _____ 3. Personal Property form. It is important to disclose all your possessions. List separately any item that might sell for more than \$50.00 in its current condition.

Call the office if you have a question.