CLIENT QUESTIONNAIRE FOR 2024

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 lienholder 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, receivables, 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 (2022 and 2023). 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 Facebook (http://bit.ly/GinsFace). Please also subscribe to our growing YouTube channel at https://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 about us	s?		
Your Name (as it appears	s on Soc. Sec. Card):		Dat	e of Birth:	
Maiden/forme	r/other names:				
Social Security Numb	er:	Marital st	atus:		
Your address:			Apt. #:	_ Rent	□ Own
City:	State:	Zip:	County:		
Home phone:	Work pl	hone:	Cell/Beeper	·· <u> </u>	
E-Mail address:					
Name and # of	f someone who co	ould reach you in an e	emergency:		
Spouse's Name:		Date of birth:		E-mail:	
Spouse's maid	en/former name:_				_
Spouse's socia	l security number	r:	Spouse's work p	ohone:	
Spouse's home	e address and hon	ne phone (if different	from yours):		
How long have you li	ved at your home	address:			
If less than 3 years, pl	ease list previous	addresses, beginning	g with the most rece	nt:	
Dates:					

Dates:

Income Information		M	arital Status:		
	Your	rself	Spo	ouse	
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-child	ren Age	Relationship		es child with ?	Child support \$ paid/received
Expected changes in incor	ne:				
Describe when & why:					

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		
Clathing		
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		
msurance	 _	
Real property insurance		
msurance		
T : C :		
Life insurance	 	
Disability insurance	 _	
Long term care insurance		
6	 	
Health insurance		
(not deducted from pay)	 ·	
Auto insurance	 	

Non-payroll taxes		
County property tax (if <u>not</u> 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	
Ad Valorem taxes on Cars or boats		
Homeowner's Assn.		
Gym/Exercise Club		

Are you curren	tly facing a	mortg	gage for	eclosure:				
If so, how do yo	ou know:							
For what month	is the foreclos	ure sch	eduled:_					_
Are you curren	tly facing a	vehic	le repos	ssession:				
·			_					
Yearly income	1 ocimia:							
Year	Gross income/y	ear	Where o	employed?		ouse's gross		re was spouse oyed?
2024(year to date)	meome/y	cai	,		III	income/year empl		oycu:
2023								
2022								
Tax returns (pl				.		, 		
Year	Tax returns filed?	If not	t, why	Spouse filed to returns?	ax	If not, why n	ot?	Tax refund expected/received
2023								
2022								
2021								
2019								
Has the IRS, State has been filed a		_	any oth	ner taxing ent	ity (ever advised	l you	that a tax lien

Emergency matters...

upon vou?		•	- has a sher	iii s deputy eve	ci scivcu	a summ
upon you? Lawsuit filed against you by:	Reason for lawsuit lawsuit served on y		County where filed	Case number	Status n	ow
Have your wa	ges ever been gar	nished?				
Have your wa	_	nished? How much \$ taken to date	Is garnishment on-going	Who is plaintif	f's lawyer	?
	g When did garnishment	How much \$ taken to	garnishment		f's lawyer	?
Who is garnishing	g When did garnishment	How much \$ taken to date	garnishment on-going		f's lawyer	?

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
micage	purchased	пашс		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	Type of plan	In whose name	Are you still contributing?	Current balance	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, ho	ow much?

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 day done any of the follow		Yes/No	Name of lender/ti	ransferee	Amount borrow last 60 days	ved w/in
Used credit cards						
Taken cash advances						
Taken out any new loan	ns					
Gave away or sold any worth more than \$600	property					
Have you done any of following	the	Yes/No	Name of	person paid	Amount	
Paid back a relative or associate within last 36						
Issued payment to anyothan \$650 within last 9						
Have you ever filed a	Chapter 7 o	or a Chapt	er 13 ban	kruptcy before	e?	
Type of bankruptcy Ch. 7 or Ch. 13	Date filed	Was c	leted or	When was case closed b Court	Case number	Former BK lawye
	armation I ha	ıve provid	ed in this	questionnaire	is true and corre	ect, under penalty of
I certify that the info perjury.	rmation 1 na					
• • • • • • • • • • • • • • • • • • • •	Signature					

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	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 char 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

Internal Revenue Service	Account Number:	
Address:		
		for tax year:
Return filed? In whos	e name:	Installment agreement filed?
Georgia Dept. of Revenue	Account Number:	
Address:		
For tax year:	Total taxes due to Ga I	OOR for tax year:
Return filed? In whos	e name:	Installment agreement filed?
Other taxes:		Account number:
Address:		
		Taxes due (total)
In whose name:	Return	n filed?
Other taxes:		Account number:
Address:		
What type of tax is this?	Tax year:	Taxes due (total)
In whose name:	Return	n filed?

Mortgages & Real Estate

First Mortgage:		Acct. #:	
Correspondence address:		Total loan payoff: \$	
City:	ST: Zip:	Monthly payment:	Does payment include taxes
How many months behind are y	ou?	What happened:	incurance?
When did you take mortgage ou	ıt:	_ 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	a quick sale?	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 y	ou?	What happened:	
When did you take mortgage ou	ıt:	_ 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	a quick sale?	Has foreclosure started?	
Who is foreclosure attorney?			
Homeowner's Association	l :	Acet. #:	
HOA Address:	(name)	Annual dues: \$	
City:	ST: Zip:	Monthly payment:	
Delinquency?:\$	_		

Cars & Trucks

	Acct #:
	Monthly payment: \$
Zip:	Total loan payoff: \$
When	n did you buy vehicle (mo/yr):
_ Co-signers:	
When is loan/leas	se over?
(Copy of installment note? – please provide
	Acct #:
	Monthly payment: \$
Zip:	Total loan payoff: \$
When	n did you buy vehicle (mo/yr):
_ Co-signers:	
When is loan/le	ase over?
(Copy of installment note? – please provide
	Copy of installment note? – please provide Acct #:
	Acct #:
	Zip:When

Furniture Loans

			A cat #·
			Monthly payment: \$
			Monthly payment: \$
City:	ST:	Zip:	Total loan payoff: \$
In whose name:		Co-signers:	
When was merchand	ise purchased:		Do you still have it?
What is date of last p	ayment?		Copy of installment note? – please provide
Do you want to surre	nder furniture ar	nd reduce or elimin	nate debt?
Furniture 2 (describe	furniture):		
			Acct #:
Address:			Monthly payment: \$
City:	ST:	Zip:	Total loan payoff: \$
In whose name:		Co-signers:	
When was merchand	ise purchased:		Do you still have it?
What is date of last p	ayment?		Copy of installment note? – please provide
Do you want to surre	nder furniture ar	nd reduce or elimin	nate debt?
Furniture 3 (describe	furniture):		
Finance/loan compan	ny:		Acct #:
Address:			Monthly payment: \$
City:	ST:	Zip:	Total loan payoff: \$
In whose name:		Co-signers:	
When was merchand	ise purchased:		Do you still have it?
What is date of last p	ayment?		Copy of installment note? – please provide
Do you want to surre			

Finance Companies and Loan Companies

Finance/loan company	:		Acct #:
Address:			Monthly payment: \$
City:	ST:	Zip:	Total loan payoff: \$
In whose name:		Co-signer	3:
When did you take out	loan:		When is last payment due?
Keep or surrender?		Copy of	installment note – please provide
ance Company L	oan 2 Did	you pledge hou	sehold goods (describe)
Finance/loan company	:		Acet #:
Address:			Monthly payment: \$
City:	ST:	Zip:	Total loan payoff: \$
In whose name:		Co-signer	s:
When did you take out	loan:		When is last payment due
Keep or surrender?		Copy of	installment note – please provide
nance Company Lo Finance/loan company			sehold goods (describe)Acct #:
			Monthly payment: \$
			Total loan payoff: \$
n whose name:		Co-signer	s:
Vhen did you take out	loan:		When is last payment due?
Ceen or surrender?		Conv of	installment note – please provide

Loans for Jewelry, Gifts & Household Goods

Secured Creditor 1 (Descri	ribe items purchased)
Finance/loan company:	Acct #:
Address:	Monthly payment: \$
City: ST:	Zip: Total loan payoff: \$
In whose name:	Co-signers:
When did you take out loan:	When is last payment due?
Keep or surrender?	Copy of installment note – please provide
Secured Creditor 2 (Descri	ribe items purchased)
Finance/loan company:	_ Acct #:
Address:	Monthly payment: \$
City:ST:	Zip: Total loan payoff: \$
In whose name:	Co-signers:
When did you take out loan:	When is last payment due?
Keep or surrender?	Copy of installment note – please provide
Secured Creditor 3 (Descri	ribe items purchased)
Finance/loan company:	_ Acct #:
Address:	Monthly payment: \$
City: ST:	Zip: Total loan payoff: \$
When did you take out loan:	When is last payment due?
Kaan or surrandar?	Conv. of installment note places 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 out	loan:	When is	last payment?:	
Is loan in default?	_ Is loan in	deferment?:	When is deferment over?	
Student Loan Credit	or 2			
Student loan lender:			Acct #:	
Address:			Monthly payment: \$	
City:	ST:	Zip:	Total loan payoff: \$	
In whose name:		Co-signers:		
When did you take out	loan:	When is	last payment?:	
Is loan in default?	_ Is loan in	deferment?:	When is deferment over?	
Health Club/Spa M Health Club Finan		•		
Address:			Monthly payment: \$	
City:	ST:	Zip:	Total loan payoff: \$	
In whose name:		Co-signers:		
Do you still use facility	/:	Did you sign	a contract:	
Do you want to continu	ie to lise 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 fir	st obtain this card?				
When is last time	you used this card	?	Total charged in last 6 months?		
Collection agency	y name, address, ac	eet #:			
			Acct #:		
Correspondence	Address:		Monthly pymt: \$		
City:	ST:	Zip:	Total loan payoff: \$		
In whose name:_		Co-signers:_			
When did you fir	st obtain this card?		_		
When is last time	e you used this card	?	Total charged in last 6 months?		
Collection agenc	y name, address, ac	ect #:			
Credit Card Ler	ıder 3:		Acct #:		
Correspondence	Address:		Monthly pymt: \$		
City:	ST:	Zip:	Total loan payoff: \$	-	
In whose name:_		Co-signers:_			
When did you fir	st obtain this card?		_		
When is last time you used this card?		?	Total charged in last 6 months?		
Collection agenc	y name, address, ac	ect #:			

Credit Card Lender 4: Correspondence Address:			Acct #:		
			Monthly pymt: \$		
City:	ST:	Zip:	Total loan payoff: \$		
In whose name:		Co-signers:_			
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 #:			
			Acct #:		
Correspondence Ad	dress:		Monthly pymt: \$		
City:	ST:	Zip:	Total loan payoff: \$		
In whose name:		Co-signers:_			
When did you first o	obtain this card	!?	<u> </u>		
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 Lendo	er 6:		Acct #:		
Correspondence Ad	dress:		Monthly pymt: \$		
City:	ST:	Zip:	Total loan payoff: \$		
In whose name:		Co-signers:_			
When did you first o	obtain this card	!?	<u> </u>		
When is last time you used this card?			_ Total charged in last 6 months?		
Collection agency n	ame, address	acct #:			

redit Card Lender 7:			Acct #:	
Correspondence Addre	ess:		Monthly pymt: \$	
City:	ST:	Zip:	Total loan payoff: \$	
In whose name:		Co-signers:_		
When did you first obt	ain this card	?		
When is last time you	used this car	rd?	Total charged in last 6 months?	
Collection agency nam	ne, address, a	acct #:		
			Acct #:	
Correspondence Addre	ess:		Monthly pymt: \$	
City:	ST:	Zip:	Total loan payoff: \$	
In whose name:		Co-signers:_		
When did you first obt	ain this card	?		
When is last time you used this card?		·d?	Total charged in last 6 months?	
Collection agency nam	ne, address, a	acct #:		
redit Card Lender	9:		Acct #:	
Correspondence Addre	ess:		Monthly pymt: \$	
City:	ST:	Zip:	Total loan payoff: \$	
In whose name:		Co-signers:_		
When did you first obt	ain this card	?		
	used this car	·d?	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 health care	e provider?		When last used:
			A act #
			Acct. #:
Address:			Monthly payment:
City:	ST:	Zip:	Total balance due:
In whose name:		Co-signers:	
Do you still use this health care		When last used:	
Medical provider 3:			
Address:			Monthly payment:
City:	ST:	Zip:	Total balance due:
In whose name:		Co-signers:	
Do you still use this health care	e provider?		When last used:
Collection agency name, addre			

Medical provider 4:			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:
Medical provider 5:			Acct. #:
			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:
Medical provider 6:			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	address, acct#		

Other Creditors/Extra space

Pension or 401(k) Loans

Type of investment _	Acct #:				
Address:		Monthly payment: \$			
City:	ST:	ST:Zip: Total loan payoff: \$			
In whose name:		Co-signer	rs:		
			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	nis?		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	nis?		What did you buy:		
Collection agency nar	ne, address, a	acct #:			

Creditor/Lender :			_ Acet #:
Address:			Monthly payment: \$
City:	ST:	Zip:	Total loan payoff: \$
In whose name:		Co-signers:	
What type of debt is th	nis?		What did you buy:
Collection agency nan	ne, address, a	neet #:	
Creditor/Lender :			_Acct #:
Address:			Monthly payment: \$
City:	ST:	Zip:	Total loan payoff: \$
In whose name:		Co-signers:	
What type of debt is th	nis?		What did you buy:
Creditor/Lender:			_Acct #:
			Monthly payment: \$
City:	ST:	Zip:	Total loan payoff: \$
In whose name:		Co-signers:	
What type of debt is th	nis?		What did you buy:
Collection agency nan	ne, address, a	acct #:	

For Attorney's Use Only -Debt Analysis Worksheet

1		
7		
8		
9		
10		
11		
12		
13		
14		
15		
	Total Priority:	
Total Secured:	Total unsecured (100%)	_
Total general unsecured:		_
Estimated plan payment:	% Plan:	