

Case Number \_\_\_\_\_ Debtor \_\_\_\_\_

Co-Debtor \_\_\_\_\_

Attorney \_\_\_\_\_

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## **BANKRUPTCY QUESTIONNAIRE & DOCUMENT REQUEST**

**(TO BE COMPLETED BY EACH DEBTOR AND PROVIDED TO THE TRUSTEE ALONG WITH REQUIRED DOCUMENTS ON OR BEFORE SEVEN DAYS PRIOR TO THE MEETING OF CREDITORS)**

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### **PART I – INTRODUCTION AND INSTRUCTIONS**

**REQUIREMENTS OF THE BANKRUPTCY LAW:** THE BANKRUPTCY LAW HAS PLACED NUMEROUS REQUIREMENTS ON THE DEBTORS, THEIR ATTORNEY, AND THE BANKRUPTCY TRUSTEE. TO MEET THESE REQUIREMENTS, YOU MUST COMPLETE AND RETURN THIS BANKRUPTCY QUESTIONNAIRE TO YOUR TRUSTEE ON OR **BEFORE SEVEN (7) DAYS** PRIOR TO THE FIRST MEETING OF CREDITORS. **YOU MUST ALSO ATTEND THE MEETING OF CREDITORS. FAILURE TO COMPLETE AND RETURN THIS QUESTIONNAIRE AND/OR ATTEND THE MEETING OF CREDITORS MAY RESULT IN THE DISMISSAL OF YOUR CASE.**

**THE NAME AND ADDRESS OF THE TRUSTEE IS SHOWN ON THE “NOTICE OF CHAPTER 7 BANKRUPTCY CASE, MEETING OF CREDITORS, & DEADLINES” THAT YOU RECEIVED FROM THE COURT.**

**YOU HAVE A DUTY TO COOPERATE WITH TRUSTEE:** AS PART OF YOUR BANKRUPTCY, THE TRUSTEE MUST EXAMINE AND INVESTIGATE YOUR FINANCIAL AFFAIRS AND RELATED INFORMATION. **UNDER THE LAW, IT IS YOUR DUTY TO FULLY COOPERATE WITH AND ASSIST THE TRUSTEE IN THIS INVESTIGATION. THESE ARE STANDARD QUESTIONS AND DOCUMENTS THAT EACH DEBTOR MUST ANSWER AND PROVIDE TO THE TRUSTEE.** YOU MAY RECEIVE FURTHER REQUESTS FOR ADDITIONAL DOCUMENTS FROM THE TRUSTEE. THE TRUSTEE MAY CONDUCT FURTHER INVESTIGATION AS NEEDED. YOU ARE OBLIGATED TO PROVIDE THIS ADDITIONAL INFORMATION AND DOCUMENTS AS WELL.

**YOUR ANSWERS MUST BE TRUE, COMPLETE AND ACCURATE:** IT IS IMPORTANT THAT ALL YOUR ANSWERS TO THE QUESTIONS ARE TRUE, COMPLETE AND ACCURATE. IF YOU HAVE MADE ANY MISTAKES IN YOUR BANKRUPTCY DOCUMENTS, IT IS ABSOLUTELY ESSENTIAL THAT YOU INFORM YOUR TRUSTEE BY CORRECTING THOSE MISTAKES NOW. FAILURE TO DO SO MAY RESULT IN SEVERE CONSEQUENCES. ***IT IS A FEDERAL CRIME TO INTENTIONALLY GIVE FALSE OR MISLEADING INFORMATION AND TESTIMONY TO THE BANKRUPTCY TRUSTEE.***

**ALL OF YOUR PROPERTY IS NOW THE PROPERTY OF THE BANKRUPTCY ESTATE:** PLEASE UNDERSTAND THAT JUST BECAUSE THE DISCHARGE HAS BEEN ISSUED, THIS DOES NOT NECESSARILY MEAN THAT YOUR CASE IS OVER AND WILL BE CLOSED RIGHT AWAY. UNTIL THE CASE IS CLOSED, THE TRUSTEE OWNS ALL OF THE PROPERTY OF THE BANKRUPTCY ESTATE. THAT MEANS THAT THE TRUSTEE OWNS YOUR HOUSE, YOUR CARS, YOUR PERSONAL PROPERTY AND ALL OF YOUR INVESTMENTS. MUCH OF THE PROPERTY MAY BE “EXEMPT”, MEANING THAT YOU MAY GET TO KEEP IT FOR YOURSELF. IN SOME CASES, “EXEMPT” PROPERTY MAY BE SOLD TO SATISFY CERTAIN TAXES AND/OR DOMESTIC SUPPORT OBLIGATIONS. IF THE TRUSTEE BELIEVES THAT THERE ARE NON-EXEMPT ASSETS THAT CAN BE SOLD FOR THE BENEFIT OF YOUR CREDITORS, THE TRUSTEE WILL FILE A REPORT WITH THE COURT DESIGNATING THE CASE AS AN “ASSET CASE”. AN ASSET CASE WILL NOT BE CLOSED RIGHT AWAY. PLEASE NOTE THAT IF YOU BECOME ENTITLED TO AN INHERITANCE WITHIN 180 DAYS OF THE FILING OF YOUR PETITION YOU MUST INFORM YOUR TRUSTEE IN WRITING OF SUCH INHERITANCE. ***UNTIL YOUR CASE IS CLOSED, YOU MAY NOT BE ABLE TO SELL, REFINANCE, OR FURTHER ENCUMBER ANY OF YOUR PROPERTY – EVEN IF YOU HAVE CLAIMED IT AS EXEMPT AND EVEN IF YOU HAVE ALREADY RECEIVED YOUR DISCHARGE.***

**THE DISCHARGE.** IF DEBTORS HAVE SATISFIED ALL OF THEIR DUTIES, AND NO OBJECTION TO THE DISCHARGE HAS BEEN FILED, THE DISCHARGE WILL BE ISSUED BY THE BANKRUPTCY COURT A FEW MONTHS AFTER THE MEETING OF CREDITORS. THE DISCHARGE WILL NOT BE ISSUED UNTIL THE CERTIFICATE OF COMPLETION OF THE FINANCIAL MANAGEMENT COURSE HAS BEEN FILED WITH THE COURT.

**IF YOU HAVE ANY QUESTIONS:** IF YOU HAVE ANY QUESTIONS OR REQUIRE FURTHER INFORMATION, YOU SHOULD CONSULT WITH YOUR ATTORNEY OR OTHER LEGAL SOURCES, AS THE TRUSTEE CANNOT PROVIDE YOU LEGAL ADVICE.

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**PART II – STATEMENT OF BASIC FACTS**

**DEBTOR**

MY NAME IS: \_\_\_\_\_

MY PHYSICAL ADDRESS IS: \_\_\_\_\_  
\_\_\_\_\_

MY PHONE NUMBERS ARE (HM) \_\_\_\_\_

(WK) \_\_\_\_\_

(CELL) \_\_\_\_\_

EMAIL \_\_\_\_\_

MARITAL STATUS IS: \_\_\_\_\_

(PLEASE SPECIFY, SINGLE, MARRIED, DIVORCED, WIDOWED)

NO. OF DEPENDENTS CLAIMED ON LAST TAX RETURN: \_\_\_\_\_

FILING STATUS ON TAX RETURN \_\_\_\_\_

HOW MANY DEPENDENTS LIVE WITH YOU NOW? \_\_\_\_\_

THE NUMBER OF PEOPLE LIVING AT YOUR ADDRESS: \_\_\_\_\_

**CO - DEBTOR**

MY NAME IS: \_\_\_\_\_

MY PHYSICAL ADDRESS IS: \_\_\_\_\_  
\_\_\_\_\_

MY PHONE NUMBERS ARE: (HM) \_\_\_\_\_

(WK) \_\_\_\_\_

(CELL) \_\_\_\_\_

EMAIL \_\_\_\_\_

MARITAL STATUS IS: \_\_\_\_\_

(PLEASE SPECIFY, SINGLE, MARRIED, DIVORCED, WIDOWED)

NO. OF DEPENDENTS CLAIMED ON LAST TAX RETURN: \_\_\_\_\_

FILING STATUS ON TAX RETURN \_\_\_\_\_

HOW MANY DEPENDENTS LIVE WITH YOU NOW? \_\_\_\_\_

THE NUMBER OF PEOPLE LIVING AT YOUR ADDRESS: \_\_\_\_\_

**PART III - STANDARD QUESTIONS**

(THIS SECTION MUST BE ANSWERED BY BOTH THE DEBTOR AND THE CO-DEBTOR, WHERE APPLICABLE. IF AN ANSWER TO A QUESTION REQUIRES FURTHER EXPLANATION, ATTACH A SEPARATE SHEET OF PAPER AND SUPPORTING DOCUMENTATION)

	<b><u>DEBTOR</u></b>	<b><u>CO- DEBTOR</u></b>
1. DID YOU <b>PERSONALLY REVIEW AND THEN SIGN</b> THE PETITION, SCHEDULES AND OTHER DOCUMENTS FILED WITH THE COURT?	___ YES ___ NO	___ YES ___ NO
2. IS THE INFORMATION CONTAINED IN ALL THESE DOCUMENTS <b>TRUE, COMPLETE AND ACCURATE?</b>	___ YES ___ NO	___ YES ___ NO
3. HAVE YOU <b>LISTED EVERYTHING YOU OWN IN THESE SCHEDULES?</b>	___ YES ___ NO	___ YES ___ NO
4. HAVE YOU LIVED IN <b>NEVADA</b> CONTINUOUSLY FOR THE LAST TWO YEARS? IF NOT, PLEASE LIST ALL YOUR ADDRESS DURING THE LAST THREE YEARS ON A SEPARATE SHEET OF PAPER AND ATTACH TO <b>THIS QUESTIONNAIRE.</b>	___ YES ___ NO	___ YES ___ NO
5. DO YOU HAVE <b>ANY OWNERSHIP INTEREST</b> (PRESENT, FUTURE, CONTINGENT OR DISPUTED) IN ANY REAL PROPERTY, PERSONAL PROPERTY OR LIFE INSURANCE POLICIES THAT ARE NOT <b>LISTED IN THESE DOCUMENTS?</b>	___ YES ___ NO	___ YES ___ NO
6. <b>HAVE YOU EVER</b> FILED BANKRUPTCY BEFORE?	___ YES ___ NO	___ YES ___ NO
7. HAVE YOU <b>TRANSFERRED, SOLD OR GIVEN AWAY</b> ANY THING TO ANYONE DURING THE LAST ONE YEAR?	___ YES ___ NO	___ YES ___ NO
8. HAVE YOU <b>OWNED, SOLD OR TRANSFERRED ANY REAL ESTATE PROPERTY</b> DURING THE LAST FOUR (4) YEARS?	___ YES ___ NO	___ YES ___ NO
9. DOES ANYONE <b>OWE YOU ANY MONEY</b> FOR ANY REASON?	___ YES ___ NO	___ YES ___ NO
10. DO YOU HAVE <b>ANY CLAIMS</b> AGAINST ANYONE THAT IS NOT LISTED IN YOUR PETITION AND THE SCHEDULES?	___ YES ___ NO	___ YES ___ NO

11. HAVE YOU FILED OR HAVE A REASON TO FILE ANY LAWSUIT AGAINST ANY ONE FOR ANY REASON?  Yes  No  Yes  No
12. ARE YOU A BENEFICIARY OF ANY WILL, TRUST OR ESTATE?  Yes  No  Yes  No
13. ARE YOU NOW ENTITLED TO ANY LIFE INSURANCE PROCEEDS OR AN INHERITANCE AS A RESULT OF SOMEONE'S DEATH?  Yes  No  Yes  No
14. HAS THERE BEEN A CHANGE IN YOUR FINANCIAL SITUATION SINCE THE FILING OF THE BANKRUPTCY?  Yes  No  Yes  No
15. DID YOU MAKE ANY PAYMENTS TOTALING OVER \$600, TO ANY UNSECURED CREDITOR, DURING THE LAST 90 DAYS PRIOR TO FILING BANKRUPTCY?  Yes  No  Yes  No
16. DID YOU REARRANGE YOUR FINANCIAL AFFAIRS IN ANY WAY IN PREPARATION FOR FILING THIS BANKRUPTCY?  Yes  No  Yes  No
17. HAVE YOU TRANSFERRED ANY CREDIT CARD BALANCES FROM ONE TO ANOTHER DURING THE LAST SIX MONTHS?  Yes  No  Yes  No
18. IS ANYONE HOLDING OR STORING ANYTHING ON YOUR BEHALF?  Yes  No  Yes  No
19. DO YOU HAVE ANY SAFE-DEPOSIT BOX OR A SELF-STORAGE UNIT? (IF YES, PLEASE PROVIDE ITS LOCATION AND LIST OF ITS CONTENTS)  Yes  No  Yes  No
20. HAVE YOU REPAID ANY LOANS TO ANY FRIENDS AND/OR RELATIVES DURING THE PAST YEAR?  Yes  No  Yes  No
21. IF YOU OWN YOUR HOME, WHEN DID YOU PURCHASE IT? \_\_\_\_\_
22. WHAT WAS THE PURCHASE PRICE? \$ \_\_\_\_\_

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## **PART IV – DOCUMENTS TO BE SUBMITTED WITH THIS QUESTIONNAIRE**

**THE FOLLOWING DOCUMENTS MUST BE SUBMITTED TO THE TRUSTEE ALONG WITH THIS QUESTIONNAIRE UNLESS PREVIOUSLY FILED WITH THE COURT WITH YOUR BANKRUPTCY PAPERS:**

1. **COPY OF THE TAX RETURN** FOR THE YEAR ENDING IMMEDIATELY PRECEDING THE BANKRUPTCY FILING. MUST BE DELIVERED TO THE TRUSTEE'S OFFICE AT LEAST SEVEN (7) DAYS PRIOR TO THE MEETING OF CREDITORS. FOR BANKRUPTCIES FILED BETWEEN JANUARY 1<sup>ST</sup> AND APRIL 15<sup>TH</sup> WHERE PREPARATION OF THE TAX RETURN IS STILL PENDING ON THE DATE OF THE MEETING OF CREDITORS, THE RETURN MUST BE DELIVERED TO THE TRUSTEE'S OFFICE WITHIN 10 DAYS AFTER THE RETURN IS PREPARED, BUT NO LATER THAN APRIL 15<sup>TH</sup>. THE COPY MUST BE DELIVERED IN PERSON OR BY MAIL. DO NOT FAX THE TAX RETURN COPY.
2. **STATEMENTS ON ALL FINANCIAL ACCOUNTS**, I.E. CHECKING ACCOUNTS, SAVINGS ACCOUNTS, MONEY MARKET ACCOUNTS, IRA'S, ROTH IRA'S, EDUCATIONAL IRA'S, PENSIONS, BROKERAGE ACCOUNTS, MUTUAL FUNDS, LIFE INSURANCE, ETC., THAT YOU OWN OR THAT YOU CO-SIGN ON WITH ANYONE ELSE, COVERING THE DATE THE PETITION WAS FILED. BRING THIS INFORMATION TO THE MEETING OF CREDITORS.
3. **EVIDENCE OF CURRENT INCOME** (THE MOST RECENT PAY STUB). BRING TO THE MEETING OF CREDITORS.
4. **PICTURE I.D. ESTABLISHING IDENTITY**, SUCH A DRIVER'S LICENSE OR PASSPORT, WORK CARD, HEALTH CARD, OR MILITARY I.D. BRING TO THE MEETING OF CREDITORS.
5. **SOCIAL SECURITY VERIFICATION** IN THE FORM OF A DOCUMENT ESTABLISHING THE SOCIAL SECURITY NUMBER SUCH AS A SOCIAL SECURITY CARD, W-2 OR MILITARY I.D. BRING TO THE MEETING OF CREDITORS.
6. **COPY OF THE CREDIT COUNSELING CERTIFICATE** REQUIRED PRIOR TO FILING THE BANKRUPTCY. BRING TO THE MEETING OF CREDITORS.
7. **COPY OF THE FINANCIAL MANAGEMENT CERTIFICATE** REQUIRED TO OBTAIN THE DISCHARGE. MAIL THE TRUSTEE WHEN COMPLETED.

8. **OBLIGATION FOR CHILD SUPPORT/ALIMONY:** IF YOU HAVE ANY OBLIGATION FOR **CHILD SUPPORT/ALIMONY PAYMENTS** PLEASE PROVIDE (A) THE NAME, THE LAST-KNOWN ADDRESS AND TELEPHONE NUMBER OF THE ADULT RECEIVING OR SUPPOSED TO BE RECEIVING SUCH PAYMENTS, AND (B) DOCUMENTATION TO SUPPORT THESE OBLIGATION SUCH AS **MARITAL SETTLEMENT AGREEMENT, SEPARATION OR DIVORCE AGREEMENT OR A COURT ORDER.** IF YOU ARE UNABLE TO PROVIDE THIS INFORMATION OR THE DOCUMENTS PLEASE ATTACH A WRITTEN EXPLANATION. IF YOU HAVE SUCH AN OBLIGATION TO MORE THAN ONE PARTY, PLEASE ATTACH A SEPARATE SHEET OF PAPER SHOWING THE FOLLOWING INFORMATION FOR ADDITIONAL PARTIES.

- NAME: \_\_\_\_\_
- TELEPHONE No. \_\_\_\_\_
- ADDRESS: \_\_\_\_\_
- CITY, STATE ZIP: \_\_\_\_\_
- NAME: \_\_\_\_\_
- TELEPHONE No. \_\_\_\_\_
- ADDRESS: \_\_\_\_\_
- CITY, STATE ZIP: \_\_\_\_\_

9. **SELF EMPLOYMENT INCOME:** IF YOU EARN ANY **INCOME FROM SELF EMPLOYMENT**, PLEASE PROVIDE THE FOLLOWING:

- (a) PROFIT AND LOSS STATEMENT INDICATING YOUR INCOME AND/OR LOSS FOR THE SIXTY DAYS PRIOR TO FILING OF THE BANKRUPTCY PETITION DULY CERTIFIED BY YOU OR AN OFFICER REPRESENTING THE BUSINESS.
- (b) A COPY OF THE REGULATION P OR PRIVACY STATEMENT, IF ONE HAS BEEN PREPARED.
- (c) A COPY OF THE BENEFIT PLAN DOCUMENTS, IF ANY, IF YOU HAVE EMPLOYEES.

10. **LIST OF DOCUMENTS BEING SUBMITTED WITH THIS QUESTIONNAIRE:**

- |          |          |
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| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

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**PART V – DECLARATION UNDER PENALTY OF PERJURY**

I DECLARE UNDER PENALTY OF PERJURY THAT I HAVE PERSONALLY READ THIS QUESTIONNAIRE AND TRUTHFULLY ANSWERED ALL THE QUESTIONS. I FURTHER DECLARE THAT THE INFORMATION AND DOCUMENTS PROVIDED WITH THIS QUESTIONNAIRE ARE ALSO TRUE, COMPLETE AND ACCURATE TO THE BEST OF MY KNOWLEDGE AND BELIEF.

DATE \_\_\_\_\_

DEBTOR \_\_\_\_\_

DATE \_\_\_\_\_

CO-DEBTOR \_\_\_\_\_

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