



UTAH BANKRUPTCY PROFESSIONALS, P.C.

A T T O R N E Y S A T L A W

Attorneys Admitted to Practice Law in:
UTAH

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CLIENT NAME - _____
CONTACT INFO - _____
REFERRAL SOURCE - _____
DATE - _____
TARGET FILING DATE: _____

1. _____ Complete form 2 (Creditor Information); OR _____ Run credit report
2. _____ Complete form 4 (Budget) – Reviewed _____
3. _____ Complete form 5 (SOFA) – Reviewed w/ attorney _____
4. _____ Complete form 6 (Personal Prop.) – Reviewed w/ attorney _____
5. _____ Run book on cars (use NADA – www.nada.com); bring print- out of valuation(s).
6. _____ Verification of charitable contributions (if any) paid last year and YTD
7. _____ Copy of most recent property tax notice.
8. _____ Complete course in Consumer Credit Counseling and obtain “Certificate of Counseling”. Request certificate be e-mailed to you and to reception@utahbankruptcy.com.
9. _____ Copy of 2008 Federal and State Tax Returns and supporting documentation (W-2’s, 1099’s, etc.)
10. _____ 2009 ax returns – no need to file for this year
11. _____ Copies of all pay stubs received between _____ and the date of filing.
[Pay stubs we need are based on the date of the pay stub and not the pay period.]
_____ Other income verification: _____
12. _____ Provide copies of bank statement(s) on date of filing to confirm bank account balances in all bank accounts you own on date of filing. All funds in bank accounts on date of filing are property of the bankruptcy estate. (Refer to hand-out.)
13. _____ Fill out Domestic Support Obligation Questionnaire
14. _____ Complete and sign Tax Declaration (Chapter 13 cases only)
15. _____ Review and sign final bankruptcy statements and schedules.
16. _____ Pay filing fee (\$274 – 13; \$299 – 7)
17. _____ Pay attorney fee.
Individual Ch. 7 - \$850 - \$425.00 at time of filing; balance of \$425.00 balance before hearing.
Joint Ch. 7 - \$950 - \$475.00 at time of filing; balance of \$475.00 before hearing.
Ch. 13 – Court sets fees; pay \$500.00 retainer at time of filing plus filing fee; balance paid through plan.

Note: All items specified on this form must be completed and turned in at this office on or before Friday of the week before your Target Filing Date. Your final review will be scheduled at the time you return all required documents listed above.