

Katie Johnson PLLC

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Enclosed you will find what I need for a bankruptcy and the questionnaire. Once I have some money in the trust account I can begin working on your case.

_____ 1 year of paycheck stubs. (I need at least 6 months. Usually your employer can provide these if you do not have them.)

_____ Certification of completion of Credit Counseling that has been done within 180 days before filing. If this is not done within that time frame the Court will dismiss the action and a filing fee of \$335.00 will need to be paid before refiling. There is a cost for this which varies. It can be completed online or in person at the following websites: Debthelper.com, Ypside.com, www.acdcas.com, and pioneercredit.com/register and in person at Luther social services in Sioux Falls.

_____ Copies of any leases or contracts for use or purchase of vehicles and home or real estate loans.

_____ Legal description of any real property.

_____ Itemized list of household goods with what they are worth. This is not what you paid but what you could sell the property for. Please add any additional personal property NOT already listed. This list needs to include **everything you own** even if you do not believe it is worth anything. If you live with a significant other their property and income needs to be included. Please make sure that you list who owns what property if not owned jointly.

TYPE OF PROPERTY	DESCRIPTION	AMOUNT/ VALUE
1. Cash on hand	Cash on hand	\$
2. Checking, savings, or other financial accounts, certificates of deposit or shares in banks, savings and loan, thrift,	All Bank Accounts (List below)	\$

	Table and Chair Set	\$
	All TV Sets (#)	\$
	Vacuums	\$
	Washer/ Dryer	\$
	DVD Collection (#)	\$
	Other Furniture	
5. Books, pictures, and other art objects, antiques, stamp, coin, record, tape, CD, and other collections or collectibles (Please list separately)		\$
		\$
		\$
6. Wearing apparel	All Clothing	\$
7. Furs and jewelry (Please		\$

list separately)		\$
8. Additional Property Vehicles (list year, make, model, mileage, condition)	Additional Property: (Please list separately)	\$ \$

_____ List of all creditors with balances, account numbers, current addresses and telephone numbers.

_____ A current credit report which can be obtained for free at annualcreditreport.com.

_____ Names and ages of any person living in your household. If they are children I also need to know who claims them on tax returns.

_____ If a creditor needs to be added after filing the Court imposes a \$30 fee. You will need to pay this fee before the creditor is added. If the creditor is not added, they will not be discharged.

_____ If an item of property is forgotten and needs to be amended and added an additional fee will be charged based on the number of creditors and the time it takes to make the amendment. You will be responsible for this fee if you did not tell me about an item of property.

_____ Address and Social Security numbers.

_____ \$1932.50 deposited in my trust account before filing (for single person chapter 7 bankruptcy). From this amount the following will be paid:

- Bankruptcy Court – filing fee \$335.00
- Katie Johnson, PLLC – attorney’s fee = \$1500.00
- Katie Johnson, PLLC – 6.5% sales tax on fee = \$97.50

Payment arrangements can be set up before the bankruptcy is filed but the full amount needs to be in the trust account before filing the case.

_____ A current bank account statement for the date of filing and current bank account balances for the day of filing and 3 months of bank account statements

_____ The last account statements you have from IRA's or retirement.

_____ Previous 2 year's tax return

_____ Any other names you have went by. (maiden, etc.)

_____ Any addresses you have had in the past 3 years.

_____ Any other bankruptcies or foreclosures.

_____ Go to <https://sdtreasurer.gov/unclaimedproperty> and search the names of the parties filing to make sure there are no unclaimed funds there. If there are let me know.

_____ MONTHLY EXPENSES

List your monthly expenses below. If you and your spouse are filing together but do not live together attach a separate list of spouse's monthly expenses.

Rent or Mortgage (include lot rented for mobile home)	\$
Are real estate taxes included in Mortgage? If not, list here	\$
Is property insurance included in Mortgage? If not, list here	\$
Electricity and heating fuel	\$
Water and sewer	\$
Telephone	\$
Other utilities (specify)	\$
Home maintenance (repairs and upkeep)	\$
Food	\$
Clothing	\$
Laundry and dry cleaning	\$
Medical and Dental	\$

Transportation (NOT including car payments)	\$
Recreation, clubs, entertainment, newspapers, magazines	\$
Charitable contributions	\$
Insurance (NOT deducted from wages or included in mortgage payments)	\$
Homeowners or renters	\$
Life	\$
Health	\$
Auto	\$
Other insurance (specify)	\$
Taxes (NOT deducted from wages or included in mortgage) SPECIFY type of taxes	\$
Alimony, maintenance, support you pay	\$
Installment payments (auto)	\$
Other installment payments (specify)	\$
Expenses from business, profession, farm operation	\$
Other expenses (specify)	\$

_____ A list of any payments made by you to anyone over \$600 within the last 90 day.

_____ A list of **any** payments to family members in the past year.

_____ A list of any businesses you have had ownership interest in for the past 10 years.

_____ A list of any property transfers in the past 120 days,

_____ Any gifts of over \$200 in the past year if so list.

_____ Any trusts created in the past 10 years if so list

_____ Any owner ship of a safe deposit box if so list.

_____ Any gambling losses, if so list.

_____ Any closed financial account for the past year if so list.

_____ Any lawsuits you have been involved in for the past year.

_____ Review of the Bankruptcy Information Sheet.

_____ Copies of a judgment report from the clerk of courts for South Dakota. \$15 per person needs to be reimbursed if I obtain those.

_____ If you have judgments and those need to be taken off your record the process for this is more time consuming and I will need \$200.00 for each county a Judgment is in and \$11.00 for each copy of the certified Judgment (for each county).

_____ Client acknowledges that in the event that Client decides, for whatever reason, not to file bankruptcy after Attorney has prepared the necessary Petition, Schedules, and Statements for filing with the Bankruptcy Court, Attorney is entitled to and has earned legal fees in the amount of \$800.00 plus applicable sales tax and costs and Client agrees Attorney may withdraw \$800.00 plus applicable sales tax and costs from any retainer deposited by Client before refunding any balance to Client.

Please contact me with any questions or comments. I look forward to working with you.

Sincerely,

Katie Johnson

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