

**Racop Law Offices, P.C.**  
3031 Poplar Street  
Terre Haute, IN 47803

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**CLIENT INFORMATION WORKSHEETS**

DEBTOR

JOINT DEBTOR

FULL NAME:		
STREET ADDRESS:		
MAILING ADDRESS:		
COUNTY:		
HOME PHONE:		
WORK PHONE:		
FAX (if available)		
SOC. SEC. NO.:		
OTHER TAX IDS:		

What other personal or business names have you used in the last eight (8) years?


**PRIOR BANKRUPTCIES:** If you have previously filed a bankruptcy petition, please list the case number, date, and the location where you filed on the lines following.


**PENDING BANKRUPTCIES:** If any immediate family member or business partner has a bankruptcy pending, please list the case number, name of debtor, relation to you, date and location where filed, and the bankruptcy judge on the lines following.


**WORKSHEET: YOUR PROPERTY**

<p align="center">Your Property Provide detailed description What is it? Where is it?</p>	<p>Who Owns It? H - Husband W - Wife J - Joint C - Community</p>	<p align="center">Market Value of Property</p>	<p align="center">Your Ownership Share (% , \$)</p>	<p align="center">Value of Liens (claims against property)</p>	<p align="center">Amount of Equity</p>	<p align="center">Exempt? If so, put exemption amount; if not write "No".</p>
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Real Property is land and things permanently attached to land. Included are unimproved land, vacation cabins, condominiums, duplexes, rental property, business property, mobile home park spaces, agricultural land, airplane hangars, and any other buildings permanently attached to land. It also includes property you are entitled to by a trust and all property in which you have any legal, equitable, or future interest. If you are in a community property state, your spouse's real estate is also owned by you. (All leases and time shares should be listed on the worksheet for Schedule G.)

<p>REAL ESTATE (Schedule A) (Attach Legal Desc. and Location)</p>						
<p>PERSONAL PROPERTY (Schedule B) 1. Cash on hand.</p>						
<p>2. Checking, savings, or other financial accounts, certificates of deposit, or shares in banks, savings and loan, thrift, building and loan, and homestead associations, or credit unions, brokerage houses, or cooperatives.</p>						
<p>3. Security deposits with public utilities, telephone companies, landlords, and others.</p>						

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<p>4. Household goods and furnishings, including audio, video, and computer equipment.</p>						
<p>5. Books, pictures, and other art objects, antiques, stamp, coin, record, tape, compact disk, and other collections or collectibles.</p>						
<p>6. Wearing apparel.</p>						
<p>7. Furs and Jewelry.</p>						
<p>8. Firearms and sports, photographic, and other hobby equipment.</p>						
<p>9. Interests in insurance policies. Name insurance company of each policy and itemize surrender or refund value of each.</p>						
<p>10. Annuities. Itemize and name each issuer.</p>						

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<p>11. Interests in an education IRA as defined in 26 U.S.C. § 530(b)(1) or under a qualified State tuition plan as defined in 26 U.S.C. § 529(b)(1). Give particulars. (File separately the record(s) of any such interest(s). 11 U.S.C. § 521(c); Rule 1007(b)).</p>						
<p>12. Interests in IRA, ERISA, Keogh, or other pension or profit sharing plans. Give Particulars.</p>						
<p>13. Stock and interests in incorporated and unincorporated businesses. Itemize.</p>						
<p>14. Interests in partnerships or joint ventures. Itemize.</p>						
<p>15. Government and corporate bonds and other negotiable and nonnegotiable instruments.</p>						
<p>16. Accounts receivable</p>						
<p>17. Alimony, maintenance, support, and property settlements to which the debtor is or may be entitled. Give particulars.</p>						
<p>18. Other liquidated debts owing debtor including tax refunds. Give particulars.</p>						
<p>19. Equitable or future interests, life estates, and rights or powers exercisable for the benefit of the debtor other than those listed in Schedule A - Real Property.</p>						

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<p>20. Contingent and noncontingent interests in estate of a decedent, death benefit plan, life insurance policy, or trust.</p>						
<p>21. Other contingent and unliquidated claims of every nature, including tax refunds, counterclaims of the debtor, and rights to setoff claims. Give estimated value of each.</p>						
<p>22. Patents, copyrights and other intellectual property. Give particulars.</p>						
<p>23. Licenses, franchises and other general intangibles. Give particulars.</p>						
<p>24. Customer lists or other compilations containing personally identifiable information (as defined in 11 U.S.C. § 101(41A)) in customer lists or similar compilations provided to the debtor by individuals in connection with obtaining a product or service from the debtor primarily for personal, family, or household purposes.</p>						
<p>25. Automobiles, trucks, trailers and other vehicles and accessories.</p>						
<p>26. Boats, motors, and accessories.</p>						
<p>27. Aircraft and accessories.</p>						
<p>28. Office equipment, furnishings and supplies.</p>						

WORKSHEET: YOUR PROPERTY

Your Property Provide detailed description What is it? Where is it?	Who Owns It? H - Husband W - Wife J - Joint C - Community	Market Value of Property	Your Ownership Share (% , \$)	Value of Liens (claims against property)	Amount of Equity	Exempt? If so, put exemption amount; if not write "No".
29. Machinery, fixtures, equipment and supplies used in business.						
30. Inventory.						
31. Animals.						
32. Crops- growing or harvested. Give particulars.						
33. Farming equipment and implements.						
34. Farm supplies, chemicals and feed.						
35. Other personal property of any kind not already listed. Itemize.						

**WORKSHEET: YOUR DEBTS - Secured and Priority**

Creditor's Name and Address	Account No. and Date Incurred	Describe Debt	Who is Liable For Debt? H - Husband W - Wife J - Joint	Balance Owed	Others Involved Name and Address (i.e. Collection Agency, Codebtor, etc.)
Secured debts are car loans, home loans, home equity loans, second mortgages, or any other loans where property is pledged as security. All other types of debt are unsecured.					
Mortgage(s) on Principal Res.					<input type="checkbox"/> Collection Agency <input type="checkbox"/> Codebtor <input type="checkbox"/> Other
					<input type="checkbox"/> Collection Agency <input type="checkbox"/> Codebtor <input type="checkbox"/> Other
Automobile Loans					<input type="checkbox"/> Collection Agency <input type="checkbox"/> Codebtor <input type="checkbox"/> Other
					<input type="checkbox"/> Collection Agency <input type="checkbox"/> Codebtor <input type="checkbox"/> Other
List Other Secured Debts Below:					<input type="checkbox"/> Collection Agency <input type="checkbox"/> Codebtor <input type="checkbox"/> Other
					<input type="checkbox"/> Collection Agency <input type="checkbox"/> Codebtor <input type="checkbox"/> Other
					<input type="checkbox"/> Collection Agency <input type="checkbox"/> Codebtor <input type="checkbox"/> Other
List priority claims below:					<input type="checkbox"/> Collection Agency <input type="checkbox"/> Codebtor <input type="checkbox"/> Other
FEDERAL TAXES	Desc. Tax Due				<input type="checkbox"/> Collection Agency <input type="checkbox"/> Codebtor <input type="checkbox"/> Other
STATE TAXES	Desc. Tax Due				<input type="checkbox"/> Collection Agency <input type="checkbox"/> Codebtor <input type="checkbox"/> Other

WORKSHEET: YOUR DEBTS - Unsecured

Creditor's Name and Address	Account No. and Date Incurred	Describe Debt	Who is Liable For Debt? H - Husband W - Wife J - Joint	Balance Owed	Others Involved Name and Address (i.e. Collection Agency, Codebtor, etc.)
Secured debts are car loans, home loans, home equity loans, second mortgages, or any other loans where property is pledged as security. All other types of debt are unsecured.					
List all Unsecured Debts Below:					<input type="checkbox"/> Collection Agency <input type="checkbox"/> Codebtor <input type="checkbox"/> Other
					<input type="checkbox"/> Collection Agency <input type="checkbox"/> Codebtor <input type="checkbox"/> Other
					<input type="checkbox"/> Collection Agency <input type="checkbox"/> Codebtor <input type="checkbox"/> Other
					<input type="checkbox"/> Collection Agency <input type="checkbox"/> Codebtor <input type="checkbox"/> Other
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					<input type="checkbox"/> Collection Agency <input type="checkbox"/> Codebtor <input type="checkbox"/> Other
					<input type="checkbox"/> Collection Agency <input type="checkbox"/> Codebtor <input type="checkbox"/> Other



CLIENT WORKSHEET

LEASES OR CONTRACTS: Are you a party to any leases or contracts? If yes, list the parties involved and their addresses. If you owe money on these contracts, they should be listed on the Schedules above.

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DEBTOR

JOINT DEBTOR

MARITAL STATUS:	_____	_____
AGE:	_____	_____
OCCUPATION:	_____	_____
LENGTH OF EMP.:	_____	_____
EMPLOYER NAME:	_____	_____
EMPLOYER ADDRESS:	_____	_____
	_____	_____
	_____	_____

DEPENDENTS

NAME:	_____	_____
AGE:	_____	_____
RELATIONSHIP:	_____	_____
NAME:	_____	_____
AGE:	_____	_____
RELATIONSHIP:	_____	_____

WORKSHEET: YOUR INCOME

	DEBTOR	JOINT DEBTOR
Current monthly gross wages, salary, commissions (Pro-rate if not paid monthly)		
Estimated monthly overtime		
Payroll Taxes and Social Security Deducted		
Insurance Deducted		
Union dues Deducted		
Other payroll deductions- specify		
Regular monthly income from business, profession, or farm (Attach a detail statement)		
Monthly income from real property		
Monthly interest and dividends		
Alimony, maintenance, or support payments (amount received monthly for debtor's or debtor's dependents' use)		
Social Security or government assistance		
Pension or retirement		
Other monthly income		
Describe any increase or decrease of more than 10% in any previous category anticipated to occur in the year following this filing.		

WORKSHEET: YOUR EXPENSES

	DEBTOR(S)
Rent or home mortgage payment Does this include real estate taxes? Does this include property insurance?	
Electricity and heating fuel (average monthly)	
Water and sewer (average monthly)	
Telephone (average monthly)	
Other utilities (average monthly)	
Home maintenance (repairs and upkeep)	
Food	
Clothing	
Laundry and dry cleaning	
Medical and dental expenses	
Transportation (not including car payments)	
Recreation, clubs and entertainment, newspapers, etc.	
Charitable contributions	
Homeowner's or renter's insurance	
Life insurance	
Health insurance	
Auto insurance	

WORKSHEET: YOUR EXPENSES

	DEBTOR(S)
Other insurance - specify	
Taxes not deducted from wages or in home mortgage payments	
Installment auto payments	
Other installment payments not included in Chapter 13 Plan	
Alimony, maintenance, and support paid to others	
Payments for dependents not living at your home	
Operation expenses of business, profession, or farm	
Other expenses	
Describe any increase or decrease in expenditures reasonably anticipate to occur within the year following the filing of this document.	

Form 7: Statement of Financial Affairs

(numbers correspond to Form 7's questions)

1. Income from employment or operation of business.  
Enter each income source for the past two years. Specify the amount of income and the fiscal year.

Sources (name and address)	Amount	Fiscal Period

2. Income other than from employment or operation of business.  
Enter sources of any other income during the past two years. Specify the amount of income and the fiscal year.

Sources (name and address)	Amount	Fiscal Period

- 3a. *Individual or joint debtor(s) with primarily consumer debts:* List payments made to any creditor during the last 90 days.

Creditors (name and address)	Dates of Payments	Amount Paid	Amount Still Owing

- 3b. *Debtor whose debts are not primarily consumer debts:* List payments made to any creditor during the last 90 days.

Creditors (name and address)	Dates of Payments/Transfers	Amount Paid	Amount Still Owing

3c. List payments made to insider creditors during the last year.

Creditors (name and address)	Dates of Payments	Amount Paid	Amount Still Owing

4a. Were you sued or did you sue anybody last year (12 months)? \_\_\_\_\_

If yes, list the following on back of this sheet: caption of suit, case number, nature of proceeding, court and location, status/disposition; and attorney representing.

4b. List any property garnished, attached or seized during the last year by a creditor.

Creditor (name and address)	Date of seizure	Description and value of property

5. List any repossessions, foreclosures and voluntary returns during the last year.

Creditor (name and address)	Date of repossession	Description and value of property

6a. Describe any assignment of property for the benefit of creditors made within the last 120 days.

On the back of this sheet list the name and address of assignee, date of assignment and terms of assignment or settlement.

6b. List all property which has been in the hands of a custodian, receiver, or court-appointed official during the past year.

On the back of this sheet list the name and address of custodian, name and location of court, case title and number, date of order, description and value of property.

7. List all gifts or charitable contributions made during the last year except ordinary and usual gifts to family members totaling less than \$200 per family member and \$100 per charitable recipient.

Recipient (name and address)	Relationship (if any)	Date of gift	Description and value of gift

8. List all losses from fire, theft, other casualty or gambling during the past year.

On the back of this sheet list the description and value of property, circumstance of loss, if loss was covered by insurance (give particulars) and date of loss.

9. List all payments made or property transferred by or on behalf of the debtor to any persons, including attorneys, for consultation concerning debt consolidation, relief under the bankruptcy law or preparation of a petition in bankruptcy during the past year.

Payee (name and address)	Date of Payment, Payor	Amount Paid or Value of property transferred.

10a. List all other property, other than property transferred in the ordinary course of the business or financial affairs of the debtor, transferred either absolutely or as security during the past two years to creditor or family member.

Transferee & relationship (name and address)	Date	Describe property transferred, and value received

10b. List all other property transferred by the debtor during the past ten years to a self settled trust or similar device of which the debtor is a beneficiary.

Trust or other device (name)	Date	Amount of money or value of property or debtor's interest in property

11. List all financial accounts and instruments held by or for the benefit of the debtor which were closed, sold or otherwise transferred in the past year. Include checking, savings, or other financial accounts, CDs, shares and share accounts held in banks, credit unions, pension funds, brokerage houses, etc.

Institution (name and address)	Acct type & number Amt of Final Balance	Amount & date of sale or closing

12. List each safe deposit or other box or depository in which you have had valuables within the past year.

Institution (name and address)	Who has access? (names and address)	Description of contents	Date of transfer or surrender

13. List all setoffs (money taken from an account to repay a loan at the same bank as where your money has been deposited) made by any creditor, including a bank, against a debt of the debtor within the past 90 days.

Creditor (name and address)	Date of setoff	Amount of setoff

14. List all property OWNED by another person or entity that the debtor (you or you and your spouse) holds or controls.

Owner (name and address)	Description & value of property	Location of property

15. If the debtor has moved within the last THREE years, list all premises occupied and vacated during that period.

Address	Name used	Dates of occupancy

16. Identify the name of debtor's spouse or former spouse who resided with the debtor in a community property state in the EIGHT years immediately preceding the commencement of the case.

Name



17. List the name and address of every site for which the corporation has received notice in writing by a governmental unit that the corporation may be liable or potentially liable under or in violation of an Environmental Law.

"Environmental Law" means any federal, state or local statute or regulation regulating pollution, contamination, releases of hazardous or toxic substances, wastes or material into the air, land, soil, surface water, groundwater, or other medium, including, but not limited to, statutes or regulations regulating the cleanup of these substances, wastes, or material.

"Site" means any location, facility, or property as defined under any Environmental Law, whether or not presently or formerly owned or operated by you, including, but not limited to, disposal sites.

"Hazardous Material" means anything defined as a hazardous waste, hazardous substance, toxic substance, hazardous material, pollutant, or contaminant or similar term under an Environmental Law.

Indicate the governmental unit, the date of the notice, and if known, the Environmental Law:

Site Name and Address	Name And Address of Governmental Unit	Date of Notice	Environmental Law

- b. List the name and address of every site for which you provided notice to a governmental unit of a release of Hazardous Material. Indicate the governmental unit to which the notice was sent and the date of the notice.

Site Name and Address	Name And Address of Governmental Unit	Date of Notice	Environmental Law

- c. List all judicial or administrative proceedings, including settlements or orders, under any Environmental Law with respect to which you are or were a party. Indicate the name and address of the governmental unit that is or was a party to the proceeding, and the docket number.

Name And Address of Governmental Unit	Docket Number	Status or Disposition

18. If you are an individual, list the names, addresses, taxpayer identification numbers, nature of the business, and beginning and ending dates of all businesses in which you were an officer, director, partner, or managing executive of a corporation, partnership, sole proprietorship, or were a self-employed professional within the last six years, or in which you owned 5 percent or more of the voting or equity securities within the last six years.

If you are a partnership, list the names, addresses, taxpayer identification numbers, nature of the business, and beginning and ending dates of all businesses in which you were a partner or owned 5 percent or more of the voting or equity securities, within the last six years.

If you are a corporation, list the names, addresses, taxpayer identification numbers, nature of the business, and beginning and ending dates of all businesses in which the debtor was a partner or owned 5 percent or more of the voting or equity securities within the last six years.

Name	Last four digits of Soc. Sec. No./ Complete EIN or other taxpayer I.D. No.	Address	Nature of Business	Beginning and Ending Dates

Identify any business listed above, that is "single asset real estate."

Name	Address