

## Documents Needed To File Your Case

### Financials

- 7 months worth of income information from all sources or husband and wife (if joint)
- Most recent 4 years of income tax returns. To order tax transcripts from the IRS call 1-800-908-9946. If you ask for a transcript of your tax return they will **not charge** you. They WILL CHARGE you if you request a COPY of your return. Always request a TRANSCRIPT.

### Real Property

- Recorded deeds\* to all property owned in previous 6 years, can be warranty or quit claim deed.
- Recorded mortgages\* for all properties owned in previous 6 years, this includes both 1<sup>st</sup> and 2<sup>nd</sup> mortgages. \*You can obtain the recorded docs from the Register of Deeds in the county where the property is located.
- SEV/property tax statement/appraisal for all properties owned in previous 6 years
- Mortgage balance statements on all mortgages currently held on real property

### Personal Property

- 6 months of bank statements on all bank and credit union accounts for husband and wife (if joint)
- Whole life insurance statements for husband and wife (if joint)
- Statements on all retirement accounts (IRA, 401K, etc.) for husband and wife (if joint)
- Titles to all vehicles, or registration on vehicles where the vehicle is leased
- Proof of insurance on all vehicles
- Information/balances of any interests in trusts, stocks, bonds, annuities.
- Divorce judgments
- Child support paperwork
- Most recent bills from every creditor or a recent credit report. We can run a credit report for you. The cost is \$20 for an individual. \$40 for a couple. You can order a free credit reports from [www.annualcreditreport.com](http://www.annualcreditreport.com).
- Most recent payment coupons for vehicles (leased or purchase), real estate and student loans.
- Any lawsuits with which you have been served, including files from previous litigation, including especially any judgments that have been entered against you (within the past 12 months).
- Files from previous attorneys.
- Any divorce decree or other court order that requires you to pay child support or maintenance.
- Canceled checks for any expense you cannot otherwise document.
- All your correspondence with or regarding creditors, especially threat letter and collection notices.
- Any promissory notes you have signed.
- Other documents relating to debts you owe other people.
- Any proof that anyone owes you money.
- Drivers License and Social Security Card