

LANDRY LAW OFFICES, LLC
1920 N. FARWELL AVENUE, #209
MILWAUKEE, WISCONSIN 53202
Phone 262-671-0622

ATTORNEYS

Ryan M Landry, Esq.

REPRESENTING CLIENTS IN:

KENOSHA COUNTY
MILWAUKEE COUNTY
WASHINGTON COUNTY
WAUKESHA COUNTY

Document Checklist

1) Personal Information:

- ☐ Copy of Social Security Card & Drivers' License
- ☐ Certificate of Credit Counseling
- ☐ Questionnaire and creditor list
- ☐ \$299 or \$274 money order made payable to "Landry Court Costs"

Received

- ☐
- ☐
- ☐
- ☐

2) Income Verification:

- ☐ Proof of all employment income from **6 months leading up to filing**
- ☐ Proof of all non-employment income from **6 months leading up to filing**
(This includes rental income, social security income, unemployment comp., etc.)
- ☐ Proof of all business profit/loss statements from **6 months leading up to filing**
- ☐ Proof of any contributions made to household from **6 months leading up to filing**

- ☐
- ☐
- ☐
- ☐

3) Tax Documents:

- ☐ CH 7 Clients = Copies of last 2 years tax returns
- ☐ CH 13 Clients = Copies of last 4 years tax returns
- ☐ If you haven't filed for a prior year you **MUST** have this done before filing
- ☐ Tax Transcripts for any year where there is not a formal return
- ☐ Tax Transcripts for any years where there is still liability owed

- ☐
- ☐
- ☐
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- ☐

4) Vehicles (Includes Auto/Boats/ATV's):

- ☐ Copies of original titles to all vehicles you are on title to—Can't use replacement
- ☐ If no title, request confirmation of security interest or lien perfection from lender
- ☐ Printout from www.nadaguide.com as to 3rd party and trade in value
- ☐ Copy of sales contract or lease contract for all vehicles
- ☐ Proof of all insurance to all vehicles
- ☐ Recent statement showing payoff on secured loans
- ☐ Ownership cards for all ATV's

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- ☐

5) Real Estate (All property—including time shares, cabins, etc....):

- ☐ Copy of recorded warranty deed
(1 page document that can be gotten at Register of Deed at County Courthouse)
- ☐ Copy of ALL recorded mortgages
(Would prefer entire doc—need first 3-4 pages along with signature pages; Can be gotten at Register of Deed at County Courthouse)
- ☐ Copy of ALL mortgage notes (need not be recorded)
- ☐ Copy of most recent statement showing balance owed
- ☐ Copy of homeowner's insurance

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6) Bank Accounts (Last 6 months of statements):

- ☐ Any accounts currently open with name on it—even custodial accounts ☐
- ☐ Documentation showing any accounts closed within the last year ☐

7) Financial Statements:

- ☐ Life Insurance: Proof of ALL life insurance policies showing term/whole & \$ value ☐
- ☐ Copies of most recent IRA, 401k or other retirement account statement ☐
- ☐ Copies of most recent pension statement showing vested interest ☐
- ☐ Copies of all retirement loans and current payoff balance and remaining term ☐
- ☐ Documentation of any retirement accounts closed in the last 12 months ☐

8) Bills:

- ☐ Copies of all Utility bills for the last 12 months (budgeting purpose) ☐
- ☐ Copies of all Water, Phone, Satellite and Internet bills for the last 3 months ☐
- ☐ Copies of all bills from creditors received in last 60 days ☐
- ☐ Copies of all current contractual obligations (auto lease, residential, cell phone) ☐
- ☐ Make sure to disclose everyone you owe money to—even friends and relatives!!! ☐

9) Lawsuits:

- ☐ Copies of all pending or entered lawsuits and judgments ☐

10) Family Matters:

- ☐ Copy of any divorce decree and marital settlement entered into within the last 8 years ☐
- ☐ Itemization of all maintenance received in last 3 years. ☐
- ☐ Copy of the most recent child support order entered for dependents ☐
- ☐ Itemization from WI SCTF showing all Child Support received in last 3 years ☐
- ☐ Itemization of all Child Support paid in the last 6 months ☐
- ☐ Name, address and phone number of recipient of support ☐

11) Miscellaneous:

- ☐ Itemizations of all inventory, accounts receivable & liabilities (if owner of small business)

Note: Documents won't be collected until attorney fees are paid in full. Once your fees are paid and the credit counseling is done you should contact us immediately to set up a document review.