



JC LAW GROUP PC

580 CALIFORNIA STREET, SUITE 1200
SAN FRANCISCO, CALIFORNIA 94104

TELEPHONE 415.963.4004
FACSIMILE 415.963.4260

WWW.JCLAWGROUP.COM
EMAIL@JCLAWGROUP.COM

DOCUMENTS TO BE PROVIDED TO ATTORNEY

We prefer .pdf or electronic versions of the documents if possible. If you provide us with paper copies, please:

- **Do not staple.** Use paper clips and/or post-its instead
- Organize in an orderly fashion
- Provide copies, not originals
- Provide at least two weeks before signing petition

As a general rule of thumb, we need documentation for everything related to your assets, debt and income.

If you have electronic versions of your documents, please call or email us a request for access to upload your electronic documents.

I. Documents Regarding Income [check when provided]

We need documents for every source of income you received for the last seven months.
Including:

- Paycheck stubs for husband and wife for the last seven months . We need both if you're currently living with your spouse (even if your spouse is not filing with you.)
- Commissions or bonuses.
- Unemployment benefits.
- Child or spousal support paid or received.
- Social Security payments received by any member of your household.
- Bank interest or stock dividend.
- Pension or retirement benefits.
- Lease or rental income.
- A listing of money contributed to household or living expenses by other members of your household, even if they are not related to you.
- Any other income.

II. Documents Regarding Deductions From Your Income [check when provided]

- Retirement or pension plan contributions you have made during the last seven months.



- Any retirement loan currently owed (e.g., 401(K) loan.)
- From your payroll department at work, get copies of any wage garnishment orders or voluntary automatic deductions from your paycheck.
- Divorce decree, divorce settlement, separation agreement, or child support orders, including property distribution, spousal attorney's fees, or payment plans.
-
- If you have your own business, a complete listing of all your monthly business expenses, including a year-to-date or recent profit & loss statement.

III. Documents Regarding Your Finances [check when provided]

- Monthly statements from every place where you have money including a bank, credit union, brokerage, money market, retirement, Health Savings Account (HSA) and similar accounts for the last seven months.
- For retirement accounts, it is strongly advisable to obtain an opinion letter from the administrator regarding the nature of the account to make sure we can protect it.
- If any account has been closed during the past year, the closing statement/ last statement from the account.
- Tax returns (both federal and state) for the last three years.
- If you did or may receive any distribution from an estate or trust, documents regarding it.
- Monthly statements for money held in your children's name, including Education IRA, Education Savings Account or tuition program documentation.
- All of your **debt** - Bills from everyone that is trying to collect money from you, including statements, bills, notices, letters or other documents received in the last 90 days—credit cards, medical bills, personal loans, car loans, furniture loans, jewelry loans, lawsuits, debt collectors, etc.
- Papers regarding any potential inheritance.
- Documents for any lawsuits (either pending or concluded) in the last 3 years.
- Bank statements from accounts where you are named on the account but the money is meant for someone else, such as 529 investments, college funds, joint accounts custodian account, or parents naming you as POD.

IV. Documents Regarding Your Real & Personal Property [check when provided]

- If you currently own real estate* - notes, deeds of trust, grant deed (all those thick loan documents you signed), information regarding refinancing within the last three years, current billing statements. **Note:** If there may be equity in your property, you will need to get an appraisal. Please contact us to discuss.
- If you owned real estate the past* - closing statement and/or document related to transfer of ownership interest.



- Any foreclosures, evictions, repossessions, garnishments or attachments during the past year.
- Life insurance (term or whole life) documents.
- Contracts and leases for all motor vehicle purchases or leases during the past four years, and for furniture and jewelry during the past two years.
- Leases or timeshares.
- Other personal and real property you own (such as vehicle registration papers, stock value statements).

V. Other Necessary Documents [check when provided]

- Papers from any bankruptcy you previously filed.
- If you are going to discharge taxes, please go to <http://www.irs.gov/pub/irs-pdf/f4506t.pdf> and request an account transcript for every year of taxes at issue.
- If you have ever been convicted of a felony, documents stating the type of conviction.
- A copy of your social security card. (If you need a replacement, complete an Application for a Social Security Card, Form SS-5. This form is available for download at www.socialsecurity.gov/online/ss-5.html You can also obtain Form SS-5 by calling 1-800-772-1213 or visiting your local Social Security office.)
- A copy of your driver's license.
- Any documents relating to a "disabled veteran" status.
- Any divorce decree or other court order that requires you to pay child support or maintenance.
- Any promissory notes you have signed.
- Other documents relating to debts you owe other people.
- Any proof that anyone owes you money.
- Any lawsuits with which you have been served.
- Any other important document related to your finances.