

## CLIENT INFORMATION SHEET

Today's date     /     /     Please indicate below how you heard about us:

### PERSONAL INFORMATION

Your name:	last four digits of your ssn:		
Spouse's name:	last four digits of spouse's ssn:		
Physical address:	city:	state:	zip:
How long have you lived here?			
If less than two years list where you lived previously (city and state only)			
Mailing address (if different):			
Home phone number:	cell:	work :	
Spouse's:	cell:	work:	
Your employer:	Spouse's employer:		
Parish you reside in:			
Number of dependants at home(exclude yourself and spouse):			
Emergency number (optional) name:	number:		
Are you:    Married    Divorced    Separated    (how long:                    ) Widowed    Single			

<b>Do you (check):</b>	<input type="checkbox"/> Own/buying your home	<input type="checkbox"/> Rent	<input type="checkbox"/> live with friend/relative	<input type="checkbox"/> Other:
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<b>Have you ever filed for bankruptcy: <u>yes</u>   <u>no</u>   if yes, what year did you file?</b>
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<b>Do you owe any of the following:    Back child support: \$</b>	
<b>IRS \$</b>	<b>State Taxes \$</b>
<b>Student loans \$</b>	<b>are they current                    are they deferred</b>
<b>Are you being garnished?    yes    no    If yes, by whom? _____</b>	
<b>Have you been sued or do you have any judgments against you?    Yes    No</b>	
<b>If yes, who is suing you?</b>	

### SECURED LOANS ON REAL ESTATE

List any Mortgages on your family home, rental property, or other real property

Name of mortgage company	Your monthly note	Pay-off balance of the loan	Value of the real estate	How many months are you behind?	Position of mortgage (1 <sup>st</sup> , 2 <sup>nd</sup> , etc.)

### LOANS ON VEHICLES (include Boats, RV's, Motorcycles) -include debts you co-signed

YEAR	MAKE	MODEL	CREDITOR and date purchased	MONTHLY NOTE	MONTHS BEHIND	PAYOFF BALANCE	VALUE

## ASSETS

List year, make and model of any car you own that is **PAID** for (do not list the vehicles previously listed on page 1). If you are married and your spouse has a vehicle in his/her name, please list here as well.

Are both your parents still living: Mother: yes \_\_\_\_\_ no \_\_\_\_\_ Father: yes \_\_\_\_\_ no \_\_\_\_\_

If married, are your spouse's parents still living: Mother: yes \_\_\_\_\_ no \_\_\_\_\_ Father: yes \_\_\_\_\_ no \_\_\_\_\_

Are you suing anyone to recover damages or have you been in an accident or do you have a claim against anyone for damages or monies owed (include class action suits)?

Do you own any real estate that is paid for (include time shares)? Please list the property and its value? Do not list the real estate you listed on front page.

Do you usually get a tax refund? (Circle) **yes** **no** If yes, approximately how much did you receive with your last return?

Have you sold, transferred, traded in, refinanced or given away any property in the past two years? If yes, please describe:

Have you taken any money out of a retirement account or borrowed funds from a retirement account in the past two years? If yes, please list the amount taken and date(s) of the withdrawals or loans.

If you are recently divorced or separated, please list any community property (not previously listed) that is in the possession of your ex.

Do you co-own any other property with someone else? Describe the property, % ownership you have, any liens/mortgages on the property and value of the property.

Do you own a business or have you owned a business in the past eight (8) years? List the type of business (i.e. LLC, corporation, partnership), assets of the business, and date the business was opened and closed (if applicable)

List any additional assets you may own:

**(Please attach a separate sheet or use the reverse of this page if more room is needed)**

**INCOME/EXPENSES**

**Bring your last six month pay advices – If you are self-employed, list your average monthly income.**

Your avg. TAKE HOME pay: \$ _____	weekly	monthly	bi-weekly	semi-monthly
Spouse's avg. TAKE HOME pay: \$ _____	weekly	monthly	bi-weekly	semi-monthly
Other income (i.e. child support, second job, rents, royalties, annuities, contributions from friends/relatives etc):				
Source: _____		amt. monthly \$ _____		
Source: _____		amt. monthly \$ _____		
Source: _____		amt. monthly \$ _____		

Monthly expenses	Amount paid MONTHLY if married, list combined expenses	Leave space below blank
Rent/mortgage	\$ _____	
2 <sup>nd</sup> , 3 <sup>rd</sup> mtgs. (if any)	\$ _____	
Other real estate loans (add together)	\$ _____	
Electricity and gas (combined)	\$ _____	
Water	\$ _____	
Telephone (include cell phones)	\$ _____	
Cable bill/alarm/internet/other utilities	\$ _____	
Home maintenance	\$ _____	
Food (usually \$300 for 1 <sup>st</sup> person + \$150 pp after the 1st)	\$ _____	
Clothing and grooming (\$60-\$70/person)	\$ _____	
Laundry/cleaning	\$ _____	
Medical/dental (out of pocket)	\$ _____	
Entertainment/subscriptions	\$ _____	
Car insurance (all vehicles)	\$ _____	
Other insurances (describe) – list MONTHLY expense	\$ _____	
Child support (NOT payroll ded)	\$ _____	
Daycare/after care	\$ _____	
Tuition	\$ _____	
Vehicle payments made by you or your spouse only (not debts you co-signed for someone else unless you pay that note).	\$ _____ \$ _____ \$ _____	
Taxes NOT payroll deducted including real estate taxes (average MONTHLY)	\$ _____	
Transportation/tolls/maintenance – do not include car insurance expense.	\$ _____	
Homeowners/assoc. dues	\$ _____	
Tithes/charitable contributions	\$ _____	
Other (describe)	\$ _____	

PLEASE ATTACH A LIST OF YOUR CREDITORS (DO NOT FILL THIS OUT IF YOU ALREADY HAVE A LIST WE CAN COPY). Do NOT list the debts you listed on page one. If you do not have a list, please summarize your creditors below. Include all debts (i.e. finance companies, medical bills, credit cards, credit union loans, personal loans, lawsuits, judgments, etc.). If you do not know the balance, estimate to the best of your ability.

<u>Name of Company</u>	<u>Amount Owed</u>	<u>Type of debt (i.e. medical Credit card, finance co)</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
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PLEASE USE THE REVERSE IF YOU NEED MORE ROOM (IC Sheet 1/2016)

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## INITIAL CONSULTATION AGREEMENT AND REQUIRED NOTICES

*Please Note: These documents and disclosures are required by legislation adopted by Congress in 2005, after intense lobbying by the credit industry. In our opinion, they are designed to scare and intimidate good people who have had bad things happen to them, and need debt relief. These Notices are based on the false assumption that all people who consider bankruptcy relief are dishonest. Please rest assured—so long as you are honest and meet the requirements set out under the law, you are entitled to debt relief. We can guide you through all the requirements of filing for bankruptcy, so long as you provide us accurate and complete information.*

Today, I had an initial consultation with Pontchartrain Law Center (The “Firm”). I was advised that the Firm is a debt relief agency as defined in the Bankruptcy Abuse Prevention and Consumer Protection Act of 2005 (“BAPCPA”), and that it helps people file for relief under the bankruptcy code.

**There is no charge for the initial consultation.** The Firm provides the following services at the initial consultation:

- A description of the relief available, the benefits and the risks of filing for bankruptcy under § 7, 11, 12 and 13 of the Bankruptcy Code.
- An analysis, based on the information and documents provided by me, if any, of my income, expenses, assets and liabilities. This analysis is only preliminary, since the Firm does not have all of the information and documents that will be required to fully evaluate my situation.
- If it has appeared from this analysis that bankruptcy may be an appropriate remedy for me, a discussion of the information and documents I will need to provide the Firm. If it has appeared from today’s analysis that bankruptcy may not be an appropriate remedy for me, a discussion of other possible alternatives.

I have been informed and agree that the Firm will not provide any services or bankruptcy assistance to me at this time, other than specifically stated in this Agreement. It is understood that the Firm will not provide any other legal services to me and will not file bankruptcy for me unless and until the Bankruptcy Questionnaire has been completed, all documents and information requested have been provided, and I have received a certification and budget analysis from an approved credit counseling agency. Should I wish the Firm to provide additional services, including the filing of bankruptcy, I will sign a separate retainer agreement detailing such services and their cost.

## **BAPCPA REQUIRED NOTICE NO. 1 (§ 342(b)(1) and 527(a)(1) of the Bankruptcy Code) PURPOSES, BENEFITS AND COSTS OF BANKRUPTCY**

*This discussion is intended only as a brief overview of the types of bankruptcy. You should not decide whether or not to file for bankruptcy relief solely on this information. Bankruptcy law is complex, and there are many considerations that must be taken into account in making the determination whether or not to file. Anyone considering bankruptcy is encouraged to make a decision only after seeking the advice and assistance of an experienced bankruptcy attorney.*

To put it bluntly, bankruptcy is a legal way to avoid paying people what you owe them. In many situations bankruptcy is the only way that you can keep your home from foreclosure, your car from repossession and your possessions from auction and creditors from making your life miserable.

When a person is discharged in bankruptcy, he or she is relieved from liability for most debts incurred before the bankruptcy was filed and protected from future collection of those debts. The purpose of bankruptcy is to give you a "fresh start," and the bankruptcy code is interpreted by the Courts to give effect to these words.

### **Types of Bankruptcy**

The Bankruptcy Code is divided into chapters. The chapters that usually apply to consumers are Chapter 7, where most or all of your debt is wiped out, and Chapter 13, which involves a repayment plan.

In most cases, once you file your case, the "Automatic Stay" immediately goes into effect. The Automatic Stay means that a bankruptcy filing automatically stops, or stays, and brings to a halt most lawsuits, repossessions, foreclosures, evictions, garnishments, attachments, utility shut-offs, and debt collection harassment. Generally, creditors cannot take any further action against you or your property without permission from the Bankruptcy Court.

**Chapter 7:** Chapter 7 is designed for people who are having financial difficulties and are not able to re-pay their debts.

Under the changes to the Bankruptcy Code that took effect October 17, 2005, you can usually qualify for a Chapter 7 if your average gross monthly income for the last six months is below your state's Median Income, your gross income less certain expenses is below your state's Median Income, or you can show "special circumstances" that would allow you to qualify for Chapter 7. The filing fee for a Chapter 7 is \$335.00 (Adjusted periodically – last adjustment was 6/2014).

Under Chapter 7, you can usually exempt, or keep, most or all of your assets under Louisiana law, or, if you have not lived in Louisiana for the past two years, under the state's exemption law that applies to your case. Most retirement accounts and pensions are also exempt. Secured property, normally your car and house, may not have any net equity, in which case you can keep it as well. The Trustee liquidates most non-exempt property and uses the proceeds to pay your creditors according to priorities of the Bankruptcy Code.

Once your Chapter 7 case is over, you receive a "discharge". The discharge prevents your creditors from taking any steps to try to collect their unsecured debt. They cannot call you, write you, sue you, or take any steps that could be considered an attempt to collect its debt. If you want to keep property that has a lien on it, you must keep your payments current, and may be required to reaffirm your debt. Some debts cannot be discharged. Typical examples are child support, alimony, and other domestic support obligations, some taxes, student loans, criminal restitution, and debts for death or personal injury caused by operating vehicles while intoxicated with alcohol or drugs.

**Chapter 13:** Chapter 13 is a valuable tool that lets you catch up overdue mortgage or car payments, taxes and domestic support obligations. It also applies where you have the ability to repay some or all of your debts over time. You must have less than \$360,475 (this amount is adjusted annually) in unsecured debt (such as credit cards and doctor's bills) and less than \$1,081,400 in secured debt (such as mortgages and car loans) to qualify for Chapter 13. The filing fee for a Chapter 13 is \$310.00 (Adjusted periodically – last adjustment was 6/2014).

Under Chapter 13, you keep all of your property, both exempt and non-exempt, as long as you resume making your regular payments on secured debt and keep current under the repayment plan that you propose. A repayment plan can last for up to five years. After finishing your payments, most of your unsecured debts are discharged.

**Chapter 11:** Chapter 11 is designed primarily for business reorganization, but is also available to consumer debtors. Its provisions are quite complex. In the vast majority of cases, Chapter 11 is unnecessary and too expensive for most consumer debtors. The filing fee for Chapter 11 is \$1,717.00 (Adjusted periodically – last adjustment was 6/2014)..

**Chapter 12:** Chapter 12 lets family farmers repay their debts over a period of time, and is in many ways similar to a Chapter 13. The filing fee for a Chapter 12 is \$275.00 (Adjusted periodically – last adjustment was 6/2014).

**Credit Counseling:** Reputable credit counselors can advise you on managing your money and your debts. They may also be able to develop a plan to repay your debts. Unfortunately, many credit counselors are not reputable and charge high fees and contributions that will cause you to fall deeper into debt and damage your credit rating. Furthermore, many misrepresent their non-profit status and/or their affiliations with religious or charitable organizations, and are little more than collection agents for the credit card companies.

Under the changes to the Bankruptcy Code that took effect October 17, 2005, you are required to take two short credit counseling courses, one before you file bankruptcy, and one after you have filed. We will refer you to a reputable credit counselor who has been approved by the United States Trustee Department for these courses.

**BAPCPA REQUIRED NOTICE NO. 2 (§ 527(a)(2) of the Bankruptcy Code)  
NOTICE OF MANDATORY DISCLOSURE TO CONSUMERS WHO CONTEMPLATE  
FILING BANKRUPTCY**

***Please Note:** These Notices are required by legislation adopted by Congress in 2005, after intense lobbying by the credit industry. In our opinion, these notices are designed to scare and intimidate good people who have had bad things happen to them, and need debt relief. These Notices are based on the false assumption that all people who consider bankruptcy relief are dishonest. Please rest assured—as long as you are honest and meet the requirements set out under the law, you are entitled to debt relief. We can guide you through all the requirements of filing bankruptcy, so long as you provide us accurate and complete information.*

1. All information that the assisted person is required to provide with a petition thereafter during a case under this title is required to be complete, accurate and truthful.
2. All assets and all liabilities are required to be completely and accurately disclosed in the documents filed to commence the case, and the replacement value of each asset as defined in § 506 must be stated in those documents where requested after reasonable inquiry to establish such value.
3. Current monthly income, the amounts specified in §707(b)(2) and, in a case under chapter 13 of this title, disposable income (determined in accordance with § 707(b)(2)), are required to be stated after reasonable inquiry; and
4. Information that an assisted person provides during their case may be audited pursuant to this title, and that failure to provide such information may result in dismissal of the case under this title or other sanction, including a criminal sanction.

**BAPCPA REQUIRED NOTICE NO. 3 (§ 342(b)(2) of the Bankruptcy Code)  
FRAUD & CONCEALMENT PROHIBITED**

If you decide to file bankruptcy, it is important that you understand the following:

1. Some or all of the information you provide in connection with your bankruptcy will be filed with the bankruptcy court on forms or documents that you will be required to sign and declare as true under penalty of perjury.
2. A person who knowingly and fraudulently conceals assets or makes a false oath or statement under penalty of perjury in connection with a bankruptcy case shall be subject to fine, imprisonment, or both.
3. All information you provide in connection with your bankruptcy case is subject to examination by the Attorney General.

**BAPCPA REQUIRED NOTICE NO. 4 (§ 527(b) of the Bankruptcy Code)  
IMPORTANT INFORMATION ABOUT BANKRUPTCY ASSISTANCE  
SERVICES**

If you decide to seek bankruptcy relief, you can represent yourself, you can hire an attorney to represent you, or you can get help in some localities from a bankruptcy petition preparer who is not an attorney. THE LAW REQUIRES AN ATTORNEY OR BANKRUPTCY PETITION PREPARER TO GIVE YOU A WRITTEN CONTRACT SPECIFYING WHAT THE ATTORNEY OR BANKRUPTCY PETITION PREPARER WILL DO FOR YOU AND HOW MUCH IT WILL COST. Ask to see the contract before you hire anyone.

The following information helps you understand what must be done in a routine bankruptcy case to help you evaluate how much service you need. Although bankruptcy can be complex, many cases are routine. An attorney can help guide you through this intricate process, making it easier and less stressful for you.

Before filing a bankruptcy case, either you or your attorney should analyze your eligibility for different forms of debt relief available under the Bankruptcy Code and which form of relief is most likely to be beneficial for you. Be sure you understand the relief you can obtain and its limitations. To file a bankruptcy case, documents called a Petition, Schedules and Statement of Financial Affairs, as well as in some cases a Statement of Intention need to be prepared correctly and filed with the bankruptcy court. You will have to pay a filing fee to the bankruptcy court. Once your case starts, you will have to attend the required first meeting of creditors where you will be questioned by a court official called a "trustee" and, much more rarely, by creditors.

If you choose to file a chapter 7 case, you may be asked by a creditor to reaffirm a debt. You may want help deciding whether to do so. A creditor is not permitted to coerce you into reaffirming your debts. It may not be in your best interest to reaffirm a debt.

If you choose to file a chapter 13 case in which you repay your creditors what you can afford over 3 to 5 years, you may also want help with preparing your chapter 13 plan and with the confirmation hearing on your plan which, if held, will be before a bankruptcy judge.

If you select another type of relief under the Bankruptcy Code other than chapter 7 or chapter 13, you will want to find out what should be done from someone familiar with that type of relief. However, please be advised that in most cases, you will only be concerned with chapter 7 and chapter 13.

Your bankruptcy case may also involve litigation. You are generally permitted to represent yourself in litigation in bankruptcy court, but only attorneys, not bankruptcy petition preparers, can give you legal advice.



**ACKNOWLEDGMENT OF RECEIPT**

I acknowledge that I have received a copy of all of the following documents from the Pontchartrain Law Center:

- 1. **Consultation Agreement**
- 2. **Notice Mandated By § 342(b)(1) and 527(a)(1) of the Bankruptcy Code**
- 3. **Notice Mandated By § 527(a)(2) of the Bankruptcy Code**
- 4. **Notice Mandated By § 527(b) of the Bankruptcy Code**
- 5. **Notice Mandated By § 342(b)(2) of the Bankruptcy Code**

If my spouse was not present when I received a copy of these notices, I hereby also acknowledge receipt of said notices on behalf of my spouse, and promise to provide my spouse with either a copy of these notices or the opportunity to read and review the copy I received.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Prospective Client

\_\_\_\_\_  
Prospective Co-Client (if present)