

**ROBERT E. BARDWELL, JR.**  
*Attorney at Law*

\_\_\_\_\_  
995 South High Street  
Columbus, Ohio 43206

Telephone 614-445-6757  
Facsimile 614-224-4870  
E-mail: [rbardwell@obiobankruptlaw.com](mailto:rbardwell@obiobankruptlaw.com)

---

INSTRUCTIONS: Bankruptcy is a court procedure that requires very detailed financial information. Please complete this questionnaire as accurately, legibly, and completely as possible. Printing is preferable. Your Bankruptcy Petition will be prepared according to the information that you provide in this form. If you have any questions on any item, please place a checkmark in the margin and be sure to ask the question when you return this form to me. If any answer is too long for the space provided, write the additional information on a separate sheet of paper. If you and your spouse are filing for Bankruptcy, you should fill out this form together, including information for both, if applicable.

DATE: \_\_\_\_\_

CLIENT'S NAME (S) \_\_\_\_\_

SOCIAL SECURITY NO.: \_\_\_\_\_ SPOUSE (if applicable) \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

PHONE NO.: HOME \_\_\_\_\_ WORK \_\_\_\_\_  
FAX \_\_\_\_\_

COUNTY OF RESIDENCE: \_\_\_\_\_

MARITAL STATUS: (Circle One) SINGLE MARRIED DIVORCED SEPARATED WIDOWED

BIRTH DATE \_\_\_\_\_ SPOUSE \_\_\_\_\_

ADDRESS OF SPOUSE IF DIFFERENT: \_\_\_\_\_  
\_\_\_\_\_

WHO REFERRED YOU TO MY OFFICE? \_\_\_\_\_

OCCUPATION: CLIENT  
JOB TITLE: \_\_\_\_\_  
EMPLOYER'S NAME: \_\_\_\_\_  
EMPLOYER'S ADDRESS: \_\_\_\_\_  
LENGTH OF EMPLOYMENT: \_\_\_\_\_

OCCUPATION: SPOUSE (*ONLY IF FILING JOINTLY WITH SPOUSE*)  
JOB TITLE: \_\_\_\_\_  
EMPLOYER'S NAME: \_\_\_\_\_  
EMPLOYER'S ADDRESS: \_\_\_\_\_  
LENGTH OF EMPLOYMENT: \_\_\_\_\_

INCOME: CLIENT  
HOW OFTEN DO YOU RECEIVE A PAYCHECK? \_\_\_\_\_  
GROSS AMOUNT OF EACH PAYCHECK \$ \_\_\_\_\_  
deductions for taxes/Social Security/Medicare \$ \_\_\_\_\_  
deductions for union dues \$ \_\_\_\_\_  
deductions for insurance \$ \_\_\_\_\_  
deductions for child support/alimony \$ \_\_\_\_\_  
other deductions (describe) \_\_\_\_\_ \$ \_\_\_\_\_  
NET PAY (amount you bring home) \$ \_\_\_\_\_

INCOME: SPOUSE (*ONLY IF FILING JOINTLY WITH SPOUSE*)  
HOW OFTEN DO YOU RECEIVE A PAYCHECK? \_\_\_\_\_  
GROSS AMOUNT OF EACH PAYCHECK \$ \_\_\_\_\_  
deductions for taxes/Social Security/Medicare \$ \_\_\_\_\_  
deductions for union dues \$ \_\_\_\_\_  
deductions for insurance \$ \_\_\_\_\_  
deductions for child support/alimony \$ \_\_\_\_\_  
other deductions (describe) \_\_\_\_\_ \$ \_\_\_\_\_  
NET PAY (amount you bring home) \$ \_\_\_\_\_

LIST ALL DEPENDENTS: (name, age and relationship)

NAME: \_\_\_\_\_ AGE: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_

NAME: \_\_\_\_\_ AGE: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_

NAME: \_\_\_\_\_ AGE: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_

NAME: \_\_\_\_\_ AGE: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_

## STATEMENT OF FINANCIAL AFFAIRS

INSTRUCTIONS: Please provide all pertinent information for each question that is answered in the affirmative. **This information should include names, dates, amounts involved and case numbers.**

1. Have you paid any one creditor more than \$600.00 total in the last 90 days? *If yes, list the name(s) and address(es) of the creditor(s) paid, the date(s) paid and the amount(s) paid.*
  
2. Have you paid any relatives or friends any money in the last year? *If yes, list the name(s) and address(es) of the relative(s) paid, date(s) paid and the amount(s) paid.*
  
3. Did you have any lawsuits filed against you in the last year? Or sued anyone? *If yes, list the name(s) of the parties to the suit, the case no., court where case was filed and status of case.*
  
4. Have you been garnisheed or had any bank attachment in the last year? *If yes, list the name(s) and address(es) of creditor(s) or bank(s), date(s) and amount of funds taken.*
  
5. Have you had any repossessions or foreclosures in the last year? *If yes, list the type and value of the property, the date the property was repossessed or foreclosed and the name(s) and address(es) of the creditor(s) who repossessed or foreclosed.*
  
6. Did you suffer any losses from fire, theft, casualty or gambling in the last year? *If yes, describe the type(s) of loss, the date(s) and amount(s) of the loss and whether the loss was covered by insurance.*

7. Have you paid an attorney for debt counseling in the last year? ***If yes, list the name(s) of the person(s) paid, the amount(s) paid and the person(s) address(es).***
  
8. Have you sold, transferred or given away anything of value in the last year other than in the ordinary course of business? ***If yes, list the name(s) and address(es) of the person(s) the property was sold or given to, the value of the property and the date(s) of the sale(s) or gift(s).***
  
9. Have you closed any bank accounts in the last year - checking or savings? ***If yes, list the name(s) of the bank(s), the account number(s), the type of account(s), the date(s) of the closure(s) and the amount on deposit when the account(s) were closed.***
  
10. Do you have or did you have a safe deposit box, or access to one, in the last year? ***If yes, list the name(s) and address(es) of the bank(s) where the safety deposit is or was located and provide a brief description of the box's contents.***
  
11. Has any bank(s) taken any money from your accounts in the last year to pay a debt? ***If yes, list the name(s) and address(es) of the bank(s), the date(s) the money was taken and the amount of money taken.***
  
12. Are you holding any property belonging to someone else? ***If yes, describe the property, its value and the name(s) of the person(s) you are holding the property for.***
  
13. ***Were you in business for yourself during the past four (4) years? \_\_\_\_\_ If yes, complete this page.***

- A. If the debtor is an individual, list the names and address of all businesses in which the debtor was an officer, director, partner, or managing executive of a corporation, partnership, sole proprietorship, or was a self-employed professional within the four (4) years immediately preceding the commencement of this case, or in which the debtor owned five (5) percent or more of the voting or equity securities within the two years immediately preceding the commencement of this case.

14. **BOOKS, RECORDS AND FINANCIAL STATEMENTS - Only to be answered if you have been in business for yourself in the last four years.**

- A. List all bookkeepers and accountants who within the six years immediately preceding the filing of this bankruptcy case kept or supervised the keeping of books of account and records of the debtor.
- B. List all firms or individuals who within the two years immediately preceding the filing of this bankruptcy case have audited the books of account/records, or prepared a financial statement of the debtor.
- C. List all firms or individuals who at the time of the commencement of this case were in possession of the books of account and records of the debtor. If any of the books of account and records are not available, explain.
- D. List all financial institutions, creditors and other parties, including mercantile and trade agencies, to which a financial statement was issued within the two years immediately preceding the commencement of this case by the debtor.

15. **INVENTORIES**

- A. List the dates of the last two inventories taken of your property, the name of the person who supervised the taking of each inventory, and the dollar amount and basis of each inventory.

B. List the name and address of the person having possession of the records of each of the two inventories reported in 15A above.

### **SCHEDULE OF ASSETS**

INSTRUCTIONS: Please fill out the following list of assets. The term “market value” means

what you would be able to sell the item for in its present condition at a sale similar to a “Garage Sale”. It does not mean what you originally paid for the item. ***If you own Real Estate, I must have a time-stamped copy of the deed and mortgages to the property.*** These documents can usually be obtained from the recorder for the county in which the property is located or on the internet. **YOU MUST LIST ALL VEHICLES, REAL ESTATE, MOTORCYCLES, ETC., THAT YOU OWN OR LEASE EVEN IF YOU ARE MAKING INSTALLMENT PAYMENTS ON THE ASSETS.** If filing jointly, please note by whom the asset is owned.

**REAL ESTATE:**

Address: \_\_\_\_\_  
\_\_\_\_\_

Date Purchased \_\_\_\_\_ Today’s Fair Market Value \$ \_\_\_\_\_

Basis for Valuation \_\_\_\_\_

Do you own any other real estate, including camping lots, vacant lots, out-of-town property, etc.?

Address: \_\_\_\_\_  
\_\_\_\_\_

Date Purchased \_\_\_\_\_ Today’s Fair Market Value \$ \_\_\_\_\_

Basis for Valuation \_\_\_\_\_

**SECURITY DEPOSITS:**

Held by a Landlord? \_\_\_\_\_ Amount \_\_\_\_\_

Held by an utility company? \_\_\_\_\_ Amount \_\_\_\_\_

Other: (Describe) \_\_\_\_\_

**CREDIT UNIONS:**

Name of Credit Union \_\_\_\_\_ Account Type \_\_\_\_\_

Amount in Account \_\_\_\_\_ Name on Account \_\_\_\_\_

Name of Credit Union \_\_\_\_\_ Account Type \_\_\_\_\_

Amount in Account \_\_\_\_\_ Name on Account \_\_\_\_\_

**CASH ON HAND:**

Amount \_\_\_\_\_

**BANK ACCOUNTS:**

Name of Bank: \_\_\_\_\_ Account Type \_\_\_\_\_

Amount in Account \_\_\_\_\_ Name on Account \_\_\_\_\_

Name of Bank: \_\_\_\_\_ Account Type \_\_\_\_\_

Amount in Account \_\_\_\_\_ Name on Account \_\_\_\_\_

Name of Bank: \_\_\_\_\_ Account Type \_\_\_\_\_

Amount in Account \_\_\_\_\_ Name on Account \_\_\_\_\_

**PROPERTY OWNED BY YOU:**

**MARKET VALUE:**

Household goods and furnishings \$ \_\_\_\_\_

Collections of Art, Stamps, Coins, Compact discs, etc. \$ \_\_\_\_\_

Wearing Apparel \$ \_\_\_\_\_

Jewelry (Description \_\_\_\_\_) \$ \_\_\_\_\_

Guns, Sporting Equipment \$ \_\_\_\_\_

Automobiles or Trucks (Attach copies of titles)

Year/Model/Miles \_\_\_\_\_ \$ \_\_\_\_\_

Year/Model/Miles \_\_\_\_\_ \$ \_\_\_\_\_

Year/Model/Miles \_\_\_\_\_ \$ \_\_\_\_\_

Motorcycles

Year/Model/Miles \_\_\_\_\_ \$ \_\_\_\_\_

Boats

Year/Model \_\_\_\_\_ \$ \_\_\_\_\_

Retirement Plans/Pensions/IRAS/401(k)s

Name/No. \_\_\_\_\_ \$ \_\_\_\_\_

Name/No. \_\_\_\_\_ \$ \_\_\_\_\_

Liquidated Debts Owed to You (i.e. Tax Refund) \$ \_\_\_\_\_

Contingent and Unliquidated Claims \$ \_\_\_\_\_

Insurance Policies (Cash Value)

Name \_\_\_\_\_

Beneficiary \_\_\_\_\_ \$ \_\_\_\_\_

Name \_\_\_\_\_

Beneficiary \_\_\_\_\_ \$ \_\_\_\_\_

Annuities \$ \_\_\_\_\_

Stock Owned In Any Company

Name \_\_\_\_\_ \$ \_\_\_\_\_

No. of Shares/% \_\_\_\_\_

Interests in any Partnerships

Name \_\_\_\_\_

Ownership % \_\_\_\_\_ \$ \_\_\_\_\_

Pending Inheritance \$ \_\_\_\_\_

Livestock, Farm Animals	\$ _____
Farming Supplies	\$ _____
Office Equipment, Furnishings and Supplies	\$ _____
Machinery, Fixtures, and Supplies	\$ _____
Inventory	\$ _____
Patents, Copyrights, Franchises	\$ _____
Government or Corporate Bonds	\$ _____

**SCHEDULE OF DEBTS**

**INSTRUCTIONS:** In order for a debt to be discharged in Bankruptcy, it must be correctly listed on the official Bankruptcy forms. The information that you provide on the following pages will be used to complete the official Bankruptcy forms. ***It is important, therefore, that you list every possible debt, even those that you dispute or deny owing, and debts to friends and relatives.*** It is also important that all information given is accurate and current.

1. Gather all your bills together. Make sure that you include everyone to whom you owe money.
2. Fill in the requested information as fully as you can for each debt.
3. List the type of debt, such as car loan, credit card, medical bill, etc.
4. If you have received phone calls or mail from a collection agency or an attorney regarding a bill, list the name and address of the collection agency or the attorney so that they can be notified of your bankruptcy also.
5. List any collateral that you pledged for the loan, including cars, furniture, or personal possessions.
6. Be sure to include debts for which you co-signed for someone else, even if the other person is making the payments. If filing jointly, please note who is responsible for the debt, husband, wife or both.

**PLEASE NOTE:** The Bankruptcy laws require that you list everyone to whom you owe money, including vehicle loans, mortgages, taxes, student loans and other debts you may want to keep.

\*\*\*\*\*

Name of Creditor: \_\_\_\_\_

Address: \_\_\_\_\_

Account Number: \_\_\_\_\_

Type of Debt: \_\_\_\_\_ Date Opened: \_\_\_\_\_ Date Last Used: \_\_\_\_\_

Description and Value of Collateral: \_\_\_\_\_

\_\_\_\_\_  
List Co-signers: \_\_\_\_\_ Balance Due: \_\_\_\_\_  
Name/Address of Collection Agency/Collection Attorney: \_\_\_\_\_  
\_\_\_\_\_

\*\*\*\*\*

Name of Creditor: \_\_\_\_\_  
Address: \_\_\_\_\_  
Account Number: \_\_\_\_\_  
Type of Debt: \_\_\_\_\_ Date Opened: \_\_\_\_\_ Date Last Used: \_\_\_\_\_  
Description and Value of Collateral: \_\_\_\_\_  
\_\_\_\_\_

List Co-signers: \_\_\_\_\_ Balance Due: \_\_\_\_\_  
Name/Address of Collection Agency/Collection Attorney: \_\_\_\_\_  
\_\_\_\_\_

\*\*\*\*\*

Name of Creditor: \_\_\_\_\_  
Address: \_\_\_\_\_  
Account Number: \_\_\_\_\_  
Type of Debt: \_\_\_\_\_ Date Opened: \_\_\_\_\_ Date Last Used: \_\_\_\_\_  
Description and Value of Collateral: \_\_\_\_\_  
\_\_\_\_\_

List Co-signers: \_\_\_\_\_ Balance Due: \_\_\_\_\_  
Name/Address of Collection Agency/Collection Attorney: \_\_\_\_\_  
\_\_\_\_\_

\*\*\*\*\*

Name of Creditor: \_\_\_\_\_  
Address: \_\_\_\_\_  
Account Number: \_\_\_\_\_  
Type of Debt: \_\_\_\_\_ Date Opened: \_\_\_\_\_ Date Last Used: \_\_\_\_\_  
Description and Value of Collateral: \_\_\_\_\_

\_\_\_\_\_  
List Co-signers: \_\_\_\_\_ Balance Due: \_\_\_\_\_

Name and address of Collection Agency/Collection Attorney: \_\_\_\_\_  
\_\_\_\_\_

\*\*\*\*\*

Name of Creditor: \_\_\_\_\_

Address: \_\_\_\_\_

Account Number: \_\_\_\_\_

Type of Debt: \_\_\_\_\_ Date Opened: \_\_\_\_\_ Date Last Used: \_\_\_\_\_

Description and Value of Collateral: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
List Co-signers: \_\_\_\_\_ Balance Due: \_\_\_\_\_

Name/Address of Collection Agency/Collection Attorney: \_\_\_\_\_  
\_\_\_\_\_

\*\*\*\*\*

Name of Creditor: \_\_\_\_\_

Address: \_\_\_\_\_

Account Number: \_\_\_\_\_

Type of Debt: \_\_\_\_\_ Date Opened: \_\_\_\_\_ Date Last Used: \_\_\_\_\_

Description and Value of Collateral: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
List Co-signers: \_\_\_\_\_ Balance Due: \_\_\_\_\_

Name/Address of Collection Agency/Collection Attorney: \_\_\_\_\_  
\_\_\_\_\_

\*\*\*\*\*

Name of Creditor: \_\_\_\_\_

Address: \_\_\_\_\_

Account Number: \_\_\_\_\_

Type of Debt: \_\_\_\_\_ Date Opened: \_\_\_\_\_ Date Last Used: \_\_\_\_\_

Description and Value of Collateral: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
List Co-signers: \_\_\_\_\_ Balance Due: \_\_\_\_\_

Name and address of Collection Agency/Collection Attorney: \_\_\_\_\_

\*\*\*\*\*

Name of Creditor: \_\_\_\_\_

Address: \_\_\_\_\_

Account Number: \_\_\_\_\_

Type of Debt: \_\_\_\_\_ Date Opened: \_\_\_\_\_ Date Last Used: \_\_\_\_\_

Description and Value of Collateral: \_\_\_\_\_

List Co-signers: \_\_\_\_\_ Balance Due: \_\_\_\_\_

Name/Address of Collection Agency/Collection Attorney: \_\_\_\_\_

\*\*\*\*\*

Name of Creditor: \_\_\_\_\_

Address: \_\_\_\_\_

Account Number: \_\_\_\_\_

Type of Debt: \_\_\_\_\_ Date Opened: \_\_\_\_\_ Date Last Used: \_\_\_\_\_

Description and Value of Collateral: \_\_\_\_\_

List Co-signers: \_\_\_\_\_ Balance Due: \_\_\_\_\_

Name/Address of Collection Agency/Collection Attorney: \_\_\_\_\_

\*\*\*\*\*

Name of Creditor: \_\_\_\_\_

Address: \_\_\_\_\_

Account Number: \_\_\_\_\_

Type of Debt: \_\_\_\_\_ Date Opened: \_\_\_\_\_ Date Last Used: \_\_\_\_\_

Description and Value of Collateral: \_\_\_\_\_

List Co-signers: \_\_\_\_\_ Balance Due: \_\_\_\_\_

Name and address of Collection Agency/Collection Attorney: \_\_\_\_\_

\*\*\*\*\*

Name of Creditor: \_\_\_\_\_  
Address: \_\_\_\_\_  
Account Number: \_\_\_\_\_  
Type of Debt: \_\_\_\_\_ Date Opened: \_\_\_\_\_ Date Last Used: \_\_\_\_\_  
Description and Value of Collateral: \_\_\_\_\_  
\_\_\_\_\_

List Co-signers: \_\_\_\_\_ Balance Due: \_\_\_\_\_  
Name/Address of Collection Agency/Collection Attorney: \_\_\_\_\_  
\_\_\_\_\_

\*\*\*\*\*

Name of Creditor: \_\_\_\_\_  
Address: \_\_\_\_\_  
Account Number: \_\_\_\_\_  
Type of Debt: \_\_\_\_\_ Date Opened: \_\_\_\_\_ Date Last Used: \_\_\_\_\_  
Description and Value of Collateral: \_\_\_\_\_  
\_\_\_\_\_

List Co-signers: \_\_\_\_\_ Balance Due: \_\_\_\_\_  
Name/Address of Collection Agency/Collection Attorney: \_\_\_\_\_  
\_\_\_\_\_

\*\*\*\*\*

Name of Creditor: \_\_\_\_\_  
Address: \_\_\_\_\_  
Account Number: \_\_\_\_\_  
Type of Debt: \_\_\_\_\_ Date Opened: \_\_\_\_\_ Date Last Used: \_\_\_\_\_  
Description and Value of Collateral: \_\_\_\_\_  
\_\_\_\_\_

List Co-signers: \_\_\_\_\_ Balance Due: \_\_\_\_\_  
Name and address of Collection Agency/Collection Attorney: \_\_\_\_\_  
\_\_\_\_\_

\*\*\*\*\*

Name of Creditor: \_\_\_\_\_

Address: \_\_\_\_\_

Account Number: \_\_\_\_\_

Type of Debt: \_\_\_\_\_ Date Opened: \_\_\_\_\_ Date Last Used: \_\_\_\_\_

Description and Value of Collateral: \_\_\_\_\_

\_\_\_\_\_  
List Co-signers: \_\_\_\_\_ Balance Due: \_\_\_\_\_

Name/Address of Collection Agency/Collection Attorney: \_\_\_\_\_

\_\_\_\_\_

\*\*\*\*\*

Name of Creditor: \_\_\_\_\_

Address: \_\_\_\_\_

Account Number: \_\_\_\_\_

Type of Debt: \_\_\_\_\_ Date Opened: \_\_\_\_\_ Date Last Used: \_\_\_\_\_

Description and Value of Collateral: \_\_\_\_\_

\_\_\_\_\_

List Co-signers: \_\_\_\_\_ Balance Due: \_\_\_\_\_

Name/Address of Collection Agency/Collection Attorney: \_\_\_\_\_

\_\_\_\_\_

\*\*\*\*\*

Name of Creditor: \_\_\_\_\_

Address: \_\_\_\_\_

Account Number: \_\_\_\_\_

Type of Debt: \_\_\_\_\_ Date Opened: \_\_\_\_\_ Date Last Used: \_\_\_\_\_

Description and Value of Collateral: \_\_\_\_\_

\_\_\_\_\_

List Co-signers: \_\_\_\_\_ Balance Due: \_\_\_\_\_

Name and address of Collection Agency/Collection Attorney: \_\_\_\_\_

\_\_\_\_\_