

BANKRUPTCY INFORMATION PACKET

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BANKRUPTCY **INFORMATION PACKET**

This entire packet must be read before filling out the original petition that follows. All of this information is very important for the Bankruptcy Court in order to complete the filing of your bankruptcy. If the enclosed information is not completed in full, it will be returned back to you for completion.

Do not send the information packet in until it has all necessary information requested.

MEMORANDUM

TO: ALL BANKRUPTCY CLIENTS

FROM: Sal W. Varsalona

SUBJECT: Information to be included in Bankruptcy Petition

Please complete your petition accurately and legibly. The following information is necessary before your bankruptcy can be filed:

- Copies of property taxes for all real property owned;
- Year, make, model, license tag number of all vehicles, regardless of condition (also if it is a 4 x4 or not);
- VIN number and mileage of each vehicle;
- An estimate of value and condition of each vehicle;
- Mailing addresses, account numbers and year debt incurred of all creditors;
- Amount of tax refund you have or will receive for the current year;
- Copies of bank statements in order by date for the last six (6) months on all checking and savings accounts;
- Copies of pay check stubs in order by date for the last six (6) months;
- Dates and amounts paid to creditors that exceed Six Hundred Dollars (\$600.00) within the last ninety (90) days;
- Include all mailing addresses of persons that are included as co-debtors;

Before your petition can be submitted to the Bankruptcy Court, all information has to be completed on the Client Worksheet. The Petition must be completed by you...we cannot fill in any portion of the worksheet. If any information is missing, your worksheet will be returned to you. This will delay the filing of your bankruptcy. You are responsible for making all copies. Any copies you attach to your worksheet must be in order by dates...no exceptions. Should you have any questions, please feel free to call me or my legal assistant, Pam.

NOTICE

All Debtors must provide a copy of their Driver's License and Social Security Card to Pam, as well as the Trustee at the §341 Meeting of the Creditors. Debtors not able to provide this information to the Trustee will be sworn and examined by any Creditor present, but their meeting will be adjourned for one (1) week in order to allow the Debtor an opportunity to provide this information prior to the Trustee's examination.

NO EXCEPTIONS WILL BE MADE!!

MEMORANDUM

TO: All Bankruptcy Clients

FROM: Sal W. Varsalona, Esquire

SUBJECT: Checking and Savings Accounts

If you owe money to the lending institution where you have your checking and/or savings accounts, our advice is to close out all accounts **BEFORE** you file your Chapter 7 or Chapter 13 Bankruptcy. The lending institution is allowed to offset that money to satisfy your loan.

If you have any questions about this, please let us know.

These realtors listed below will possibly work with clients who have filed Chapter 7 (straight bankruptcy) or Chapter 13 (debt consolidation) to help them buy homes:

**Elite Realty
517 Callahan Road
Knoxville, TN 37912
(865) 687-1311**

**Slyman Realty
411 South Gay Street
Knoxville, TN 37902
(865) 521-7416**

**REMAX Preferred Properties
2507 Mineral Springs Road
Knoxville, TN 37919
(865) 689-8100**

SECURED DEBTS AND REAFFIRMATION AGREEMENTS

Some debts contain liens on items of property. These may include your home, your vehicles and various household goods such as furniture, televisions, appliances, jewelry and guns.

With regard to household goods, the main question is: Did you own the item before you took out the loan? If you did, we may be able to avoid or wipe out the lien, making it possible to discharge the debt without losing the property. We cannot avoid the lien on items not normally found in a common household, such as guns or some jewelry. You will need to list the specific items given as collateral for each debt on your Questionnaire.

With regard to household goods purchased with the loan money, vehicles, homes and other non-avoidable liens, the main question is: Do you want to keep that property? If you do not wish to keep the item, then stop paying for it and let the creditor have it back when they come to get it. If you do want to keep the item, you must pay for it. You have two (2) options here. Your first option is to pay the creditor the fair market value of the item in cash. Assuming you cannot afford to do that, you must repay the debt with the creditor's consent. My advice is to get current on the payments before we file your Chapter 7 Petition and then stay current on your payments. If you are not current on your payments at the time your Petition is filed, the creditor often will not allow you to keep the item. If you are current, almost all creditors want you to keep the item and pay for it, so they will agree to allow you to do so.

In order for you to keep the property and continue to pay for it, most of the time the creditor will insist that you sign a Reaffirmation Agreement. A Reaffirmation Agreement is an agreement to continue to be bound by the original terms of the loan contract, allowing you to continue to be bound by the original terms of the loan giving the creditor assurance that if you do not repay the debt the creditor can seize the property, sell it, and come after you for any deficiency—just as you had never filed bankruptcy. I will review any proposed Reaffirmation Agreements with you before you sign them. Do not sign any agreement that you might receive from anyone during the course of your Chapter 7 case without first consulting me. If you do sign a Reaffirmation Agreement it will be filed with the Court.

FINALLY, you may rescind the Reaffirmation Agreement by written notice to the Court within sixty (60) days of the date the agreement was filed with the Court or within sixty (60) days of the discharge of your case, whichever is later.

OTHER BANKRUPTCY OPTIONS

You have a choice in deciding what Chapter of the Bankruptcy Code will best suit your needs. Even if you have already filed for relief under Chapter 7, you may be eligible to convert your case to a different Chapter.

Chapter 7 is the liquidation Chapter of the Bankruptcy Code. Under Chapter 7, a Trustee is appointed to collect and sell, if economically feasible, all property you own that is not exempt from these actions.

Chapter 11 is the reorganization Chapter most commonly used by businesses, but it is also available to individuals. Creditors vote on whether to accept or reject a plan, which also must be approved by the Court. While the debtor normally remains in control of the assets, the Court can order the appointment of a Trustee to take possession and control of the business.

Chapter 12 offers bankruptcy relief to those who qualify as family farmers. Family farmers must propose a plan to repay their creditors over a three to five year period and it must be approved by the Court. Plan payments are made through a Chapter 12 trustee, who also monitors the debtor's farming operations during the pendency of the plan.

Finally, Chapter 13 generally permits the individuals to keep their property by repaying creditors out of their future income. Each Chapter 13 debtor writes a plan which must be approved by the Bankruptcy Court. The Debtor must pay the Chapter 13 Trustee the amounts set forth in their plan. Debtors received a discharge after they complete their Chapter 13 repayment plan. Chapter 13 is only available to individuals with regular income whose debts do not exceed \$1,000,000.00 (\$250,000.00 in unsecured debts and \$750,000.00 in secured debts).

AGAIN, PLEASE SPEAK TO YOUR LAWYER IF YOU NEED FURTHER INFORMATION OR EXPLANATION, INCLUDING HOW THE LAWS RELATE TO YOUR SPECIFIC CASE.

WHAT TO EXPECT AT YOUR CREDITORS MEETING

First, come to the Howard Baker Federal Courthouse at the time we tell you in the letter we will send to notify you of the date. Follow the directions included in this package. I will meet you there and will discuss with you any matters which have come up, such as Reaffirmation Agreements and the surrender of any property. I will also collect from you any remaining fees owed.

Once the hearings begin, you will need to listen carefully to the Chapter 7 Trustee for your name to be called. When your name is called, come directly to the conference table and take a seat beside me. Raise your right hand and the Trustee will swear you in. He or she will then ask you some questions. The total time usually takes less than ten (10) minutes. Although each Trustee is some typical questions are as follows:

- What is your name and current address?
- What is your phone number?
- Have you given, sold or otherwise transferred any property worth more than Five Hundred Dollars (\$500.00) in the last year?
- Are you holding any property that belongs to someone else?
- Is anyone holding any property that belongs to you?
- Have you owned any real estate in the last six (6) years?
- Do you intend to keep your car? Your house?
- Do you have insurance on your car? If no, will you agree not to drive it until you have insurance on it?
- Have you listed all your creditors?
- Did you either destroy or return all credit cards?
- Have you listed all your property?
- Did you read your Petitions and Schedules before signing them? Are they true and correct to the best of your knowledge?

The Trustee will expect you to read and sign a STATEMENT OF INFORMATION require by Bankruptcy Law 11 U.S.C. §341. I have attached a copy of the STATEMENT so you can read it before your meeting.

Any creditors who show up will also have an opportunity to question you. Usually the only creditors who show up are those who have secured debts, with collateral or a co-signer, such as car loans or mortgages. These creditors generally ask for proof of insurance and ask about the condition and whereabouts of their collateral.

Answer all questions honestly, and be concise with your answers. Do not volunteer information that is not asked for. Try not to be nervous. The Trustee and the Creditors will conduct themselves in a courteous and professional manner, and it will be over soon.

The process of administering your case and estate and the receiving of your bankruptcy discharge will proceed smoothly with your cooperation and assistance. If you have any

questions about your case or anything that happens during your bankruptcy, you should first discuss them with the attorney who represents you. If, for some reason, your attorney cannot adequately respond to your inquiry or questions, then you may call me; however, I can not and will not give you any legal advice.

Often, during your Creditors Meeting or afterwards, I will ask you to supply me with additional information, documents or other items. I expect these items to be at my office within ten (10) days after any such verbal or written request. If the items requested cannot be furnished in the ten (10) day period, I expect a written explanation from you why the information is not available. If you fail to respond to any of my requests, I may object to your receiving a discharge of your debts in your bankruptcy case.

11 U.S.C. §541 of the Bankruptcy Code requires that you notify me and the Court in writing if, within six (6) months after you file bankruptcy, you get or become entitled to any property. For example, property as a result of someone's death (inheritance), or life insurance proceeds resulting from someone's death, lottery winnings, gifts of money or schedules must be reported. This reporting requirement in the bankruptcy law applies whether you get actual physical possession or simply become entitled to the property within the six (6) month period following the filing of bankruptcy and get actual physical possession at some later date. Contact your attorney and me if this occurs.

There are criminal penalties for giving false information or testimony during your bankruptcy case including the statements and schedules you sign, your testimony at the Meeting of Creditors and in Court. Your honest and complete disclosure of your business and financial affairs is very important, and failure to do so could result in a criminal fine and/or imprisonment. If you discover you have given me any incorrect information in your written bankruptcy documents or in your testimony at the Meeting of Creditors, please notify me in writing at once of the correct information. It is better for you to disclose incorrect information to me than for me to discover it on my own.

Finally, if you change your address or phone number given to me at your Creditors Meeting, you must notify me and the Court of that change in writing (see Bankruptcy Rule 4002). Contact your attorney and see that this is done. Your cooperation is not only appreciated but is required by law (see Bankruptcy Code §521).

STATEMENT OF INFORMATION REQUIRED **BY 11 U.S.C. §341**

INTRODUCTION

Pursuant to the Bankruptcy Reform Act of 1994, the Office of the United States Trustee, United States Department of Justice, has prepared this information sheet to help you understand some of the possible consequences of filing a bankruptcy petition under Chapter 7 of the Bankruptcy Code. This information is intended to make you aware of the following:

- The potential consequences of seeking a discharge in bankruptcy, including the effects on credit history;
- The effect of receiving a discharge of debts;
- The effect of reaffirming a debt; and
- Your ability to file a petition under a different chapter of the Bankruptcy Code.

There are many other provisions in the Bankruptcy Code that may affect your situation. This information sheet contains only general principles of law and is not a substitute for legal advice. If you have questions or need further information as to how the bankruptcy laws apply to your specific case, you should consult with your lawyer.

WHAT IS A DISCHARGE?

The filing of a Chapter 7 petition is designed to result in a discharge of most of the debts you listed on your bankruptcy schedules. A discharge is a Court order that says you do not have to repay your debts, but there are a number of exceptions. Debts which may not be discharged in your Chapter 7 case include, for example, most taxes; child support, alimony, and student loans; court-ordered fines and restitution; debts obtained through fraud or deception; and personal injury debts caused by driving while intoxicated or taking drugs. Your discharge may be denied entirely if you, for example, destroy or conceal property; destroy, conceal or falsify records; or make a false oath. Creditors cannot ask you to pay any debts that have been discharged. You can only receive a Chapter 7 discharge once every six (6) years.

WHAT ARE THE POTENTIAL EFFECTS OF A DISCHARGE?

The fact that you filed bankruptcy can appear on your credit report for as long as ten (10) years; thus, filing a bankruptcy petition may affect your ability to obtain credit in the future. Also, you may not be excused from repaying any debts that are not listed on your bankruptcy schedules or that you incurred after you filed bankruptcy.

WHAT ARE THE EFFECTS OF REAFFIRMING A DEBT?

After you file your petition, a creditor may ask you to reaffirm a certain debt or you may seek to do so on your own. Reaffirming a debt means that you sign and file with the Court a legally enforceable document.

NON-DISCHARGEABLE DEBTS

Chapter 7 Bankruptcy typically will wipe out or discharge all of your debts except those with collateral (secured debts) where you want to keep the collateral.

Under the Bankruptcy Code, however, certain debts cannot be wiped out; that is, they are not dischargeable. Some common debts which are not dischargeable are as follows:

- Taxes that have not been "assessed" for at least three (3) years. "Assessed" is a term used by the I.R.S., and to find out whether the taxes have been assessed for more than three (3) years you need to ask the I.R.S. for an accounting of your back tax obligation,. Generally, taxes are not dischargeable, and under no circumstances can we discharge taxes when no tax return has been filed. If you have not filed your returns for any past years, you should do so immediately.
- Student loans which have not been active and owing for at least seven (7) years. Deferment periods and default periods do not count toward the seven (7) year timeline.
- Child support arrearages.
- Back alimony or spousal support or any debt you were ordered to pay in your divorce or separation decree.
- Money owed as a result of an automobile collision in which alcohol or other substance was a contribution factor and you were at fault.
- Criminal fines, fees and court cost.
- Fraudulently obtained loans and debts incurred not long before filing when it is already obvious that you were headed toward bankruptcy.
- Debts incurred within 120 days of filing for nonessentials or used for things not considered to be necessary. Cash advances are the most common type here. (Food, clothing, shelter and medical care are necessities.)

CO-SIGNED DEBTS

Chapter 7 Bankruptcy does not prevent creditors from pursuing collection activities against anyone who is also liable on debts with you, including co-signers, ex-spouses on medical bills, principal debtors on debts you so-signed and guarantors. Also, the fact that you filed Chapter 7 Bankruptcy will appear on the entry of that debt on the other person's credit report. Generally, if you wish to protect these people from collection, you must repay the debt.

BANK ACCOUNTS

If you owe any money to the financial institution where you have your checking, savings or other accounts, you should withdraw all your money and close the accounts before your Chapter 7 Bankruptcy Petition is filed.

If you do not, the financial institution will keep your money and offset the money they keep against the amount you owe them.

BAD CHECKS OR NSF CHECKS

While a Chapter 7 Bankruptcy may discharge your civil obligation to repay bad checks to a creditor, the Bankruptcy Code does not stop or prevent criminal prosecution for any crime. It is illegal under Tennessee Law to write bad checks. Creditors know this and frequently choose to prosecute for NSF checks after the filing of a bankruptcy. The Judge in the criminal case could fine you, order you to pay restitution, sentence you to jail and order you to pay courts costs,. Rather than risk additional fines and possible jail time and courts costs, I would advise you to pay off the bad checks before filing of your Chapter 7 Bankruptcy Petition.

INSURANCE IS REQUIRED

You must obtain and maintain full coverage insurance on your vehicles which have liens on them to protect the creditor's interest in the vehicle. If you do not have insurance, you can and will lose your vehicles. If you have insurance that is included with your payment to the creditor, this is often cancelled when you file bankruptcy, and it is frequently the most expensive insurance on the market—so get your own insurance.

Generally, if you have the title to the vehicles, there is no lien on it; however, I would still advise heaving liability insurance coverage on the vehicle, even if there is no lien on it, to protect you from possible claims if you have an accident. Under Tennessee Law, you can also have your driver's license revoked if you cause an accident and you do not have insurance and cannot pay the damages.

You must also obtain and maintain insurance on your home if there is a lien or mortgage on it for the same reasons as above. Again, I would advise you to get insurance, even if you owe no money on your home.

CHAPTER 7 BANKRUPTCY

Chapter 7 Bankruptcy Fee \$ 1,500.00

This fee includes the following:

Chapter 7 Bankruptcy Attorney's Fee 1,101.00
Chapter 7 Bankruptcy Filing Fee 299.00
*Consumer Credit Counseling Service 100.00

Due immediately First Credit Counseling 50.00

Due upon return of paperwork 750.00

Due before Creditor's Meeting 700.00

*Included two (2) required Credit Counseling Sessions @ \$50.00 each

CHAPTER 13 BANKRUPTCY

Chapter 13 Bankruptcy Fee \$ 2,185.00

This fee includes the following:

Chapter 13 Bankruptcy Attorney's Fee 1,811.00
Chapter 13 Bankruptcy Filing Fee 274.00
*Consumer Credit Counseling Service 100.00

Due upon retaining attorney 600.00

Remaining balance paid through the Chapter 13 Plan 1,585.00

*Includes two (2) required Credit Counseling Sessions @\$50.00 each

Date: _____

PRATT & VARSALONA
BANKRUPTCY RETAINER AGREEMENT

Pratt & Varsalona is defined under 11 U.S.C. § 525-526
as a debt relief agency. We help people file for bankruptcy relief
under the Bankruptcy Code.

Name: _____

Mailing Address: _____

City, State & Zip Code: _____

Phone Numbers: _____

How did you find out about our services: _____

PLEASE READ THIS FORM CAREFULLY

The Chapter 7 Bankruptcy fee of One Thousand, Five Hundred Dollars (\$1,500.00) includes the filing fee of Two Hundred Ninety-nine Dollars (\$299.00), two Consumer Credit Counseling sessions at Fifty Dollars (\$50.00) per session and the attorney's fee. To begin your bankruptcy process, you must pay an initial amount of Seven Hundred Fifty Dollars (\$750.00). This fee covers fifty (50) creditors. If you have over fifty (50) creditors, there is an additional Fifty Dollar (\$50.00) fee. Before you go to Bankruptcy Court for your Creditors Meeting, the balance of Seven Hundred Fifty Dollars (\$750.00) must be paid. I understand that if my court date is missed or has to be rescheduled, there is a One Hundred Dollar (\$100.00) fee for this service. If there had to be avoidance of Judicial Lien, there is an extra charge of One Hundred Fifty Dollars (\$150.00) for each lien. **ALL FEES MUST BE PAID BEFORE YOUR COURT DATE. This pertains to both Chapter 7 and Chapter 13 Bankruptcies. No exceptions will be made! I ask that you contact my secretary, Pam, during the week of your court date, and make all necessary arrangements to make this payment to the Clinton Office.**

The Chapter 13 Bankruptcy fee of Two Thousand, One Hundred Eighty-five Dollars (\$2,185.00) includes the filing fee of Two Hundred Seventy-four Dollars (\$274.00), two Consumer Credit Counseling Sessions at Fifty Dollars (\$50.00) per session and partial

attorney's fee. The remaining amount of attorney's fee will be paid through the Chapter 13 Plan. If you are self-employed, have previously filed a bankruptcy petition, or are facing foreclosure, then it will be in the attorney's discretion to collect an additional portion of the attorney fees up front. **ALL CHAPTER 13 BANKRUPTCY FILING FEES MUST BE PAID IN CASH BEFORE THE BANKRUPTCY CAN BE FILED. IF PAYING BY CHECK, YOUR CASE WILL NOT BE FILED UNTIL THE CHECK HAS CLEARED YOUR BANK.**

Also, if you have a pending foreclosure and are filing a Chapter 13 Bankruptcy to stop the foreclosure, there will be an additional fee of Forty Dollars (\$40.00) in order to record your bankruptcy in the Register of Deeds Office in the county where the foreclosure is pending.

CLIENT'S INITIAL

CLIENT'S INITIAL

ATTORNEY'S INITIAL

Credit counseling is required, and can be completed at home, by phone or on the internet. After you complete the first Consumer Credit Counseling session, you will receive a certificate of completion. You must provide this certificate to your attorney in order for it to be filed with the court along with your bankruptcy petition. Further, you are also required to do a post filing Consumer Credit Counseling session to finalizing your bankruptcy and receive your discharge.

IMPORTANT: AFTER THE BANKRUPTCY PETITION IS TYPED AND ENTERED INTO THE COMPUTER, ANY CHANGES OR ADDITION OF CREDITORS WILL BE AN EXTRA CHARGE OF TWENTY-FIVE DOLLARS (\$25.00).

You will need addresses and account number for ALL CREDITORS. If you bring in a credit report, please see that you have all addresses for all creditors listed on the report. This is your responsibility, not the responsibility of our office.

IF YOUR BANKRUPTCY PETITION IS MORE THAN SIX MONTHS OLD, ANY CHANGES OR ADDITIONS OF CREDITORS TO THE PETITION WILL BE AN EXTRA CHARGE OF ONE HUNDRED FIFTY DOLLARS (\$150.00)

AFTER THE BANKRUPTCY PETITION HAS BEEN ENTERED INTO THE COMPUTER AND READY FOR YOU TO SIGN, NO REFUNDS WILL BE ISSUED.

I have read and understand the foregoing bankruptcy retainer agreement.

CLIENT

CLIENT

ATTORNEY

BANKRUPTCY DISCLOSURES

1. All information that you are required to provide with your bankruptcy petition and thereafter during your bankruptcy case must be completed and accurate.
2. All of your assets and liabilities are required to be completely and accurately disclosed in your bankruptcy petition. The value of your assets will be determined by the replacement value.
3. You are required to disclose all of your creditors regardless of amount you owed to them and all additional income you may receive or even be entitled to receive in your bankruptcy petition. (The court will find out this information)
4. Also, please be advised that all information disclosed during your bankruptcy may be audited, and failure to provide accurate information may result in a dismissal of the case under bankruptcy code or other sanctions, up to and including criminal prosecution.

I HAVE READ AND UNDERSTAND ALL BANKRUPTCY DISCLOSURES.

CLIENT

CLIENT

LEGAL SERVICES

Extra Legal Services performed by this law office will be charged at the following rates:

Reaffirmation Agreements	\$0.00
Amendments (Adding Creditors)	\$50.00
Adversary Proceedings	\$200.00 (per hour)
Failure to appear at Creditor's Meeting	\$100.00
Retrieval Fees for Closed Files	\$20.00
Copies of closed files	\$.50 per page
Reopening of Closed Cases (Limited)	\$250.00
Faxes to Creditors	\$15.00

CLIENT'S INITIAL

CLIENT'S INITIAL

ATTORNEY'S INITIAL

TYPES OF BANKRUPTCY

There are the four (4) different types of bankruptcy: Chapter 7, Chapter 11, Chapter 12 and Chapter 13.

1. CHAPTER 7

Chapter 7 is by far the most common type. In this type of bankruptcy, many types of debts are wiped out. The most common exception to this rule is most types of taxes, parking tickets, child support and student loans. In a Chapter 7 bankruptcy, you may be allowed to keep up to Four Thousand Dollars (\$4,000) (if single) in personal possessions, a house you own with limited equity (see question 5 next section) and most pensions. If you are married and are filing a bankruptcy together, you may double these amounts. Please note that a

Chapter 7 Bankruptcy may not be available to you if you earn more than the median income set for Tennessee.

2. **CHAPTER 11**

Chapter 11 is the most famous type of bankruptcy. Companies and individuals with extensive assets file this type of bankruptcy when they want to reorganize and stay in business or keep their assets.

3. **CHAPTER 12**

Chapter 12 is used by small farmers.

4. **CHAPTER 13**

Chapter 13 is for individuals who do not qualify for a Chapter 7 because they have too much income or have property that exceeds permitted limits. In a Chapter 13 Bankruptcy, a payment plan is made for payments over a period as long as five years. To qualify for a Chapter 13, you must have enough income to pay your living expenses and payment under the plan. In a Chapter 13 Bankruptcy, the secured creditors such as mortgagees, must be paid in full. In addition, unsecured creditors receive dividends based on individual circumstances. In a Chapter 13 Bankruptcy, the arrears on your mortgage must be paid over the time the plan is in effect.

5. **CAN YOU KEEP YOUR CREDIT CARDS AND LOANS**

When you file a Chapter 7 Bankruptcy, you list all creditors to whom you owe money. If you do not owe money on a credit card, you still have to list the creditor on your petition. On a credit card and a loan where you do owe money, it is possible to keep these items by reaffirming them. A reaffirmation is an agreement that is signed by you, your creditor and your attorney which is filed with the Bankruptcy Court. The reaffirmation agreement says that you may keep your credit card or loan, and that you will continue to be responsible for paying for that particular debt. It is not usually a good idea to reaffirm a credit card. Reaffirmations are usually reserved for car loans and mortgages.

6. **CAN YOU REBUILD YOUR CREDIT AFTER FILING BANKRUPTCY**

If you have been late in making payments on your credit cards, that fact will be reported to the credit reporting agencies and stay on your credit report for seven (7) years. If a creditor gets a judgment against you, this may stay on your credit report for up to ten (10) years. Filing bankruptcy could be the first step in rebuilding your credit. Once you have eliminated your debts by filing bankruptcy, you need not wait (10) years to reestablish your credit. Once you are discharged in bankruptcy, you should, if possible, obtain a secured credit card. This is a type of card in which you keep a savings account with a bank, and the bank issues

you a Master Card or Visa Card. You use this card as you would any other card. The only difference is that if you do not make your payments as required, the bank that issued the card may take the money from your savings account. If you use the card and make your payments as required, you should be able to obtain an unsecured credit card in one (1) to two (2) years.

You may also rebuild your credit by obtaining credit with another person as a co-signer. In this way you can buy a car or even a house. There is no set time in which to reestablish your credit. A large part of it will depend on you. If you have enough income and use your credit wisely, the fact that you were discharged in bankruptcy should become less of an issue as time goes on.

FREQUENTLY ASKED QUESTIONS

1. **QUESTION: Why should I use a lawyer and not a cheaper paralegal service?**
ANSWER: There are many paralegal companies offering legal services. What looks like a bargain can become a very costly mistake. Paralegals are not lawyers, and, thus, are not legally allowed to provide you with legal advice. They will not go with you to your hearing. If you have a problem, you will find yourself alone. If a bankruptcy petition is completed incorrectly, you risk having your bankruptcy petition denied, loss of your property and even criminal prosecution.
2. **QUESTION: Where can I get a copy of my credit report?**
ANSWER: You may obtain your credit report from Equifax, Experian or Trans Union upon filling out your petition. This will assist you as to seeing if you have listed all of your creditors.
3. **QUESTION: Do I have to give up everything I own to file bankruptcy?**
ANSWER: The purpose of bankruptcy law is to give you a fresh start, not to leave you destitute. You may therefore keep up to Four Thousand Dollars (\$4,000.00) in personal property, and, in more cases, your pension.
4. **QUESTION: Can I keep my car?**
ANSWER: Yes. Whatever equity you have in your car counts towards your total exception of Four Thousand Dollars (\$4,000.00) if single, and Eight Thousand Dollars (\$8,000.00) if married.
5. **QUESTION: Can I keep my home?**
ANSWER: You may keep your home or mobile home if it is your prime residence, and you have no more than Five Thousand Dollars (\$5,000.00) equity if single, and Seven Thousand, Five Hundred Dollars (\$7,500.00) equity if married. If you are over the age of sixty-two (62), you will be allowed Twelve Thousand Dollars (\$12,000.00) equity if single, and Twenty-five Thousand Dollars (\$25,000.00) equity if married. To determine the value of your home, you

will need a recent appraisal or your most recent tax appraisal. If you have too much equity, you may still be able to benefit from a Chapter 13 bankruptcy.

6. **QUESTION: After the bankruptcy is final, may I have bank account? What if I inherit a fortune or win the lottery?**
ANSWER: After you receive your discharge you may go on and live your life as if you had never filed bankruptcy. You may have a bank account, inherit property, and if you are so fortunate, win the lottery. It will all belong to you unless it happens within six (6) months of your filing date. If this happens, you have a legal obligation to notify the court accordingly through your attorney.
7. **QUESTION: Will the bankruptcy stop my creditors from harassing me?**
ANSWER: Once you retain us, you may have your creditors contact us. Once they learned that we are representing you, they will probably leave you alone. Once we file your petition with the Bankruptcy Court, creditors are not allowed to take any further action against you.
8. **QUESTION: Will the bankruptcy filing stop a creditor from garnishing my salary or taking money from my account?**
ANSWER: The moment we file your petition with the Bankruptcy Court, the garnishment must stop. If any of your money is taken from your salary or bank account after we file your petition, it must be returned.
9. **QUESTION: Will the bankruptcy stop a creditor, such as a credit union, from deducting money from my salary or bank account?**
ANSWER: If you do not want the creditor to deduct payments from your salary or bank account, it must stop when we file your petition.
10. **QUESTION: Will the bankruptcy save my home from foreclosure?**
ANSWER: The filing of the bankruptcy petition will stop the foreclosure proceeding temporarily. IN the long run, whether the bankruptcy will stop a foreclosure depends on many factors. Get in touch with me to discuss your particular situation.
11. **QUESTION: May I continue to pay any of my creditors if I wish?**
ANSWER: You may reaffirm a debt with a creditor. However, unless you have a good reason, such as wanting to continue to pay a car loan or mortgage because you want to keep the car or mortgage, it is not a good idea to reaffirm a credit card.
12. **QUESTION: May I keep a credit card, even if I do not owe money on it?**
ANSWER: If you do not owe a creditor any money, you still need to list it in your petition, and the creditor will most likely allow you to keep the card. Sometimes, though, the creditor may still revoke the card.
13. **QUESTIONS: Will my employer know about the bankruptcy?**

ANSWER: Most likely your employer will not be informed of the bankruptcy unless we have to stop a wage garnishment.

14. QUESTION: How do I go about filing bankruptcy?

ANSWER: You will need to schedule an appointment for a free consultation in our office. If we determine that bankruptcy is right for you and you wish to proceed, you will sign a retainer agreement that says we represent you.

Once you retain us, you may tell your creditors they should not call you any more and that they should contact our office instead. Once the petition is filed your creditors may not take any further action against you without making an application to the Court to lift the Automatic Stay goes into effect immediately upon filing. About six weeks after we file your petition with the Court, a hearing will be held in Knoxville, Tennessee, at the U. S. Bankruptcy Court. We will prepare you for it and go with you to the hearing. The hearing usually takes less than five (5) minutes. The discharge is usually granted about three (3) months later. After that, if any creditor whose debt is listed and discharged in your petition ever bothers you, we will deal with them at no extra charge.

15. QUESTION: Does our office do a Credit checks for clients?

ANSWER: No! It is your responsibility to gather all information necessary to prepare your petition for court. We will provide three (3) credit agencies if you would like to contact them yourself.

PROBLEMS OR QUESTIONS

Please read all the information we have assembled for you in this packet. It should answer most of your questions and help you avoid some potential problems.

If you do have any problems or questions before, during or after your case, please write them down so you do not forget them and call to schedule a "Question and Answer Appointment" (or Q&A).

If your question is short and specific and you are just wanting some general information, I may try to answer it over the phone; however, if not, or if you have a specific question about your case or want advice about your individual situation, I will not give advice over the telephone. I want to make sure that I understand you and that you understand me. The best way to do that is face-to-face. Generally, there is no charge for a Q&A appointment.

GENERAL CHAPTER 7 BANKRUPTCY INFORMATION

We will prepare your Petition after you have paid the fees as stated in your Agreement with us, and after we have obtained all necessary information. Please return any information that we requested to us as soon as possible so we can avoid any problems or delays in filing your Petition. You are the only one who has access to the information, and the more complete the information is on your Petition the easier it will be for you at the Meeting of Creditors.

Once the Petition is filed with the Court, the Court will notify your creditors and co-debtors of the Filing of the Petition by mailing Notices to them at the addresses you provided. Most creditors must immediately stop all collection activities when they receive the notice. This usually takes about one (1) week. We can sometimes expedite this process if necessary to stop a garnishment or seizure. Some creditors will not be forced to stop collections, such as any secured creditor with whom you are behind on the payment or have no insurance, the I.R.S., child support arrearage, back alimony, student loans and a few others. You must keep current on the payments for property you wish to keep, and you must maintain insurance on your home and your vehicles, as well as provide proof of insurance to the respective creditor.

Within three (3) weeks of the filing, you will receive a Notice and Order from the Bankruptcy Court. It will tell you exactly when your Meeting of Creditors (11 U.S.C. §341 Hearing) is set. We cannot change the day or the time. Mark your calendar accordingly, and plan to meet me there at least thirty (30) minutes early. If you do not appear at the Meeting of Creditors exactly as ordered, the following may happen: (1) you will receive a Show Case Notice requiring you to appear at a hearing in front of the Judge to explain why you did not show up at the Meeting of Creditors; (2) you must attend a Rescheduled Meeting of Creditors (if you miss the Rescheduled Meeting, your case will automatically be dismissed and you cannot file another Chapter 7 for six (6) years from the date this case was filed); and (3) you will possibly be charged an additional attorney fee of One Hundred Dollars (\$100.00). (We must attend three (3) hearings instead of one (1): the meeting you missed; the hearing before the Judge and the Rescheduled Meeting.) If you will be unable to attend because of illness or other emergency, please notify us in advance, and we will attempt to convince the Trustee not to require you to attend the hearing before the Judge.

If any complications arise during the course of your bankruptcy, we will notify you immediately to set up a meeting with you, and take other appropriate action. If, after your case is filed, you continue to be contacted by creditors who should stop collection activities, tell them you have filed bankruptcy and give them your case number. If this does not stop them, let me know. If you are contacted after your case is filed, save any

correspondence you receive from creditors or write down the date and name of the person who called.

When your case is officially over, approximately three (3) months after your Meeting of Creditors, you will receive Notice of Discharge from the Bankruptcy Court. It should be kept in a safe place, as you would a birth certificate. You may need it in the future to show if applying for credit, to show that a debt was discharged or if it became necessary for you to file bankruptcy again.

Chapter 7 Bankruptcy is a "straight bankruptcy," and you cannot file another Chapter 7 Bankruptcy for six (6) years. If you cannot handle your debts, you can file a Chapter 13 Bankruptcy to consolidate your bills during this time. Chapter 13, as I have told you, allows you to avoid being sued over your debts and having your wages garnished and it provide you, through the Court, the opportunity to consolidate your bills into one (1) weekly, bi-weekly, semi-monthly or monthly payment based on your budget,.

The fact that you filed Chapter 7 Bankruptcy will e entered on your credit report and will possibly remain three for ten (10 years. This does not mean that it will be impossible for you to obtain credit. If you start slowly and carefully, by continuing to pay your remaining bills on time or with a secured credit card, you should be able to rebuild your credit within a few years.

To avoid getting into trouble, I recommend for the next six (6) months you maintain health and automobile insurance. These are two (2) areas which frequently cause people to go right back into huge debt should either illness or a car wreck occur.

If you have other questions, please write them down and bring them with you next time we meet so that we can discuss them fact to face. I hope to make things go smoothly in your bankruptcy, but I do need your cooperation as described in the packet. Please read everything included.

PRATT & VARSALONA ATTORNEYS AT LAW

711 South Charles G. Seivers Blvd.
Clinton, Tennessee 37716-2725

500 Park Road
Sevierville, TN 37862-4130

Mailing Address: Post Office Box 398, Clinton, Tennessee 37717-0398
Telephone: (865) 463-6010 **Facsimile:** (865) 463-6090

CLIENT INFORMATION WORKSHEETS

	DEBTOR	JOINT DEBTOR
FULL NAME:	John M. Smith	Carol J. Smith
STREET ADDRESS:	P.O. Box 111	
	Clinton, TN 37716	
MAILING ADDRESS:	101 S. Main Street	
	Clinton, TN 37716	
COUNTY:	Anderson	
HOME PHONE:	(865) 457-0000	
WORK PHONE:	(865) 463-0000	
FAX (If available):		
SOC. SEC. NO.:	411-00-0000	
OTHER TAX ID'S:		
What other personal or business names have you used in the last six (6) years?		
	Smith Cleaning Service	Carol J. Jones Smith
	101 S. Main Street	
	Clinton, TN 37717	

PRIOR BANKRUPTCIES: If you have previously filed a bankruptcy petition, please list the case number, date and the location where you filed:

Case #100010001

Filed 01-01-1989

Knoxville, TN 37892

PENDING BANKRUPTCIES: If any immediate family member or business partner has a bankruptcy pending, please list the case number, name of debtor, relation to you, date and location where filed and the bankruptcy judge:

ALLEY, PRATT & VARSALONA Attorneys at Law	
711 South Charles G. Seivers Boulevard Post Office Box 398 Clinton, Tennessee 37717-0398 Telephone (865) 463-6010 Facsimile (865) 463-6090	1338 Parkway, Suite 9 Post Office Box 5737 Sevierville, Tennessee 37864-5737 Telephone (865) 774-2207 Facsimile (865) 774-2208

CLIENT INFORMATION WORKSHEETS

	DEBTOR	JOINT DEBTOR
FULL NAME:	John M. Smith	Carol J. Smith
STREET ADDRESS:	P.O. Box 111	
	Clinton, TN 37717	
MAILING ADDRESS:	101 S. Main Street	
	Clinton, TN 37716	
COUNTY:	Anderson	
HOME PHONE:	865-457-0000	
WORK PHONE:	865-463-0000	
FAX (if available):		
SOC. SEC. NO.:	411-00-0000	141-00-1111
OTHER TAX ID'S:		

What other personal or business names have you used in the last six (6) years?

Smith Cleaning Service	Carol J. Jones Smith
101 S. Main Street	
Clinton, TN 37717	

PRIOR BANKRUPTCIES: If you have previously filed a bankruptcy petition, please list the case number, date and the location where you filed:

Case #1001001	Filed 1/1/89	Knoxville, TN 37892
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PENDING BANKRUPTCIES: If any immediate family member or business partner has a bankruptcy pending, please list the case number, name of debtor, relation to you, date and location where filed and the bankruptcy judge:

WORKSHEET: YOUR PROPERTY

Your Property (provide detailed description) What Is It? Where Is It?	Who Owns It? H – husband W – wife J – joint C-community	Market Value of Property	Your Ownership Share (%,\$)	Value of Liens (claims against property)	Amount of Equity	Exempt? If so, put exemption amount; if not, write "No"
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Real Property is land and things permanently attached to land including unimproved land, vacation cabins, condominiums, duplexes, rental property, business property, mobile home park spaces, agricultural land, airplane hangars and any other buildings permanently attached to land. It also includes property you are entitled to by a trust and all property in which you have any legal, equitable or future interest. If you are in a community property state, your spouse's real estate is also owned by you. (All leases and time shares should be listed on the worksheet for Schedule G.

REAL ESTATE (Schedule A) (attach legal description and location) Home 108 Doe Road Clinton, TN 37717	J	16,800.00		14,123.00		Yes
PERSONAL PROPERTY (Schedule B) 1. Cash on hand (indicate source) None						
2. Banking accounts (mailing address, account numbers, including checking and savings) K-25 P.O. Box 883 Oak Ridge, TN 37830 Checking Acct. #10000145	J	932.15				
K-25 P.O. Box 883 Oak Ridge, TN 37830 Savings Acct. #10000146	J	50.00				
3. Security deposits						

WORKSHEET: YOUR PROPERTY

Your Property (provide detailed description) What Is It? Where Is It?	Who Owns It? H – husband W – wife J – joint C-community	Market Value of Property	Your Ownership Share (%, \$)	Value of Liens (claims against property)	Amount of Equity	Exempt? If so, put exemption amount; if not, write "No"
4. Household goods, supplies and furnishings TV, VCR Stereo Miscellaneous furnishings	J	1,500.00				
5. Books, pictures, art objects; stamp, coin and other collections Terry Chandler paintings	J	900.00				
6. Wearing apparel Miscellaneous clothes	J	500.00				
7. Jewelry Wedding bands Earrings 2 Watches	J	150.00				
8. Firearms, sports equipment and other hobby equipment 4-10 Shot gun	J	50.00				
9. Interests in insurance policies						

WORKSHEET: YOUR PROPERTY

Your Property (provide detailed description) What Is It? Where Is It?	Who Owns It? H – husband W – wife J – joint C – community	Market Value of Property	Your Ownership Share (%, \$)	Value of Liens (claims against property)	Amount of Equity	Exempt? If so, put exemption amount; if not, write "No"
10. Annuities						
11. Pension or profit-sharing plans Lockheed Martin 626 Oak Ridge Drive Oak Ridge, TN 37830 Acct. #19999444	H	51,061.00		51,061.00		
12. Stock and interests in incorporated and unincorporated companies Radio Shack stock 111 Mill Road Clinton, TN 37716 Acct. #4443314	W	516.00		516.00		
13. Interests in partnerships						
14. Government and corporate bonds and other negotiable and non- negotiable instruments						
15. Accounts receivable						
16. Family support (to which you are or may be entitled) Child support	W	Payable 168.00/mo.		168.00		

WORKSHEET: YOUR PROPERTY

Your Property (provide detailed description) What Is It? Where Is It?	Who Owns It? H – husband W – wife J – joint C – community	Market Value of Property	Your Ownership Share (%, \$)	Value of Liens (claims against property)	Amount of Equity	Exempt? If so, put exemption amount; if not, write "No"
17. Other liquidated debts owing debtor, including tax refunds Received 5-1-02 Tax refund	J	248.00				
18. Equitable and future interests, life estates and rights or powers						
19. Interest in an estate of a decedent						
20. Other contingent and unliquidated claims						
21. Patents, copyrights and other intellectual property						
22. Licenses, franchises and other general intangibles						
23. Automobiles, trucks, trailers and other vehicles (year, model, VIN number, tag number, miles) 1979 Ford Escort VIN #1BJ10114361 Miles: 204.03 Tag #AA-103	J	1,000.00		0		Paid for
1999 Toyota Camry VIN #1T411001BYT Miles: 99,012 Tag #AAB-131	W	8,000.00		11,000.00		Keep
2000 Ford Explorer VIN #1FPL13641333 Miles: 33,000 Tag #LLF-150	H	18,491.23		22,444.11		Surrender
24. Boats, motors and accessories 1999 Bass boat Thundercraft 19-foot	H	8,500.00		14,200.00		Surrender

WORKSHEET: YOUR PROPERTY

Your Property (provide detailed description) What Is It? Where Is It?	Who Owns It? H – husband W – wife J – joint C-community	Market Value of Property	Your Ownership Share (%, \$)	Value of Liens (claims against property)	Amount of Equity	Exempt? If so, put exemption amount; if not, write "No"
25. Aircraft and accessories						
26. Office equipment, furnishings and supplies						
27. Machinery, fixtures, equipment and supplies						
28. Inventory						
29. Livestock, poultry and other animals						
30. Crops						
31. Farming equipment and implements						
32. Farm supplies, chemicals and feed						
33. Other personal property 1996 Honda VR 400 4-Wheeler	J	2,800.00		2,652.61	147.39	

WORKSHEET: YOUR DEBTS – Secured and Priority

Creditor's Name and Address	Account No. and Date Incurred	Who is Liable for Debt? H – husband W – wife J – joint	Market Value of Property	Balance Owed	Is Anyone Else Liable? (list name and address)
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Secured debts are car loans, home loans, home equity loans, second mortgages or any other loans where property is pledged as security. All other types of debt are unsecured.

MORTGAGE(S) ON PRINCIPAL RESIDENCE Sun Trust Bank P.O. Box 001 Memphis, TN 37911	Acct. #14110011467 1992	J	16,800.00	14,123.00	Home (Keep)
AUTOMOBILE LOANS Toyota Credit P.O. Box 10A Nashville, TN 37223	Acct. #TPY411364 1999	J	8,000.00	11,000.00	Terry Newton P.O. Box 114 Lexington, KY 14116 (Keep)
1 st American Bank P.O. Box 111 Knoxville, TN 33349	Acct. #004141 1998	H	2,800.00	2,652.61	1996 4-Wheeler (Surrender)
Ford Motor Credit P.O. Box 10B LaFollette, TN 31143	Acct. #1F1004671 2000	H	18,491.23	22,444.11	2000 Ford Explorer (Surrender)
Helig-Meyers P.O. Box 0100 Jacksboro, TN 37769	Acct. #4117698 1998	J	1,500.00	1,281.00	(Keep)
Sun Trust P.O. Box 002 Memphis, TN 37222	Acct. #123456 2000	H	8,500.00	14,200.00	(Surrender)
List priority claims below:					
FEDERAL TAXES	Desc. Tax Due				
STATE TAXES	Desc. Tax Due				

WORKSHEET: YOUR DEBTS – Unsecured

Creditor's Name and Address	Account No. and Date Incurred	Describe Debt	Who is Liable for Debt? H – husband W – wife J – joint	Balance Owed	Is Anyone Else Liable? (list name and address)
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Secured debts are car loans, home loans, home equity loans, second mortgages or any other loans where property is pledged as security. All other types of debt are unsecured.

List all unsecured debts below:					
Sears 86 Annex Clinton, TN 37711	Acct. #1411311000 1989	Credit card	J	4,916.02	
Discover P.O. Box 1010 New York, NY 10034	Acct. #004001001 1987	Credit card	W	1,916.00	
Kentucky Finance P.O. Box 1131 Knoxville, TN 31009	Acct. #711412341 1998	Personal loan	J	4,639.22	
Abercrombie 107 Smith Drive Knoxville, TN 31141	Acct. #0101011 1999	Medical bill	H	942.00	
Master Card 1041136 Silver Drive Phoenix, AZ 91762	Acct. #5301-1142 999-1234 1995	Credit card	J	1,167.00	

CLIENT WORKSHEET

LEASES OR CONTRACTS: Are you a party to any leases or contracts? If yes, list the parties involved and their addresses. If you owe money on these contracts, they should be listed on the Schedules above.

Car lease—Ford Motor Credit, 107 Smith Drive, Los Angeles, CA 91762

1998 Ford Mustang VIN #1GFY110043698

36 month lease

\$299.00/month

Surrender

DEBTOR

JOINT DEBTOR

MARITAL STATUS: Married

Married

AGE: 46

47

OCCUPATION: Electrician

Homemaker/unemployed

LENGTH EMPLOYED: 18 years

EMPLOYER NAME: Martin Marietta

EMPLOYER ADDRESS: 107 Lockheed Drive

Oak Ridge, TN 37830

DEPENDENTS

NAME: Lisa Marie Smith

Tammy Jones

AGE: 11

17

RELATIONSHIP: Daughter

Daughter

NAME: John Jacob Smith

AGE: 16

RELATIONSHIP: Son

WORKSHEET: YOUR INCOME

	DEBTOR (monthly)	JOINT DEBTOR (monthly)
Current monthly gross wages, salary, commissions (pro-rate if not paid monthly)	1,251.00	
Estimated monthly overtime	0	
Payroll taxes and Social Security deducted	220.00	
Insurance deducted	0	
Union dues deducted	0	
Other payroll deductions (specify) 401 K	20.00	
Regular monthly income from business, profession or farm (attach a detail statement)		
Monthly income from real property		
Monthly interest and dividends		
Alimony, maintenance or support payments (amount received monthly for debtor's or debtor's dependents' use)		
Social Security or government assistance		
Pension or retirement		
Other monthly income		
Describe any increase or decrease of more than 10% in any previous category anticipated to occur in the year following this filing		

WORKSHEET: YOUR EXPENSES

	DEBTOR(S) (monthly)
Rent or home mortgage payment Does this include real estate taxes? Does this include property insurance?	228.58
Electricity and heating fuel (average monthly)	150.00
Water and sewer (average monthly)	35.00
Telephone (average monthly)	40.00
Other utilities (average monthly) Trash pick-up	10.00
Home maintenance (repairs and upkeep)	50.00
Food	200.00
Clothing	20.00
Laundry and dry cleaning	10.00
Medical and dental expenses	0
Transportation (not including car payments)	50.00
Recreation, clubs and entertainment, newspapers, etc.	10.00
Charitable contributions	0
Homeowner's or renter's insurance	42.00
Life insurance	0
Health insurance	0
Auto insurance	43.00

WORKSHEET: YOUR EXPENSES

	DEBTOR(S) (monthly)
Other insurance (specify)	
Taxes not deducted from wages or in home mortgage payments	
Installment auto payments	210.00
Other installment payments not included in Chapter 13 Plan	
Alimony, maintenance and support paid to others	
Payments for dependents not living at your home	
Operation expenses of business, profession or farm	
Other expenses	

Form 7: Statement of Financial Affairs

1. Income from employment or operation of business.

Enter each income source for the past two years. Specify the amount of income and the fiscal year.

Source (name and address)	Amount	Fiscal Period
(Provide W-2's for past 2 years for both parties;		
copy of last check stub for both parties.)		

2. Income other than from employment or operation of business.

Enter sources of any other income during the past two years. Specify the amount of income and the fiscal year.

Source (name and address)	Amount	Fiscal Period
Unemployment	600.00	2,000.00

3a. List payments made to creditors during the last 90 days.

Creditor (name and address)	Dates of Payments	Amount Paid	Amount Still Owing
(All creditors you have paid in excess of \$600.00			
in the last 3 months, date paid, amount paid and			
balance owed.)			

3b. List payments made to insider creditors during the last year.

Creditor (name and address)	Dates of Payments	Amount Paid	Amount Still Owing
None			

4a. Were you sued or did you sue anybody last year (12 months)? _____

If yes, list the following on back of this sheet: caption of suit, case number, nature of proceeding, court and location, status/disposition.

4b. List any property garnished, attached or seized during the last year by a creditor.

Creditor (name and address)	Date of Seizure	Description and Value of Property

5. List any repossessions, foreclosures and voluntary returns during the last year.

Creditor (name and address)	Date of Repossession	Description and Value of Property
GMC Credit P.O. Box 11673 Knoxville, TN 31141	8-99	1997 Chevrolet Corvette Coupe

6a. Describe any assignment of property for the benefit of creditors made within the last 120 days.

On the back of this sheet list the name and address of assignee, date of assignment and terms of assignment or settlement.

6b. List all property which has been in the hands of a custodian, receiver or court-appointed official during the past year.

On the back of this sheet list the name and address of custodian, name and location of court, case title and number, date of order, description and value of property.

7. List all gifts or charitable contributions made during the last year except ordinary and usual gifts to family members totaling less than \$200 per family member and \$100 per charitable recipient.

Recipient (name and address)	Relationship (if any)	Date of Gift	Description and Value of Gift
Faithway Baptist Church 107 Speedwell Lane Lake City, TN 37716	Home church	Monthly tithe	150.00

8. List all losses from fire, theft, other casualty or gambling during the past year.

On the back of this sheet list the description and value of property, circumstances of loss, if loss was covered by insurance (give particulars) and date of loss.

9. List all payments made or property transferred by or on behalf of the debtor to any persons, including attorneys, for consultation concerning debt consolidation, relief under the bankruptcy law or preparation of a petition in bankruptcy during the past year.

Payee (name and address)	Date of Payment, Payer	Amount Paid or Value of Property Transferred

10. List all other property, other than property transferred in the ordinary course of the business or financial affairs of the debtor, transferred either absolutely or as security during the past year to creditor or family member.

Transferee and Relationship (name and address)	Date	Description of Property Transferred and Value Received

11. List all financial accounts and instruments held by or for the benefit of the debtor which were closed, sold or otherwise transferred in the past year. Include checking, savings or other financial accounts, CDs, shares and share accounts held in banks, credit unions, pension funds, brokerage houses, etc.

Institution (name and address)	Account Type and No., Amount of Final Balance	Amount and Date of Sale or Closing
Y-12 Federal Credit Union P.O. Box 11001 Oak Ridge, TN 37830	Checking Acct. #004110 Balance: 107.32	Closed 4-99

12. List each safe deposit or other box or depository in which you have had valuables within the past year.

Institution (name and address)	Who Has Access? (name and address)	Description of Contents	Date of Transfer or Surrender

13. List all setoffs (money taken from an account to repay a loan at the same bank as where your money has been deposited) made by any creditor, including a bank, against a debt or deposit of the debtor within the past 90 days.

Creditor (name and address)	Date of Setoff	Amount of Setoff

14. List all property OWNED by another person that the debtor (you or you and your spouse) holds or controls.

Owner (name and address)	Description and Value of Property	Location of Property

15. If you have moved within the last TWO years, list all premises occupied and vacated during that period.

Address	Name Used	Dates of Occupancy

PRATT & VARSALONA ATTORNEYS AT LAW

711 South Charles G. Seivers Blvd.
Clinton, Tennessee 37716-2725

500 Park Road
Sevierville, TN 37862-4130

Mailing Address: Post Office Box 398, Clinton, Tennessee 37717-0398
Telephone: (865) 463-6010 **Facsimile:** (865) 463-6090

CLIENT INFORMATION WORKSHEETS

DEBTOR

JOINT DEBTOR

FULL NAME: _____

STREET ADDRESS: _____

MAILING ADDRESS: _____

COUNTY: _____

HOME PHONE: _____

WORK PHONE: _____

FAX (If available): _____

SOC. SEC. NO.: _____

OTHER TAX ID'S: _____

What other personal or business names have you used in the last six (6) years?

PRIOR BANKRUPTCIES: If you have previously filed a bankruptcy petition, please list the case number, date and the location where you filed:

PENDING BANKRUPTCIES: If any immediate family member or business partner has a bankruptcy pending, please list the case number, name of debtor, relation to you, date and location where filed and the bankruptcy judge:

WORKSHEET: YOUR PROPERTY

Your Property (provide detailed description) What Is It? Where Is It?	Who Owns It? H – husband W – wife J – joint C-community	Market Value of Property	Your Ownership Share (%, \$)	Value of Liens (claims against property)	Amount of Equity	Exempt? If so, put exemption amount; if not, write "No"
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Real Property is land and things permanently attached to land including unimproved land, vacation cabins, condominiums, duplexes, rental property, business property, mobile home park spaces, agricultural land, airplane hangars and any other buildings permanently attached to land. It also includes property you are entitled to by a trust and all property in which you have any legal, equitable or future interest. If you are in a community property state, your spouse's real estate is also owned by you. (All leases and time shares should be listed on the worksheet for Schedule G.)

REAL ESTATE (Schedule A) (attach legal description and location)						
PERSONAL PROPERTY (Schedule B) 1. Cash on hand (indicate source)						
2. Banking accounts (mailing address, account numbers, including checking and savings)						
3. Security deposits						

WORKSHEET: YOUR PROPERTY

Your Property (provide detailed description) What Is It? Where Is It?	Who Owns It? H – husband W – wife J – joint C-community	Market Value of Property	Your Ownership Share (%, \$)	Value of Liens (claims against property)	Amount of Equity	Exempt? If so, put exemption amount; if not, write "No"
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4. Household goods, supplies and furnishings						
5. Books, pictures, art objects; stamp, coin and other collections						
6. Wearing apparel						
7. Jewelry						
8. Firearms, sports equipment and other hobby equipment						
9. Interests in insurance policies						

WORKSHEET: YOUR PROPERTY

Your Property (provide detailed description) What Is It? Where Is It?	Who Owns It? H – husband W – wife J – joint C-community	Market Value of Property	Your Ownership Share (%, \$)	Value of Liens (claims against property)	Amount of Equity	Exempt? If so, put exemption amount; if not, write "No"
--	--	--------------------------------	---------------------------------------	--	---------------------	--

10. Annuities						
11. Pension or profit-sharing plans						
12. Stock and interests in incorporated and unincorporated companies						
13. Interests in partnerships						
14. Government and corporate bonds and other negotiable and non-negotiable instruments						
15. Accounts receivable						
16. Family support (to which you are or may be entitled)						

WORKSHEET: YOUR PROPERTY

Your Property (provide detailed description) What Is It? Where Is It?	Who Owns It? H – husband W – wife J – joint C-community	Market Value of Property	Your Ownership Share (%, \$)	Value of Liens (claims against property)	Amount of Equity	Exempt? If so, put exemption amount; if not, write "No"
17. Other liquidated debts owing debtor, including tax refunds						
18. Equitable and future interests, life estates and rights or powers						
19. Interest in an estate of a decedent						
20. Other contingent and unliquidated claims						
21. Patents, copyrights and other intellectual property						
22. Licenses, franchises and other general intangibles						
23. Automobiles, trucks, trailers and other vehicles (year, model, VIN number, tag number, miles)						
24. Boats, motors and accessories						

WORKSHEET: YOUR PROPERTY

Your Property (provide detailed description) What Is It? Where Is It?	Who Owns It? H – husband W – wife J – joint C-community	Market Value of Property	Your Ownership Share (%, \$)	Value of Liens (claims against property)	Amount of Equity	Exempt? If so, put exemption amount; if not, write "No"
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25. Aircraft and accessories						
26. Office equipment, furnishings and supplies						
27. Machinery, fixtures, equipment and supplies						
28. Inventory						
29. Livestock, poultry and other animals						
30. Crops						
31. Farming equipment and implements						
32. Farm supplies, chemicals and feed						
33. Other personal property						

WORKSHEET: YOUR DEBTS – Secured and Priority

Creditor's Name and Address	Account No. and Date Incurred	Who is Liable for Debt? H – husband W – wife J – joint	Market Value of Property	Balance Owed	Is Anyone Else Liable? (list name and address)
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Secured debts are car loans, home loans, home equity loans, second mortgages or any other loans where property is pledged as security. All other types of debt are unsecured.

MORTGAGE(S) ON PRINCIPAL RESIDENCE					
AUTOMOBILE LOANS					
List priority claims below:					
FEDERAL TAXES	Desc. Tax Due				
STATE TAXES	Desc. Tax Due				

CLIENT WORKSHEET

LEASES OR CONTRACTS: Are you a party to any leases or contracts? If yes, list the parties involved and their addresses. If you owe money on these contracts, they should be listed on the Schedules above.

DEBTOR

JOINT DEBTOR

MARITAL STATUS:

AGE:

OCCUPATION:

LENGTH EMPLOYED:

EMPLOYER NAME:

EMPLOYER ADDRESS:

DEPENDENTS

NAME:

AGE:

RELATIONSHIP:

NAME:

AGE:

RELATIONSHIP:

WORKSHEET: YOUR INCOME

	DEBTOR (monthly)	JOINT DEBTOR (monthly)
Current monthly gross wages, salary, commissions (pro-rate if not paid monthly)		
Estimated monthly overtime		
Payroll taxes and Social Security deducted		
Insurance deducted		
Union dues deducted		
Other payroll deductions (specify)		
Regular monthly income from business, profession or farm (attach a detail statement)		
Monthly income from real property		
Monthly interest and dividends		
Alimony, maintenance or support payments (amount received monthly for debtor's or debtor's dependents' use)		
Social Security or government assistance		
Pension or retirement		
Other monthly income		
Describe any increase or decrease of more than 10% in any previous category anticipated to occur in the year following this filing		

WORKSHEET: YOUR EXPENSES

	DEBTOR(S) (monthly)
Rent or home mortgage payment Does this include real estate taxes? Does this include property insurance?	
Electricity and heating fuel (average monthly)	
Water and sewer (average monthly)	
Telephone (average monthly)	
Other utilities (average monthly)	
Home maintenance (repairs and upkeep)	
Food	
Clothing	
Laundry and dry cleaning	
Medical and dental expenses	
Transportation (not including car payments)	
Recreation, clubs and entertainment, newspapers, etc.	
Charitable contributions	
Homeowner's or renter's insurance	
Life insurance	
Health insurance	
Auto insurance	

WORKSHEET: YOUR EXPENSES

	DEBTOR(S) (monthly)
Other insurance (specify)	
Taxes not deducted from wages or in home mortgage payments	
Installment auto payments	
Other installment payments not included in Chapter 13 Plan	
Alimony, maintenance and support paid to others	
Payments for dependents not living at your home	
Operation expenses of business, profession or farm	
Other expenses	

Form 7: Statement of Financial Affairs

1. Income from employment or operation of business.

Enter each income source for the past two years. Specify the amount of income and the fiscal year.

Source (name and address)	Amount	Fiscal Period

2. Income other than from employment or operation of business.

Enter sources of any other income during the past two years. Specify the amount of income and the fiscal year.

Source (name and address)	Amount	Fiscal Period

3a. List payments made to creditors during the last 90 days.

Creditor (name and address)	Dates of Payments	Amount Paid	Amount Still Owing

3b. List payments made to insider creditors during the last year.

Creditor (name and address)	Dates of Payments	Amount Paid	Amount Still Owing

4a. Were you sued or did you sue anybody last year (12 months)? _____

If yes, list the following on back of this sheet: caption of suit, case number, nature of proceeding, court and location, status/disposition.

4b. List any property garnished, attached or seized during the last year by a creditor.

Creditor (name and address)	Date of Seizure	Description and Value of Property

5. List any repossessions, foreclosures and voluntary returns during the last year.

Creditor (name and address)	Date of Repossession	Description and Value of Property

6a. Describe any assignment of property for the benefit of creditors made within the last 120 days.

On the back of this sheet list the name and address of assignee, date of assignment and terms of assignment or settlement.

6b. List all property which has been in the hands of a custodian, receiver or court-appointed official during the past year.

On the back of this sheet list the name and address of custodian, name and location of court, case title and number, date of order, description and value of property.

7. List all gifts or charitable contributions made during the last year except ordinary and usual gifts to family members totaling less than \$200 per family member and \$100 per charitable recipient.

Recipient (name and address)	Relationship (if any)	Date of Gift	Description and Value of Gift

8. List all losses from fire, theft, other casualty or gambling during the past year.

On the back of this sheet list the description and value of property, circumstances of loss, if loss was covered by insurance (give particulars) and date of loss.

9. List all payments made or property transferred by or on behalf of the debtor to any persons, including attorneys, for consultation concerning debt consolidation, relief under the bankruptcy law or preparation of a petition in bankruptcy during the past year.

Payee (name and address)	Date of Payment, Payer	Amount Paid or Value of Property Transferred

10. List all other property, other than property transferred in the ordinary course of the business or financial affairs of the debtor, transferred either absolutely or as security during the past year to creditor or family member.

Transferee and Relationship (name and address)	Date	Description of Property Transferred and Value Received

11. List all financial accounts and instruments held by or for the benefit of the debtor which were closed, sold or otherwise transferred in the past year. Include checking, savings or other financial accounts, CDs, shares and share accounts held in banks, credit unions, pension funds, brokerage houses, etc.

Institution (name and address)	Account Type and No., Amount of Final Balance	Amount and Date of Sale or Closing

12. List each safe deposit or other box or depository in which you have had valuables within the past year.

Institution (name and address)	Who Has Access? (name and address)	Description of Contents	Date of Transfer or Surrender

13. List all setoffs (money taken from an account to repay a loan at the same bank as where your money has been deposited) made by any creditor, including a bank, against a debt or deposit of the debtor within the past 90 days.

Creditor (name and address)	Date of Setoff	Amount of Setoff

14. List all property OWNED by another person that the debtor (you or you and your spouse) holds or controls.

Owner (name and address)	Description and Value of Property	Location of Property

15. If you have moved within the last TWO years, list all premises occupied and vacated during that period.

Address	Name Used	Dates of Occupancy

LOCAL FORM 1007.1

STATEMENT REGARDING PAYMENT ADVICES OR OTHER EVIDENCE OF PAYMENT

CERTIFICATION OF DEBTOR

CERTIFICATION OF JOINT DEBTOR

I Hereby certify under penalty of perjury that

I Hereby certify under penalty of perjury that

- Attached hereto are copies of all Payment advices or other evidence Payment [such as paycheck stubs, Direct deposits advices, statements of payments, etc.] that I have received from an employer within 60 days before the date of the filing of the petition, with all but the last four digits of the debtor's social security number reacted, *

- Attached hereto are copies of all Payment advices or other evidence Payment [such as paycheck stubs, Direct deposits advices, statements of payments, etc.] that I have received from an employer within 60 days before the date of the filing of the petition, with all but the last four digits of the debtor's social security number reacted, *

or

or

- I did not receive any such documents from an employer within 60 days before the date of the filing of the petition.

- I did not receive any such documents from an employer within 60 days before the date of the filing of the petition.

[SIGNATURE OF DEBTOR]

[SIGNATURE OF DEBTOR]

Date: _____

Date: _____

* Other evidence of payment may consist of the debtor's most recent paycheck stub showing year-to-date earnings if the debtor has worked the same job the last 60 days before the date of the filing of the petition.

Penalty for making a false statement: Fine of up to \$500,000 or imprisonment for up to 5 years, or both. 18 U.S.C. §§ 152 and 3571.