



Adrian Lynn & Associates, P.A.

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INITIAL CLIENT CONSULTATION & CONTRACT

Date: _____ **Case Type:** _____

Business Name(s): _____
(If husband and wife, provide both names)

Mailing Address: _____

E-Mail Address: _____
(Do not supply unless we can use this address to contact you)

Home Telephone No.

Work Telephone No.

Mobile Telephone No.

A. Today's consultation

Today's consultation takes approximately 30 minutes. There is NO FEE for this service. Our meeting is completely confidential. However, you are not our client until you pay a fee retainer. The information we will supply today is designed to educate you about the law, the services you can expect our office to perform, the charges for our legal services, and your role in the entire process. It is not intended to be definitive legal advice.

B. Hiring and paying us to handle you bankruptcy

You do not have to make full payment of attorney fees to retain our legal services. You can hire our services for a minimum payment of \$200. Additionally, you must pay any court filing fees. However, NOTHING WILL BE FILED until all attorney fees and all required court costs are paid.

Any balance due on your attorney fees plus applicable court filing fees must be paid within 60 days of paying this initial retainer or your account may be charged a \$100 service charge. All payments on your account are first applied to any owed attorney fees owed. Please note, attorney fees are nonrefundable. This includes both the initial retainer and any money paid toward your account balance. Nonetheless, court filing fees are entirely refundable.

C. Our services

Our legal representation is specifically limited to the following services:

- 1) Analysis of your case
- 2) Filing your case
- 3) Representation at all required court hearings

D. Your basic responsibilities as a client

You must be truthful and forthright with information you provide to our office and to the court. You must provide us with information which we request, and you must follow our instructions. Also, it is your **SOLE RESPONSIBILITY** to review any documents prepared by our office for any mistakes or omissions and to promptly respond to all requests from our office and the court. Finally, you must inform us if your telephone number or address changes from that provided above. I/We acknowledge the above terms for this consultation and possible representation, and that the firm has provided me/us a copy of this initial client consultation sheet.

Client

Client's spouse

Social Security Number: _____

Social Security Number: _____

OFFICIAL USE ONLY

Attorney Fee: _____ X _____ Case Type: _____

Filing Fee: _____ X _____

ITEMS REQUIRED FOR MY FILE

- Complete bank statements covering the the one (1) year PRIOR to filing bankruptcy, including the bank statement that contains transactions on the date of filing.
- Complete federal tax returns for the last three (3) years
- Written payoff statements for any and all vehicles, boats, other real or personal property reflected on Schedules A and B, including homestead property. The payoffs **MUST** be in writing.
- Titles/registrations for all business automobiles, boats, trailers, and other personal property that is titled. Vehicles will be valued according to NADA. If you believe the vehicle to be below this value, please have it appraised using the appraisal form in this packet.
- Deeds to all parcels of real estate owned by the business.
- Closing statement deeds for all real estate sold or transferred by the business within the year before the filing.

Providing these documents to your attorney at the earliest date possible is absolutely crucial toward having a successful bankruptcy. Failure to provide these could result in your bankruptcy being **DISMISSED**.



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BANKRUPTCY

Assets. LIST ALL ASSETS. You can list assets by groups of similar property, e.g. "furniture", "clothing", "personal effects", etc.

Debts. LIST ALL OF THE BUSINESS DEBTS, including relatives and friends. Your attorney can discuss with you the procedure for "reaffirming" a debt to a creditor. If you have debts that are disputed, list them. If you have potential debts for which no one has yet made a direct claim against you, list them. If in doubt as to whether a creditor should be listed, list them. LIST ALL OF YOUR DEBTS. Failure to list a creditor can result in you not being discharged of your obligation to that creditor.

Amendments. If for some reason we have to amend your bankruptcy (leaving a creditor off, not disclosing income, etc.) a \$200 amendment fee will apply. In addition, you will have to pay courts costs, if any. Therefore, it pays to get it done correctly the first time.

Executory Contracts. These are contracts such as leases, real estate contracts, health clubs, timeshares, etc., for which either or both parties to the contract have not yet fully performed their obligations under the contract. In all likelihood you should also list these parties as creditors too.

Income. If you are employed, attach a typical recent pay stub to the section on Income. *If your income varies*, attach several representative paystubs that show the range of your pay. If you are self-employed or you are a corporation or partnership, attach a financial statement showing your monthly income.

Expenditures. Your ability to file a Chapter 13 reorganization depends upon the accuracy of your estimated living expenses.

Filing Status (attorney use only – debtors go to next section)			
Venue	<input type="checkbox"/> Domicile	<input type="checkbox"/> Pending case of affiliate	
Type	<input checked="" type="checkbox"/> Chapter 7	<input type="checkbox"/> Chapter 11	<input type="checkbox"/> Chapter 13
Entity:	<input type="checkbox"/> Consumer	<input checked="" type="checkbox"/> Business	
Status:	<input type="checkbox"/> Single	<input type="checkbox"/> Married	<input type="checkbox"/> Separated

BASIC INFORMATION

	BUSINESS
Full Legal Name	
Other names used in the last 6 years (aka, dba, etc.)	
Street Address (not P.O. Box)	

Mailing Address (if different from street address)	
Phone Numbers (home, mobile, work)	
County of residence	
Tax ID No.	
Date of founding and location:	

PRIOR BUSINESS BANKRUPTCIES

Location Where Filed	Case No.	Date Filed

PENDING BUSINESS BANKRUPTCIES
(include those filed by any partner, spouse, or affiliate)

<u>Name of Debtor</u>	<u>Case No.</u>	<u>Date filed</u>
<u>District</u>	<u>Relationship</u>	<u>Judge</u>

FIRM DATA COLLECTION

1. How did you hear about our firm? _____

ASSETS
(even items that have mortgages or liens on them)

<u>Real Property</u> (Your home and other holdings)	<u>Value</u>
1. Cash on hand	
2. Checking, savings or other financial accounts, certificates of deposit, or shares in banks, savings and loan, thrift, building and loan, and homestead associations, or credit unions, brokerage houses, or cooperatives (INCLUDE BANK AND ACCOUNT NUMBERS)	
3. Security deposits with public utilities, telephone companies, landlords, and others	

11. Interests in IRA, ERISA, Keogh, or other pension or profit sharing plans. Itemize.	
12. Stock and interests in incorporated and unincorporated businesses. Itemize.	
13. Interests in partnerships or joint ventures. Itemize.	
14. Government and corporate bonds and other negotiable and non-negotiable instruments	
15. Accounts receivable	
16. Alimony, maintenance, support, and property settlement to which the debtor is or may be entitled. Give particular.	
17. Other liquidated debts owing debtor including tax refunds. Give particulars.	
18. Equitable or future interests, life estates, and rights or powers exercisable for the benefit of the debtor other than those listed in Schedule of Real Property.	
19. Contingent and noncontingent interests in estate or a decedent, death benefit plan, life insurance policy, or trust	
20. Other contingent and unliquidated claims of every nature, including tax refunds, counterclaims of the debtor, and rights of setoff claims. Give estimated value of each.	
21. Patents, copyrights, and other intellectual property. Give particulars	
22. Licenses, franchises, and other general intangibles. Give particulars.	
23. Automobiles, trucks, trailers, and other vehicles and accessories	
24. Boats, motors, and accessories	
25. Aircraft and accessories	

26. Office equipment, furnishings, and supplies	
27. Machinery, fixtures, equipment, and supplies used in business	
28. Inventory	
29. Animals	
30. Crops - growing or harvested. Give particulars.	
31. Farming equipment and implements	
32. Farm supplies, chemicals, and feed	
33. Other personal property of any kind not already listed	

SECURED DEBT

(Debt for which property is collateral - mortgages, car loans, boat loans)

Name and address of creditor, account number (if applicable)	Collateral (circle one)	Balance	Amount behind	Collateral Value
	boat automobile homestead other real estate other: _____			
	boat automobile homestead other real estate other: _____			
	boat automobile homestead other real estate other: _____			

UNSECURED DEBT

(Debt you only promised to pay—credit cards, medical bills, personal loans)

YOU MUST INCLUDE COLLECTION AGENCIES/LAW FIRMS. INDICATE WHOM SUCH ENTITIES REPRESENT.

Name and address of creditor, account number (if applicable); collection agency	Balance	When last used	Type (circle one) Please include ORIGINAL DEBTOR for whom collection agency is working!!!!
			credit card medical collection agency for _____ utility bill student loan judgment tax debt
			credit card medical collection agency for _____ utility bill student loan judgment tax debt
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Name and address of creditor, account number (if applicable); collection agency	Balance	When last used	Type (circle one) Please include ORIGINAL DEBTOR for whom collection agency is working!!!!

EXECUTORY CONTRACTS
(Car leases, apartment rentals, mobile telephones)

Name and address of party	Description of contract

CO-DEBTORS

Name and address of co-debtor	Creditor to whom co-debtor may be liable

STATEMENT OF FINANCIAL AFFAIRS

Answer all questions. If the answer to any question is "None," or the question is not applicable, mark the box labeled "None." If additional space is needed for the answer to any question, use and attach a separate sheet properly identified with the number of the question.

REMEMBER, for all questions, if you are married and filing under chapter 12 or chapter 13 you must include information applicable to either or both spouses whether or not a joint petition is filed, unless you are separated and a joint petition is not to be filed.)

State the gross amount of income you have received from employment, trade, or profession, or from operation of your business from the beginning of this calendar year to the present. State also the gross amounts received during the two years immediately preceding this calendar year.

1. GROSS EMPLOYMENT INCOME	BUSINESS
Year to date	
Last year	
Two years ago	

State the amount of income received by you other than from employment, trade, profession, or operation of your business during the two years immediately preceding the filing of this case.

2. GROSS NONEMPLOYMENT INCOME	BUSINESS
Year to date	
Last year	
Two years ago	

3. Payments to creditors

a. List all payments on loans, installment purchases of goods or services, and other debts, aggregating more than \$600 to any creditor, made within 90 days immediately preceding the commencement of this case.

Name and Address of Creditor and Relationship to Debtor	Dates of Payments	Amount Paid	Amount Still Owing

b. List all payments made within one year immediately preceding the commencement of this case to or for the benefit of creditors, who are or were insiders*.

*The term "insider" includes but is not limited to: your relatives; general partners and their relatives; corporations of which you are an officer, director, or person in control; officers, directors, and any person in control of a corporate debtor and their relatives; affiliates of yours and insiders of such affiliates; any managing agent of yours.

Name and Address of Creditor and Relationship to Debtor	Dates of Payments	Amount Paid	Amount Still Owing

4. Suits and administrative proceedings, executions, garnishments and attachments

a. List all suits and administrative proceedings to which you are or were a party within one year immediately preceding the filing of this bankruptcy case.

Caption of Suit and case number	Nature of Proceeding	Status/Disposition	Court/Agency

b. Describe all property that has been attached, garnished or seized under any legal or equitable process within one year immediately preceding the filing of this bankruptcy case.

Name and address of person for whose benefit property was seized	Date of Seizure	Description and Value of Property

5. Repossessions, foreclosures and returns

List all property that has been repossessed by a creditor, sold at a foreclosure sale, transferred through a deed in lieu of foreclosure or returned to the seller, within one year immediately preceding the commencement of this case.

Name and address of creditor or seller	Date of repossession, foreclosure sale, transfer, or return	Description and value of property

6. Assignments and receiverships

a. Describe any assignment of property for the benefit of creditors made within 120 days immediately preceding the commencement of this case.

Name and address of assignee	Date of Assignment	Date of order	Description and value of property

b. List all property which has been in the hands of a custodian, receiver, or court-appointed official within one year immediately preceding the filing of this bankruptcy case.

Name and address of custodian	Name and location of court, case title, and number	Date of order	Description and value of property

7. Gifts

List all gifts or charitable contributions made within one year immediately preceding the commencement of this case, except ordinary and usual gifts to family members aggregating less than \$200 in value per individual family member and charitable contributions aggregating less than \$100 per recipient.

Name and address of person or organization	Relationship to debtor, if any	Date of gift	Description and value of gift

8. Losses

List all losses from fire, theft, other casualty or gambling within one year immediately preceding the commencement of this case or since the commencement of this case.

Description and value of property	Description of circumstance and, if loss was covered in whole or part by insurance, give particulars	Date of loss

9. Payments related to debt counseling or bankruptcy

List all payments made or property transferred by or on behalf of you to any person, including attorneys, for consultation concerning debt consolidation, relief under the bankruptcy law or preparation of a petition in bankruptcy within one year immediately preceding the commencement of this case or since the commencement of this case.

Name and address of payee	Date of payment, name of payor if other than debtor	Amount of money or description and value of property
Adrian R. Lynn		

10. Other transfers

a. List all other property, other than property transferred in the ordinary course of your business or financial affairs, transferred either absolutely or as security within one year immediately preceding the commencement of this case.

Name and address of transferee, relationship to debtor	Date	Describe property transferred and value received

11. Closed financial accounts

List all financial accounts and instruments held in your name or for your benefit which were closed, sold or otherwise transferred within one year immediately preceding the commencement of this case. Include checking, savings, or other financial accounts, certificates of deposit, or other instruments; shares and share account held in banks, credit unions, pensions funds, cooperatives, associations, brokerage houses and other financial institutions.

Name and address of institution	Type and number of account and amount of final balance	Amount and date of sale or closing

12. Safe deposit boxes

List each safe deposit or other box or depository in which you have or had securities, cash, or other valuables within one year immediately preceding the commencement of this case.

Name and address of bank or other depository	Name and addresses of those with access to box or depository	Description of contents	Date of transfer or surrender, if any

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13. Setoffs

List all setoffs made by any creditor, including a bank, against a debt or deposit of yours within 90 days preceding the commencement of this case.

Name and address of creditor	Date of setoff	Amount of setoff

14. Property held for another person

Name and address of owner	Description and value of property	Location of Property

15. Prior address of debtor

If you have moved within the two years immediately preceding the commencement of this case, list all premises which you occupied during that period and vacated prior to the commencement of this case. If a joint petition is filed, also list any separate address of either spouse.

Address	Name Used	Dates of Occupancy

16. Spouses and Former Spouses

If the debtor resides or resided in a community property state, commonwealth, or territory (including Alaska, Arizona, California, Idaho, Louisiana, Nevada, New Mexico, Puerto Rico, Texas, Washington, or Wisconsin) within the six-year period immediately preceding the commencement of the case, identify the name of the debtor's spouse and of any former spouse who resides or resided with the debtor in the community property state.

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17. Environmental Information.

For the purpose of this question, the following definitions apply:

"Environmental Law" means any federal, state, or local statute or regulation regulating pollution, contamination, releases of hazardous or toxic substances, wastes or material into the air, land, soil, surface water, groundwater, or other medium, including, but not limited to, statutes or regulations regulating the cleanup of these substances, wastes, or material.

"Site" means any location, facility, or property as defined under any Environmental Law, whether or not presently or formerly owned or operated by the debtor, including, but not limited to, disposal sites. "Hazardous Material" means anything defined as a hazardous waste, hazardous substance, toxic substance, hazardous material, pollutant, or contaminant or similar term under an Environmental Law

a. List the name and address of every site for which the debtor has received notice in writing by a governmental unit that it may be liable or potentially liable under or in violation of an Environmental Law. Indicate the governmental unit, the date of the notice, and, if known, the Environmental Law:

Name and address	Name and address of governmental unit	Date of Notice	Environmental Law

b. List the name and address of every site for which the debtor provided notice to a governmental unit of a release of Hazardous Material. Indicate the governmental unit to which the notice was sent and the date of the notice.

Site name and address	Name and address of governmental unit	Date of Notice	Environmental Law

c. List all judicial or administrative proceedings, including settlements or orders, under any Environmental Law with respect to which the debtor is or was a party. Indicate the name and address of the governmental unit that is or was a party to the proceeding, and the docket number.

Name and address	Docket Number	Status of disposition

18. Nature, location and name of business

a. If the debtor is an individual, list the names, addresses, taxpayer identification numbers, nature of the businesses, and beginning and ending dates 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 six years immediately preceding the commencement of this case, or in which the debtor owned 5 percent or more of the voting or equity securities within the six years immediately preceding the commencement of this case.

If the debtor is a partnership, list the names, addresses, taxpayer identification numbers, nature of the businesses, and beginning and ending dates of all businesses in which the debtor was a partner or owned 5 percent or more of the voting or equity securities, within the six years immediately preceding the commencement of this case.

If the debtor is a corporation, list the names, addresses, taxpayer identification numbers, nature of the businesses, and beginning and ending dates of all businesses in which the debtor was a partner or owned 5 percent or more of the voting or equity securities within the six years immediately preceding the commencement of this case.

Name	Taxpayer I.D. Number	Address	Nature of Business	Beginning and Ending Dates of Operation

b. Identify any business listed in response to subdivision a., above, that is "single asset real estate" as defined in 11 U.S.C. § 101.

Name	Address