



THE GORDON LAW FIRM, P.C.

5820 IH-10 WEST, SUITE 400 SAN ANTONIO, TEXAS 78201
PH: (210) 531-9700 FX: (210) 732-0158
E-MAIL LAWGORDON@AOL.COM WEB PAGE: LAWGORDON.ORG

INSTRUCTIONS FOR COMPLETION OF BANKRUPTCY PAPERWORK

1. **Make sure to disclose all of your debts and assets - That doesn't mean you have to list each individual item (for example each piece of silverware). Just list them in general categories (for example - "furniture - \$1500.00", "electronics - \$2,000.00", "clothing \$750.00", etc).**
2. **Provide me with names, addresses, phone #, and account #'s of all your creditors.**
3. **If you are not sure if you need to list something for some reason, please list it first and I can take it off later if we don't need to list it for some reason. Examples might include a car that your sister owns, but you drive, or a creditor that you think is paid off, but never found out for sure.**
4. **Pay careful attention to "Section 7 - Statement of Financial Affairs". Most of these items will not apply to you, but read them carefully just in case. 1 & 2 will almost always apply, so make sure you provide me with a list of**

#1 All sources of income you received from employment or operation of business

- A. Your current year-to-date income, including who paid you;**
- B. Your total income from last year, including who paid you; and**
- C. Your total income for the year before last, including who paid you**

If you earned money from more than one source, please list each employer and amount separately.

#2 All sources of income you received other than from employment or operation of business. Again, list each source of income separately

#3 Anyone who you paid more than a total of \$600.00 to in the last 3 months. Usually includes mortgage payments, and payments on cars. List who you paid and the amount and date of each payment over the last 3 months.

#9 Ignore this one. I will fill it out for you.

PLEASE CALL IF YOU HAVE QUESTIONS