

**Misty Wood**  
**Misty Wood Law, LLC**

3310 Woodville Rd., Suite D ♦ Northwood, OH 43619 ♦ (567) 318-4465  
mistywoodlaw@outlook.com

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**Representation Agreement**

Misty Wood, Attorney at Misty Wood Law, LLC has been retained to represent the client(s) in his/her Chapter 13 Bankruptcy. The client understands that representation is limited to the stated purposes. The client also understands that the anticipated outcome is not guaranteed.

The client agrees to pay a fee of \$1,500.00 in addition to the filing fee of \$310.00 and any other expenses or fees incurred for the preparation and filing of the required Chapter petition and schedules. The client understands that post-petition work including amendments and adversarial proceedings may be subject to additional attorney and filing fees. Work will not begin or continue unless payments are current.

Either party may end this representation at any time for good cause. If the client ends the representation for reasons not related to attorney negligence, the client agrees to pay any outstanding fees.

\_\_\_\_\_  
Misty Wood

\_\_\_\_\_  
Date

\_\_\_\_\_  
Client:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Client:

\_\_\_\_\_  
Date



## **Bankruptcy Checklist**

### **Chapter 7 and Chapter 13**

#### **Before Filing**

- ★ Attend Credit counseling: typically around \$15 per individual
  - Many of these courses can be completed online. For example: Debtor CC (<https://www.debtorcc.org/first-bankruptcy-course.aspx>).

- For a complete list see:

[https://www.justice.gov/ust/eo/bapepa/ccde/CC\\_Files/CC\\_Approved\\_Agencies\\_HTML/cc\\_ohio/cc\\_ohio.htm](https://www.justice.gov/ust/eo/bapepa/ccde/CC_Files/CC_Approved_Agencies_HTML/cc_ohio/cc_ohio.htm)

★ Pay the Filing fee: Chapter 7- \$335, Chapter 13- \$310 (fee may be paid in installments upon application)

- Payments can be made here: <http://paypal.me/mwood86> or through Venmo (mistywoodlaw@outlook.com)

★ Provide the following:

- a current copy of your credit report from at least two reporting bureaus: [www.annualcreditreport.com](http://www.annualcreditreport.com) (PDF preferred)
- your most current tax return
- your most recent checkstub(s) from all sources of income

★ Complete the provided Client Intake, Representation Agreement, and Part I of the Signature Declaration Form

#### **After Filing**

- ★ Post-filing or Debtor's Education counseling- typically around \$10 per individual (see Credit Counseling section above for details)
- ★ Any large sums of money received within 180 days after bankruptcy may need to be paid to creditors if not exempt



**Bankruptcy Client Intake**

Debtor 1 Full Name and DOB: \_\_\_\_\_

Debtor 2 Full Name and DOB: \_\_\_\_\_

SSN: \_\_\_\_\_

Previous Name(s): \_\_\_\_\_

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

Phone number(s): \_\_\_\_\_

Email address: \_\_\_\_\_

Marital Status: \_\_\_\_\_ Dependants: \_\_\_\_\_

1. List all previous addresses for the last three (3) years:

Address	D1 or D2	Dates

2. List the amount of all monthly income from all sources including employment, child support, alimony, unemployment, retirement, business income, interest on dividends, and rental property income. (Please provide check stubs and tax returns for the last three (3) years)

Source	Person Receiving	Amount

Prepared by:  
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6. List any amount that was set off or forgiven by a creditor or other institution within the last 90 days.

Property	Date	Value	Creditor

7. List any gifts totaling more that \$600 in value or transfer of property you gave to any individual or charity or instructed to be given or transferred to any individual or charity within the last two (2) years.

Recipient	Amount	Date

8. List any real estate property you own or in which you have any interest:

Address	Value	Property Type	D1 or D2	Current Property Value

9. List any vehicles you own, lease, or in which you otherwise have any interest.

Year, Make, Model	Mileage	D1 or D2	Debtor's Value	Total Current Value

10. List any secured debtors including car loans, mortgages, or rent-to-own appliances:

Asset/Item	Debtor	Amount owed



14. List any non-publicly traded stocks or interests in incorporated or unincorporated businesses including an LLC, partnership, or joint venture

Entity	Ownership %	Value

15. List any bonds, stocks, or other negotiable or non-negotiable instruments in which you have an interest including checks, cashier's checks, promissory notes, and money orders.

Issuer Name	Value

16. List any retirement or pension accounts.

Type of Account	Value	Institution

18. List any annuities, interest in education IRA or other account, trust, equitable or future interest, or any other previously unlisted payment due to you.

Type	Institutional or Individual	Amount

19. List any financial losses within the last two (2) years including those from theft, fire, other disaster, or gambling.

Type of Loss	Amount	Date

20. List any money or property owed to you including tax refunds, lump sum support payments, insurance settlements, disability or other government benefits, and unpaid wages.

Institution or Individual  
Owed

Amount

Reason

Institution or Individual Owed	Amount	Reason

21. List any financial interest not already listed including life insurance policies, inheritance or other property from a deceased individual, and legal claims.

Type

Institution, Individual, and/or Beneficiary

Value

Type	Institution, Individual, and/or Beneficiary	Value

22. List any Business-related property in which you have an interest including commercial and farm or fishing-related interests and accounts receivable.

Business Type

Property Type

Debtor's  
Value

Business Type	Property Type	Debtor's Value

23. List any other assets not previously listed.

Type

Institution

Value

Type	Institution	Value

