

Misty Wood
Misty Wood Law, LLC

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

Representation Agreement

Misty Wood, Attorney at Misty Wood Law, LLC has been retained to represent the client(s) in his/her Chapter 7 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 \$800.00 in addition to the filing fee of \$335.00 and any other expenses or fees incurred for the preparation and filing of the required Chapter 7 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

★ 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 (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

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3. List all monthly expenses including rent or mortgage, utilities, real estate taxes, home maintenance, food, transportation, childcare, insurance, car payment, medical expenses, and alimony or child support.

Expense	Frequency	Amount

4. List any payments you made to a creditor in the last 90 days totaling \$600 or more.

Creditor	Amount	Date

5. List any property that was repossessed, foreclosed, garnished, attached, or seized within the last year.

Property	Date	Value	Creditor

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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

11. List the approximate resale value of any and all household items such as collectibles, electronics, clothing, sporting goods, jewelry, and firearms.

Item	Value

11. What is the total amount of cash you currently have in your possession or control?

12. List all financial accounts and balances including checking accounts, savings accounts, certificates of deposit, and any other types of financial account(s).

Account type	Bank or Institution	Balance

13. List any lawsuits that have been filed in the last three years in which you are a party.

Court	Opposing party	Case No.

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

UNITED STATES BANKRUPTCY COURT
NORTHERN DISTRICT OF OHIO

In re: _____) Case No. _____
)
)
)
 Debtor(s)) Chapter _____
) Judge _____
)
) **DECLARATION RE: ELECTRONIC**
) **FILING OF DOCUMENTS AND**
) **STATEMENT OF SOCIAL SECURITY**
) **NUMBER**

Part I - Declaration of Petitioner

I [We] _____ and _____, the undersigned debtor(s), **hereby declare under penalty of perjury** that the information I have given my attorney and the information provided in the electronically filed petition, statements, and schedules, as well as in any other documents that must contain original signatures, is true, correct, and complete. I consent to my attorney sending my petition, this declaration, statements, and schedules, and any other documents that must contain original signatures, to the United States Bankruptcy Court. The DECLARATION RE: ELECTRONIC FILING shall be filed the same day the petition is filed.

I am aware that I may proceed under chapter 7, 11, 12 or 13 of Title 11 of the United States Code, understand the relief available under each chapter, and choose to proceed under the chapter specified in the petition.

I [We] **further declare under penalty of perjury** that [check appropriate box(es)]:

- The Social Security Number that I, the Debtor, have given to my attorney, which will be submitted to the Court as part of the electronic case opening process, is true, correct, and complete.
- I, the Debtor, do not have a Social Security Number.
- The Social Security Number that I, the Joint Debtor, have given to my attorney, which will be submitted to the Court as part of the electronic case opening process, is true, correct, and complete.
- I, the Joint Debtor, do not have a Social Security Number.

- [Check box if petitioner is a corporation or partnership] I declare under penalty of perjury that the information provided in the petition is true, correct, and complete, and that I have been authorized to file the petition on behalf of the debtor. The debtor requests relief in accordance with the chapter specified in the petition.

Dated: _____ Signed: _____ (Debtor) _____ (Co-Debtor)

Part II - Declaration of Attorney

I **declare under penalty of perjury** that I have reviewed the above debtor's petition and that the information is complete and correct to the best of my knowledge. The debtor(s) will have signed this form before I submit the petition, schedules, and statements, or any other documents that must contain original signatures. I will give the debtor(s) a copy of all forms and information to be filed with the United States Bankruptcy Court, and have followed all other requirements of [Local Bankruptcy Rule 5005-4](#) and the [Electronic Case Filing \(ECF\) Administrative Procedures Manual](#). I further declare that I have examined the above debtor's petition, schedules, and statements, and any other documents that must contain original signatures, and to the best of my knowledge and belief, they are true, correct, and complete. If an individual, I further declare that I have informed the petitioner that [he or she] may proceed under chapter 7, 11, 12, or 13 of Title 11, United States Code, and have explained the relief available under each such chapter. This declaration is based on all information of which I have knowledge. I understand that failure to file the signed original of this DECLARATION will cause this case to be dismissed.

Dated: _____ Attorney for Debtor(s) _____