

Click inside one of the form fields with your MOUSE to immediately begin typing your responses. For questions with a "yes" or "no" required response, please check the proper box by clicking your MOUSE to provide the proper response.

## *The Law Offices of E.C. Sears, Pllc.*

a licensed bankruptcy attorney in the state of arizona  
practicing Chapter 7 and Chapter 13 consumer bankruptcy

Thank you for choosing my law firm to assist you with your financial needs. Please fill out this form with as much detail as possible. All information you provide will be kept in the strictest confidence. When you have finished filling out this form, return it to my firm for review. I look forward to helping you achieve your debt relief goals.

Today's Date \_\_\_\_\_ Total Number of People Living in Your Household \_\_\_\_\_

Your Name \_\_\_\_\_

Name of Spouse (if applicable) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

Email Address \_\_\_\_\_

Would you like to receive our free newsletter that we mail to our clients?  YES  NO

### INITIAL INTAKE FORM

Please answer the following "yes" and "no" questions. All information will be kept in the strictest confidence.

Do you own a home or other real estate?	<input type="radio"/> YES	<input type="radio"/> NO
Are you behind in your mortgage payments?	<input type="radio"/> YES	<input type="radio"/> NO
If so, how many months are you behind?	_____	Months
Do you own a mobile home?	<input type="radio"/> YES	<input type="radio"/> NO
Do you receive bonuses at your work?	<input type="radio"/> YES	<input type="radio"/> NO
Do you receive commissions or tips at your work?	<input type="radio"/> YES	<input type="radio"/> NO
Do you own any cars, motorcycles, vans, RVs or other vehicles?	<input type="radio"/> YES	<input type="radio"/> NO
if so, how many vehicles do you own outright or make payments on?	_____	Vehicles
Have you filed all of your income tax returns for this year and the past 3 years?	<input type="radio"/> YES	<input type="radio"/> NO
Do you owe the IRS any past due taxes?	<input type="radio"/> YES	<input type="radio"/> NO
Do you owe any unpaid state taxes?	<input type="radio"/> YES	<input type="radio"/> NO
Do you owe any unpaid property taxes?	<input type="radio"/> YES	<input type="radio"/> NO
Do you owe on a student loan?	<input type="radio"/> YES	<input type="radio"/> NO
Have you borrowed money from your IRA or other retirement plan to pay bills?	<input type="radio"/> YES	<input type="radio"/> NO

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Name \_\_\_\_\_

**Initial Intake Form - Page 2 of 4**

Have you received any cash advances within the past 3 months?	<input type="radio"/> YES	<input type="radio"/> NO
Do you have any loans with a credit union where you work?	<input type="radio"/> YES	<input type="radio"/> NO
Are you leasing any buildings or equipment?	<input type="radio"/> YES	<input type="radio"/> NO
Does an ex-spouse have a claim against you for any reason?	<input type="radio"/> YES	<input type="radio"/> NO
Do you owe money on the purchase of jewelry, furniture or other household goods?	<input type="radio"/> YES	<input type="radio"/> NO
Have you experienced, or do you expect to experience a foreclosure or repossession?	<input type="radio"/> YES	<input type="radio"/> NO
Are you in the process of suing someone?	<input type="radio"/> YES	<input type="radio"/> NO
Does anyone want to sue you or have they already filed a lawsuit against you?	<input type="radio"/> YES	<input type="radio"/> NO
Does anyone have a claim against you due to a car accident?	<input type="radio"/> YES	<input type="radio"/> NO
Have you used your credit cards to make purchases within the past 90 days?	<input type="radio"/> YES	<input type="radio"/> NO
During the past 2 years, have you owned or had an interest in any business?	<input type="radio"/> YES	<input type="radio"/> NO
Have you ever made money on the internet selling or trading?	<input type="radio"/> YES	<input type="radio"/> NO
Have you transferred any property with a retail value of \$600 or more within the past 4 years? This includes homes, motor vehicles and other assets.	<input type="radio"/> YES	<input type="radio"/> NO
Have you stopped using all your credit cards?	<input type="radio"/> YES	<input type="radio"/> NO
Do you have any credit cards you want to hold on to for an emergency?	<input type="radio"/> YES	<input type="radio"/> NO
Have you ever filed bankruptcy before?	<input type="radio"/> YES	<input type="radio"/> NO
Are you behind in child support?	<input type="radio"/> YES	<input type="radio"/> NO
Do you have any payday loans you still owe money for?	<input type="radio"/> YES	<input type="radio"/> NO
Have you closed any bank accounts and left owing a balance?	<input type="radio"/> YES	<input type="radio"/> NO
Do you have any bounced checks you owe additional fees for?	<input type="radio"/> YES	<input type="radio"/> NO
Do you have any co-signers for your debts other than your spouse (if applicable)?	<input type="radio"/> YES	<input type="radio"/> NO
Have you co-signed a loan for anyone other than your spouse (if applicable)?	<input type="radio"/> YES	<input type="radio"/> NO
Have you ever been convicted of any crime?	<input type="radio"/> YES	<input type="radio"/> NO
Are you currently paying any court fines?	<input type="radio"/> YES	<input type="radio"/> NO
Are your wages currently being (or are soon to be) garnished?	<input type="radio"/> YES	<input type="radio"/> NO
Do you have any judgments against you from any lawsuits that you lost?	<input type="radio"/> YES	<input type="radio"/> NO
Do you have any lawsuits against you where the case is still pending?	<input type="radio"/> YES	<input type="radio"/> NO
Do you have CDs, stocks, bonds or other types of financial accounts?	<input type="radio"/> YES	<input type="radio"/> NO
Are you self-employed?	<input type="radio"/> YES	<input type="radio"/> NO
If so, how long have you been self-employed?	_____	Months
Are you currently drawing unemployment, retirement and/ or social security disability?	<input type="radio"/> YES	<input type="radio"/> NO

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Name \_\_\_\_\_

**MONTHLY LIVING EXPENSES (CONTINUED)**

Please provide an AVERAGE amount that your household pays PER MONTH for the following expenses.

Laundry	\$	Motor Vehicle Payment #3	\$
Gasoline for Motor Vehicles	\$	Student Loan	\$
Home Insurance	\$	Furniture Payment	\$
Life Insurance	\$	Jewelry Payments	\$
Auto Insurance	\$	Boat and RV	\$
Income Taxes (not deducted from paycheck)	\$	Child Care	\$
Real Estate Taxes (not included in mortgage payment)	\$	Infant Expenses	\$
Past Due Taxes	\$	Payments to family member	\$
How much money do you spend paying credit cards every month?			\$
What specific debts are you having the most difficult time with?			
Do you expect to lose your job any time soon?			o YES    o NO
Do you expect your income or expenses to change in the near future?			o YES    o NO
Are you paying expenses for someone other than your legal dependent(s)?			o YES    o NO
What goal would you like to achieve by hiring this law firm to represent you?			

**STATEMENT OF ACCURACY**

**IMPORTANT: CHECK BOX IF YOU AGREE TO THE FOLLOWING STATEMENT:** By checking this box you state the information on this form is true and correct to the best of your knowledge. Reporting false or inaccurate information can have a detrimental effect on your case. The intent of this form is to identify potential issues with your case, which may be discussed with the attorney during the initial consultation.

Spouse #1 Signature: s/ \_\_\_\_\_ Date: \_\_\_\_\_

Spouse #2 Signature: s/ \_\_\_\_\_ Date: \_\_\_\_\_

Email the form by clicking the 'submit to attorney' button below, this may take a minute, as the form will prepare itself and email me the form. You may then print the form. Or, you can just print the form for faxing, mailing, or hand delivery to my office.

Date Reviewed: \_\_\_\_\_

Reviewed by: \_\_\_\_\_

Appointment scheduled? [ ] Yes [ ] No

\*Email on the computer is not required for submission.