

BANKRUPTCY CHECKLIST

DISCLAIMER: This checklist is not intended as a comprehensive worksheet, but as an aid to the attorney, and will require the use of additional forms and investigation as judged necessary by the attorney.

- Chapter 7 - You must comply with LBR 9010-1(e) and Oregon RPC 1.2(b) if you will not represent a Chapter 7 debtor in all matters relating to a bankruptcy case. You must have a written fee agreement that includes a detailed description of what you will perform on behalf of the debtor. The debtor must sign and date the agreement. You should review LBR 9010-1 to make sure you comply with all requirements. The bankruptcy court modifies LBRs on December 1 of each year. To comply with Oregon RPC 1.2(b), the limitation must be reasonable under the circumstances and the client must give informed consent.
- Chapter 13 - Key initial questions: Only an individual with regular income may be a debtor. An individual must have noncontingent and liquidate debts of certain limits. Unsecured debts under \$394,725 (as of 9/2017), secured debt under \$1,184,200. (Dollar amount as adjusted by the Judicial Conference of the United States. See Adjustment of Dollar Amounts notes set out under this section and 11 U.S.C. § 104.) Disposable income sufficient to fund the plan?

1. PERSONAL INFORMATION

- Name, mailing address, and other contact information.
- Former names.
- Social Security number.
- Prior addresses for past 3 years.

2. JURISDICTION

- Resided in district for the majority of the last 180 days before filing.
- Previous Chapter 7 filings discharged within 8 years (Date: _____). Complete PACER search to verify dates.
- Previous Chapter 7 or Chapter 13 voluntary dismissal of case by the debtor in which Motion for Relief from Stay filed, dismissal must be more than 180 days prior to filing of new case. Complete PACER search to verify dates.
- Venue (If the debtor has not lived in Oregon for the past two years, exemptions used for bankruptcy purposes are where the debtor lived the majority of time between two and two-and-a-half years ago.)
- Automatic stay (If one previous bankruptcy case is dismissed within one year of filing current case, automatic stay terminates in 30 days. If two or more cases are dismissed within one year of filing current case, no automatic stay goes into effect. The debtor must move to continue stay or reimpose stay.)

3. IDENTIFY ALL DEBTS

- Non-dischargeable debts (11 U.S.C. § 523)
 - Student loans.
 - Not dischargeable unless undue hardship. Note: hardship is difficult to prove, but partial discharge is possible.
 - Tax debts.

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- Determine date of filing or assessment and tax due date, including extensions, offers in compromise, previous bankruptcy cases. (In some cases, income tax debt (1040) can be discharged if tax debt is over 3 years old and returns were filed timely by the debtor at least 2 years prior to filing bankruptcy. Double check tolling time periods.) If there is any question about the amount of tax debt, discharge of tax debt or tolling of discharge period, obtain and review tax transcripts prior to filing a bankruptcy.
- Obtain tax transcripts to verify information.
- Fines/penalties/tickets.
- Fraud, misrepresentation.
- Fiduciary duty, defalcation, larceny, embezzlement.
- Intentional tort, willful and malicious injury.
- DUII.
- Restitution.
- Abusive use of credit card.
- Domestic support obligations.
- Debt incurred in course of divorce or separation. Discharge able in Chapter 13. Obtain and review judgment entered by court.

- Business debt
 - Business still operating.
 - Corporation, limited liability company, partnership or sole proprietorship. Obtain corporate, company or entity books and records.
 - Obtain balance sheet statement, accounts receivable statement, accounts payable statement and other financial statements.
 - Conduct UCC search to investigate possibility of missing debts.

- Marital dispute / separation or divorce pending or imminent
 - Spouse/ex-spouse as creditor.
 - Property settlement obligation owed.
 - Equalizing claim or debt.
 - Obtain a copy of divorce judgment and other pleadings.

- Unsecured priority creditors (CLIENT TO PROVIDE LIST)
 - Taxes, employee withholdings.
 - Deposits for others.
 - Wages of employees.
 - Child support, spousal support.
 - Other (see 11 U.S.C. § 507).

- Unsecured non-priority creditors (CLIENT TO PROVIDE LIST)
 - Names/addresses/amount owed.
 - Judgments/lawsuits pending. Verify when judgement was entered. Review judgment.
 - Preference payments to any creditors.
 - Joint debtors identified.
 - Business or consumer debt.
 - Liquidated or unliquidated debt.
 - Disputed or undisputed debt.
 - Contingent and noncontingent debt. Make sure to list all debts.

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- Guarantees.
- Loans owed to closely held business or insiders.
- Obligations to pay debt owed to ex-spouse(s) pursuant to judgment.
- Conduct OJIN or other search to identify claims a debtor may not have known about or remembered.

- Secured creditors (CLIENT TO PROVIDE LIST)
 - Names/addresses.
 - Value of collateral.
 - Amount of secured claim. Any unsecured portion?
 - Perfected security interest. Obtain recorded documents. Conduct UCC search.
 - Debtor's intent regarding secured property.
 - Business or consumer property secured.
 - Judgments. Obtain judgment
 - Garnishments.
 - Recent purchase of automobile (Check title work to ensure done properly to prevent avoidance of lien by trustee.)

4. ASSETS

- All assets identified by client. Remind client that he/she will be signing under penalty of perjury. Discuss obligations and relationship to discharge.
- Joint or common property identified.
 - Real property. Residence?
 - Personal property (all property owned).
 - Any property or items held for the debtor by third party.
 - Items held by the debtor for third party.
 - Property settlement, spousal support, child support.
 - Cash.
 - Bank/brokerage/credit union accounts.
 - Deposits.
 - Household items.
 - Books, pictures, art, antiques.
 - Collections.
 - Clothes.
 - Jewelry.
 - Firearms.
 - Stocks/bonds/investments.
 - Life insurance/annuity.
 - Interest in closely held business/corporation/partnership. Complete business search to verify all businesses and entities have been listed.
 - Interest in partnership.
 - Pension/retirement/stock options.
 - Vehicles.

 - Intangible property.
 - Tax refunds.
 - Earned but unpaid wages due debtor from employer.
 - Claims against another person.

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- Personal injury claims by debtor against third parties.
- Property settlement owed.
- Hold promissory note.
- Inheritance pending or likely in the future (Decedent has passed prior to or within 6 months after filing.)
- Any assets not yet acquired, but acquisition imminent -- dates established.
- Executory contracts.
- Sales, transfers, or gifts of property within one year.
- Loans owed by closely held business.
- Intellectual property, copyright, trademark, etc.
- Any claims against any person. Does anyone owe your client money?
- Any other property.

NOTE: The debtor must disclose a claim that exists prior to the filing of the petition, regardless of whether a claim is pending in a court proceeding or has yet to be pursued in any way, and regardless of whether the debtor is even aware of the claim. 11 U.S.C. § 521.

Failure to list actual or potential claim may preclude the debtor from pursuing the claim later in a non-bankruptcy action. Ask the debtor:

- Have you been in an automobile accident in the last two years?
- Have you ever suffered an injury at work? Elsewhere?
- Have you ever been terminated from your employment?
- Do you think you could sue anyone for any reason?
- Have you ever filed a claim against an insurance company that you think was wrongfully denied?
- Are you involved in a probate matter or expecting to inherit something shortly?
- Have you ever consulted any other lawyer for any other purpose?
- Any chance of a disability settlement or social security settlement?
- Does anyone owe you any money?

For more information, see Personal Injury Claims and Bankruptcy, PLF *In Brief*, February 2008. Available online at www.osbplf.org.

5. EXEMPTIONS (ORS Chapter 18 or 11 U.S.C. § 522)

NOTE: A debtor domiciled in Oregon may opt to use Oregon state exemptions (generally ORS Ch. 18) or federal exemptions under the Bankruptcy Code (11 U.S.C. § 522(d)). A debtor's circumstances will determine whether state or federal exemptions are best for a particular debtor. Deciding which assets are exempt may be one of the most important decisions for a debtor. For a debtor to claim an exemption under Oregon law, a debtor must be domiciled in Oregon for the 730-day period immediately preceding the commencement of the bankruptcy case. If Oregon law does not apply, the state where the debtor was domiciled during that time period will apply.

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A. **Oregon Exemptions:** Under Oregon law, a joint debtor may claim the full amount of an exemption in each of the following (a) books, pictures and musical instruments; (b) wearing apparel, jewelry and other personal property; (c) tools and instruments necessary to carry on a debtor's trade; (d) motor vehicle; and (e) \$400 wild card in other property. Joint debtors may not be able to double exemptions in any other property.

- Homestead home. ORS 18.395.
- Mobile home (homestead). ORS 18.428(1).
- Household goods. ORS 18.345(1)(f).
- Books, pictures, musical instruments. ORS 18.345(1)(a). Note: There is no federal exemption for this property.
- Wearing apparel, jewelry. ORS 18.345(1)(b).
- Tools of trade. ORS 18.345(1)(c).
- Firearms (1 pistol and 1 rifle). ORS 18.362. There is no federal exemption.
- Motor vehicles. ORS 18.345(1)(d).
- Animals. ORS 18.345(1)(e). There is no federal exemption.
- Health aids (prescribed). ORS 18.345(1)(h).
- Spousal/child support. ORS 18.345(1)(i).
- Right to compensation for injury and lost earnings. ORS 18.345(1)(j) (crime victim), ORS 18.345(1)(k) (bodily injury) and ORS 18.345(1)(l) (loss of future earnings of debtor or dependent).
- Public benefits, *i.e.*, Social Security, workers' compensation, welfare. 42 U.S.C. § 407 (Social Security, ORS 411.760 (public assistance), ORS 657.855 (unemployment), ORS 344.580 (vocational rehabilitation). ORS 656.234 (worker's compensation).
- Certain proceeds deposited in bank up to \$7,500. ORS 238.445 and ORS 18.348(2).
- Earned Income Tax Refund. ORS 18.345(1)(n). There is no federal exemption.
- Wages (75%). ORS 18.385.
- College savings plan. ORS 348.863.
- Retirement plans/pensions/stock options. ORS 18.358 and ORS 238.445.
- Medical savings and health savings accounts. ORS 18.345(o).
- Veterans' benefits and loans. ORS 18.345(m).
- Life insurance. ORS 743.047, ORS 743.046 and ORS 743.050.
- Annuity benefits. ORS 743.049.
- Health and disability benefits. ORS 743.050.
- Burial lots. ORS 97.675 and ORS 97.660.
- Wildcard of \$400 (Oregon). ORS 18.345(1)(p).

B. **Federal Exemptions:** Under Federal law, each joint debtor may claim the full amount of the permitted exemption. The dollar amount of many of the exemptions is adjusted by the Judicial Conference. 11 U.S.C. § 104.

- Homestead home. 11 U.S.C. § 522(d)(1).
- Household goods. 11 U.S.C. § 522(d)(3).
- Wearing apparel. 11 U.S.C. 522(d)(3).
- Jewelry. 11 U.S.C. § 522(d)(4).
- Tools of trade. 11 U.S.C. § 522(d)(6).
- Motor vehicles. 11 U.S.C. § 522(d)(2).
- Health aids. 11 U.S.C. § 522(d)(9) (professionally prescribed).
- Spousal/child support. 11 U.S.C. § 522(d)(10)(D).

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- Right to compensation for injury and lost earnings. 11 U.S.C. § 522(d)(11).
- Public benefits, *i.e.*, Social Security, workers' compensation, welfare. 11 U.S.C. § 522(d)(10) and 42 U.S.C. § 407 (Social Security).
- Right to compensation for injury and lost earnings. 11 U.S.C. § 522(d)(11) (*e.g.*, crime victim, wrongful death of individual who the debtor was dependent, life insurance that insured individual whom the debtor was a dependent, personal bodily injury, and future earnings).
- Retirement plans/pensions/stock options. 11 U.S.C. § 522(d)(10) and (12).
- Life insurance. 11 U.S.C. § 522(d)(7) (unmatured life insurance) and 11 U.S.C. § 522(d)(8) (loan value of unmaturred life insurance contract).
- Wildcard (Federal). 11 U.S.C. § 522(d)(5). The wildcard exemption is more generous than the one under Oregon law. A debtor may claim \$1,225, plus up to \$11,500 of any unused homestead exemption. Joint debtors may not double this exemption. The debtor's aggregate interest may not exceed \$12,250. A debtor does not need to claim a homestead to claim the additional amount of the wildcard.

6. INCOME AND EXPENSES

- Monthly income for prior six months. Obtain and review wage stubs and other underlying documents regarding income.
- Future monthly income. See Schedule I.
- Future monthly expenses. See Schedule J.
- Calculate disposable income for applicable commitment period.

7. ATTORNEYS

- Attorney fees that have been paid and due must be disclosed.
- Attorney fees shared must be disclosed.
- Funds in attorney trust accounts must be disclosed and listed in the schedules.
- Attorney requirements met.
 - Initial retainer agreement within 5 days of first meeting with client(s).
 - Notify client(s) of debt relief agency disclosure within 3 days of offering services (11 U.S.C. § 527 (a)(2)).
 - Obtain copies of tax returns for prior 2 years.
 - Obtain last 6 months of pay stubs from client(s) to calculate CMI (current monthly income)
 - File last 60 days of pay stubs with trustee.
 - Obtain Credit Counseling Certificate from client(s) prior to filing and file with court.
 - Client(s) to sign 342(b) notice prior to filing.

8. STATUS OF DEBTOR

- Income (must have amount income from all sources for the last 6 months). Ask for pay stubs, bank statements, and all other documents that may reflect or reveal any income.
- Specific expenses/disposable income established.
- Evaluate whether a debtor is judgment proof.

9. LIEN AVOIDANCE

- Non purchase money security interest in household goods (Creditors rarely go after the household goods, so lien avoidance may not be necessary.) 11 U.S.C. § 522(f).

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- Judgment lien that impairs homestead exemption (Always void out these liens.) 11 U.S.C. § 522(f).

10. OTHER ISSUES

- Income past 3 years (including gifts, gambling winnings, personal property sales).
- Identify all law suits during prior year.
- List garnishments during prior year.
- List payments made by your client or on behalf of your client regarding bankruptcy or dealing with creditors within 1 year before filing for bankruptcy.
- List transfers within last 4 years.
- Identify payments to creditors within 90 days.
- Identify all payments to insiders within 1 year (i.e., relatives, business associates, etc.).
- List repossessions, foreclosures pending.
- Identify charitable contributions within last year.
- Losses, fire, theft, and other casualty during prior year.
- Disclose property held for another.
- Secured transactions perfected properly (i.e., car title). Conduct searches.
- Obtain all documents to provide United States Trustee prior to filing bankruptcy (pay advices and proof of income).
- Obtain documents for Trustee prior to filing bankruptcy (tax returns, bank statements, investment accounts, insurance policies, etc.).
- Verify that client has proof of social security number and acceptable picture identification.
- Consider timing of filing. When to file for bankruptcy may be a critical decision. There are all kinds of variables that may determine the best date to commence a bankruptcy (e.g., status of litigation, transfers, payment of wages, etc.).
- Discharge for Chapter 13 similar to Chapter 7 with exceptions under 11 U.S.C. § 1328.
- Void judicial liens (judgments) that impair debtor's homestead exemption

10. EFFECTS OF BANKRUPTCY

- Credit and credit report.
- Automatic stay.
- Discharge injunction. Discharge as to pre-bankruptcy debts.
- Avoidance of transfers and liens.
- Executory contracts and unexpired leases.
- Other _____

11. CLOSING LETTER

- Send closing letter to the debtor confirming that your representation is concluded.
- File motion to withdraw if completed representation and following LBR 9010-1(f)(2).
- Return debtor's original documents (keep a complete copy for your file).
- Inform debtor how long you will keep your file and when it will be destroyed.
- Include warning about claims discovered after discharge: "If you later determine that you have a claim against someone regarding events that happened before your bankruptcy, even if you learn of your claim after your bankruptcy, contact me immediately. The claim may not belong to you, and it may be necessary to reopen your bankruptcy case."

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ELECTRONIC CASE FILING:

Set your spam or junk e-mail filters to allow receipt of e-notices from the Bankruptcy Court. Otherwise, you may miss an important deadline or notice. You may need to make this change at the Internet Service Provider (ISP) level *and* in the settings of your specific e-mail program. Example: Assume Frontier is your ISP and Microsoft Outlook® is your e-mail program. Log on to your e-mail account with Frontier at www.frontier.com, and change the spam settings using Frontier's "Spam Detector." Do the same with Outlook by changing your junk e-mail options (specific steps vary depending on which version of Outlook you are using.) These steps assure that neither your ISP (Frontier) nor your e-mail program (Outlook) will block e-mail from the Bankruptcy Court.

In addition, you may want to create an agent or rule in your e-mail program to forward copies of e-notices to your staff if they are not automatically receiving them from the Bankruptcy Court.

INTERNET RESOURCES FOR BANKRUPTCY RULES, FEES, AND FORMS:

US Bankruptcy Court for the District of Oregon:

Home page: www.orb.uscourts.gov/

Rules/Orders/Forms: <http://www.orb.uscourts.gov/rules>. Click on Local Bankruptcy Forms (LBF). The bankruptcy court updates forms throughout the year.

Also see the federal judiciary website, www.uscourts.gov/forms/bankruptcy-forms for generic forms which must be revised to conform to local rules.

IMPORTANT NOTICES

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