



# Bankruptcy Case Management Checklist Template

## Case Initiation & Filing

Tasks related to starting the bankruptcy case and filing necessary documents.

### Date of Initial Consultation

### Client Name

### Case Number (assigned)

### Brief Summary of Initial Client Situation



### Chapter Filed (7 or 13)

- ☐ Chapter 7
- ☐ Chapter 13

### Petition Filing Date

Enter date...

### Petition Document Upload

 Upload File

### Debtor's Social Security Number

Enter a number...

## Client Intake & Assessment

Gathering client information, assessing financial situation, and explaining the bankruptcy process.

### Client Background & Referral Source

Write something...

### Estimated Monthly Income

Enter a number...



### Date of Initial Consultation

Enter date...

### Primary Reason for Bankruptcy

- ☐ Medical Debt
- ☐ Job Loss
- ☐ Business Failure
- ☐ Unexpected Expenses
- ☐ Other

### Assets Owned (Select all that apply)

- ☐ Real Estate
- ☐ Vehicles
- ☐ Investments
- ☐ Bank Accounts
- ☐ Personal Property


### Client Signature

Write something...

## Financial Document Collection

Collecting and organizing required financial documents (e.g., tax returns, bank statements, pay stubs).

### Federal Tax Returns (Last 3 Years)

 Upload File




### State Tax Returns (Last 3 Years)

 Upload File

### Pay Stubs (Last 6 Months)

 Upload File

### Bank Statements (All Accounts, Last 6 Months)

 Upload File


### IRA/Retirement Account Balance

Enter a number...

### Value of Stocks/Bonds

Enter a number...

### Loan Documents (Mortgage, Auto, Personal)

 Upload File

## Statement of Financial Affairs

Preparing and reviewing the Statement of Financial Affairs.



### Gross Income in the Last 6 Months

Enter a number...

### Description of Assets and Liabilities

Write something...

### Date of Last Tax Return Filed

Enter date...

### Value of Real Estate Owned

Enter a number...

### Outstanding Mortgage Balance

Enter a number...

### Copy of Last Tax Return

 Upload File



### Primary Source of Income

- ☐ Employment
- ☐ Self-Employment
- ☐ Social Security
- ☐ Pension
- ☐ Other

## Means Test Evaluation

Calculating and documenting the results of the Means Test.

### Household Size

### Gross Income (Prior 6 Months)

### Allowable Expenses (Housing)

### Allowable Expenses (Transportation)

### Allowable Expenses (Healthcare)



### Allowable Expenses (Other)

Enter a number...

### State/Region for Expense Calculation

- ☐ Region 1
- ☐ Region 1a
- ☐ Region 2
- ☐ Region 2a
- ☐ Region 3
- ☐ Region 4

### Notes/Explanation of Expenses (if needed)

Write something...

## Schedules and Statements

Completing and verifying accuracy of all Schedules and Statements.

### Description of Assets (Real Estate)

Write something...

### Estimated Value of Real Estate

Enter a number...



### Description of Personal Property

Write something...

### Estimated Value of Personal Property

Enter a number...

### Type of Debt (Secured vs. Unsecured)

☐ Secured

☐ Unsecured

### Amount of Debt Owed

Enter a number...

### Details of Debt (Creditor Name, Account Number)

Write something...

### Date Debt Incurred

Enter date...

## Meeting of Creditors Preparation

Preparing client for the Meeting of Creditors, including question anticipation.



**Explain the Meeting of Creditors process to the client.**

Write something...

**List potential questions creditors might ask.**

Write something...

**Prepare client responses to anticipated questions.**

Write something...

**Identify client's comfort level with questioning.**

- ☐ Very Comfortable
- ☐ Somewhat Comfortable
- ☐ Neutral
- ☐ Somewhat Uncomfortable
- ☐ Very Uncomfortable

**Meeting of Creditors Date**

Enter date...

**Meeting of Creditors Time**

Enter time...



# Meeting of Creditors Execution

Managing the Meeting of Creditors process, including answering questions and addressing concerns.

## Summary of Questions Asked by Creditors

Write something...

## Client Responses to Creditor Questions

Write something...

## Number of Creditors Present

Enter a number...

## Overall Tone of Meeting

- ☐ Cooperative
- ☐ Neutral
- ☐ Adversarial

## Meeting Date

Enter date...

## Meeting Start Time

Enter time...



### Notes on Creditor Behavior/Concerns

Write something...

## Confirmation Hearing Preparation

Preparing for the Confirmation Hearing, including legal arguments and evidence.

### Summary of Key Legal Arguments

Write something...

### Supporting Documentation (e.g., contracts, appraisals)

 Upload File

### Anticipated Objections from Creditors

- ☐ None
- ☐ Lack of Standing
- ☐ Improper Valuation
- ☐ Fraudulent Conveyance
- ☐ Other

### Estimated Hearing Duration (minutes)

Enter a number...



### Confirmation Hearing Date

Enter date...

### Confirmation Hearing Time

Enter time...

## Discharge & Post-Discharge Matters

Handling discharge-related tasks and addressing any post-discharge issues.

### Discharge Date

Enter date...

### Notes on Discharge Order

Write something...

### Discharge Type

- ☐ Full Discharge
- ☐ Partial Discharge
- ☐ No Discharge

### Remaining Debt (if applicable)

Enter a number...



### Summary of Post-Discharge Communication with Client

Write something...

### Deadline for Reaffirmation Agreements (if applicable)

Enter date...

### Client Signature on Reaffirmation Agreement (if applicable)

## Communication & Correspondence

Maintaining communication with client, creditors, and the court.

### Date of Last Client Communication

Enter date...

### Summary of Communication

Write something...

### Communication Method


- ☐ Phone
- ☐ Email
- ☐ Mail
- ☐ In-Person



### Detailed Notes from Communication

Write something...

### Attached Correspondence (Email, Letter)

 Upload File

### Number of Emails Sent Regarding This Case

Enter a number...

### Communication Status

- ☐ Initial Contact
- ☐ Follow Up
- ☐ Confirmation
- ☐ Resolution

## Legal Research & Updates

Staying informed of bankruptcy law changes and applying them to the case.

### Date of Legal Update Reviewed

Enter date...



**Summary of New Legal Precedent**

Write something...

**Impact on Current Cases?**

- ☐ Significant Impact
- ☐ Moderate Impact
- ☐ Minimal Impact
- ☐ No Impact

**Relevant Statute or Case Name**

Write something...

**Estimated Time Saved/Lost (Hours)**

Enter a number...