



SPRINGER LAW FIRM — CLIENT QUESTIONNAIRE GUIDE

This guide walks you through each section of the Springer Law Firm Client Questionnaire. Review the notes before completing each part so you can be thorough and avoid missing important information.

SECTION 1 — NAME & ADDRESS

- Provide full legal name, contact info, and all addresses from the last 8 years.
- Include spouse information only if they are filing with you.
- You must still list spouse income, shared debts, and jointly owned property even if they are NOT filing.

SECTION 2 — PRIOR/PENDING BANKRUPTCY CASES

- List any past bankruptcies and any active cases involving you or your spouse.
- Include case numbers if known.

SECTION 3 — BASIC QUESTIONS

- Answer each question honestly.
- Mark items you are unsure about so we can review them with you.

SECTION 4 — REAL ESTATE

- List ALL properties you own or have rights to (home, rental, land, farm, condo, mobile home, burial plot).
- If none, write N/A — do not leave blank.
- For each property list: address, description, mortgage lender, names on deed, balance, value, and whether you will keep it.

SECTION 5 — PERSONAL PROPERTY / ASSETS

- List EVERYTHING you own-overall picture. Mark YES or NO for each line. If NO, write N/A.
- Use garage-sale values.

Bank Accounts:

- Include ALL: checking, savings, Chime, CashApp, Venmo, PayPal, prepaid cards.

Vehicles:

- List year, make, model, mileage, names on title, and loan info.

Cash & Property:

- Cash on hand counts.
- Everyone has clothing—do NOT mark “No.”
- List jewelry, electronics, tools, collections.

Pets:

- List type, breed, how many, and value (shelter vs. breeder).



Business/Farm:

- List machinery, tools, equipment, inventory, crops, animals, and supplies.

SECTION 6 — EMPLOYMENT & INCOME

- List employment information for you and (if married and living together) your spouse.
- Include employer name, job title, pay frequency, hourly rate or salary, **second jobs, side income**, benefits, and any household contributions **or financial help from family**.
- Note any **bonuses, overtime, commissions, or upcoming income changes** so we have an accurate picture before reviewing your paystubs.
- You may want to look over your **recent paystubs and bank statements** to help ensure your income information is accurate and complete.

SECTION 7 — CURRENT EXPENSES

- List your average monthly expenses for rent/mortgage, utilities, food, transportation, childcare, insurance, recreation, and other household needs.
- Review your recent **bank statements** to help ensure your amounts are accurate and nothing important is missed.
- If an item does not apply, write **N/A** — do not leave it blank.

SECTION 8 — SUPPORT OBLIGATIONS & CODEBTORS

- List anyone you pay or receive support from.
- List anyone who has cosigned a loan with you.

SECTION 9 — STATEMENT OF FINANCIAL AFFAIRS (SOFA)

- Covers your recent financial activity (income, lawsuits, garnishments, repossessions, gifts, transfers, business activity, closed accounts).
- Use tax returns and bank statements for accuracy.
- Explain YES answers in the Notes section.

FINAL STEP — ACCURACY, QUESTIONS & NEXT STEPS

- After you submit your questionnaire, our office will review your answers and request clarification if anything is missing or unclear.
- You are welcome to ask questions at this stage as well — we will help make sure everything is understood and complete before moving forward.
- Once your questionnaire is clarified and complete, you will receive the **Pre-Review Retainer** to review and sign.
- By signing, you confirm that all information you provided is **true, complete, and submitted to the best of your knowledge**, and that the firm may rely on it when preparing your case.
- Missing or inaccurate information may delay the review or require corrections before your case can proceed.