

DATE: \_\_\_\_\_

**BAILEY & GALYEN**  
**ATTORNEYS AT LAW**

Name \_\_\_\_\_ DOB: \_\_\_\_\_ Sex: M \_\_\_ F \_\_\_  
Last Name First Middle Maiden

Place of birth \_\_\_\_\_  
City County State Country

Social Security Number: \_\_\_\_\_ Drivers License Number: \_\_\_\_\_ State \_\_\_\_\_

Address: \_\_\_\_\_ Apt. # \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: (\_\_\_\_\_) \_\_\_\_\_ Work Phone: (\_\_\_\_\_) \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Cell Phone: (\_\_\_\_\_) \_\_\_\_\_

I authorize emails concerning my case.  I authorize emails of general interest from Bailey & Galyen.  
 I authorize a follow up call regarding my consultation. If yes, please list a contact number. (\_\_\_\_\_) \_\_\_\_\_

Place of Employment: \_\_\_\_\_ Job Title: \_\_\_\_\_

Address of Employment: \_\_\_\_\_ City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_ Annual Salary \_\_\_\_\_

Spouse's Name: \_\_\_\_\_ (Maiden name) \_\_\_\_\_ DOB: \_\_\_\_\_

Address(if different from yours): \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Employer: \_\_\_\_\_ Work Phone: \_\_\_\_\_

**PERSON FINANCIALLY RESPONSIBLE:** Name \_\_\_\_\_ DOB: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_  
Social Security Number: \_\_\_\_\_ Drivers License Number: \_\_\_\_\_ State \_\_\_\_\_  
**EMERGENCY CONTACT INFORMATION:** Name \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Home Phone: (\_\_\_\_\_) \_\_\_\_\_ Work Phone: (\_\_\_\_\_) \_\_\_\_\_

What legal action(s) were you involved in previously, if any? \_\_\_\_\_

Have you or family member been involved in any type of accident in the last two years? Yes \_\_\_\_\_ No \_\_\_\_\_  
Have you or a family member ever suffered any serious injuries after taking a prescription or non-prescription drug? Yes \_\_\_\_\_ No \_\_\_\_\_  
Do you currently have a will? Yes \_\_\_\_\_ No \_\_\_\_\_  
Have you been denied Social Security benefits? Yes \_\_\_\_\_ No \_\_\_\_\_  
Have you been denied Veterans benefits? Yes \_\_\_\_\_ No \_\_\_\_\_  
Do you have need of legal assistance for any immigration matter? Yes \_\_\_\_\_ No \_\_\_\_\_

Purpose of visit today: \_\_\_\_\_

**HOW WERE YOU REFERRED TO US? (Circle one)** Office Sign I'm a Previous Client Bar Association B&G Letter TV Ad Radio  
Billboard Website WebChat In Mesquite Phonebook: name of book \_\_\_\_\_  
Friend: Name of Friend \_\_\_\_\_ Other: \_\_\_\_\_  
Bailey & Galyen Employee: Name \_\_\_\_\_ An Attorney: Name of attorney \_\_\_\_\_

FOR OFFICE USE ONLY: \_\_\_\_\_

INTERVIEWING ATTY \_\_\_\_\_  
FEE QUOTED \_\_\_\_\_ COST QUOTED \_\_\_\_\_  
DOWN PAYMENT QUOTED \_\_\_\_\_  
CONFLICT CHECK PNC \_\_\_\_\_ CP \_\_\_\_\_ BXL INI \_\_\_\_\_  
CONFLICT CHECK OP \_\_\_\_\_ CP \_\_\_\_\_ BXL INI \_\_\_\_\_  
PNC CONTACT ENTERED IN CP \_\_\_\_\_ INI \_\_\_\_\_  
OP CONTACT ENTERED IN CP \_\_\_\_\_ INI \_\_\_\_\_  
REVISED 2-17-11

Please provide the following information to the best of your ability:

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**I. General information about what we need to visit about:**

I/We have come to your office because (please check all that apply):

\_\_\_\_\_ I/we are behind on the house payment.

If yes, is there a foreclosure pending: \_\_\_\_\_

If there is a foreclosure pending, do you have a date that you know the foreclosure is supposed to take place?

\_\_\_\_\_.

\_\_\_\_\_ I/we are behind on the vehicle payment.

If yes, is there anyone trying to repossess the vehicle?

\_\_\_\_\_.

\_\_\_\_\_ I/We have too much debt to handle at this time

If this is checked, about how much do you have of each of these:

Credit Cards: \_\_\_\_\_

Medical Debt: \_\_\_\_\_

Loans: \_\_\_\_\_

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**II. GENERAL INFORMATION ABOUT INCOME:**

Approximately how much do you get paid BEFORE the taxes are deducted?

You: \$ \_\_\_\_\_ Is this amount per week, every other week, twice monthly, monthly or per year? \_\_\_\_\_

Spouse: \$ \_\_\_\_\_ Is this amount per week, every other week, twice monthly, monthly or per year? \_\_\_\_\_

### **III. GENERAL INFORMATION ABOUT EXPENSES:**

**Approximately how much do you spend on all of your non-credit card debts such as mortgage, electricity, etc?**

\$ _____	Mortgage
\$ _____	Home Maintenance
\$ _____	Electricity and Gas
\$ _____	Water/Sewer
\$ _____	Telephone
\$ _____	Security system
\$ _____	Cable
\$ _____	Food
\$ _____	Clothing/Cleaning
\$ _____	Medical/Dental
\$ _____	Transportation (gas/maintenance)
\$ _____	Entertainment/magazines
\$ _____	Homeowners/Renters Insurance if not in mortgage
\$ _____	Other insurance not deducted from salary
\$ _____	Taxes not deducted from salary or included in mortgage.
\$ _____	Auto Payment
\$ _____	Auto Payment
\$ _____	Other
\$ _____	Child Support/Alimony
\$ _____	Other Expenses (please explain)
\$ _____	<b>TOTAL MONTHLY EXPENSES</b>

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### **IV. FORMS REQUIRED BY LAW:**

Please quickly read and sign the attached forms. These were created by Congress to make certain you know you are meeting with a Bankruptcy Attorney. They bind you to nothing and are meaningless. By signing these documents, you **ARE NOT FILING BANKRUPTCY**. You are simply allowing our attorney to discuss your financial situation with you.

**CONSULTATION AGREEMENT AND ACKNOWLEDGMENT OF RECEIPT OF  
DISCLOSURES AND INSTRUCTIONS**

This Agreement is entered into on this \_\_\_\_\_ day of \_\_\_\_\_  
20\_\_\_\_, by and between \_\_\_\_\_ and \_\_\_\_\_  
(hereinafter referred to as the "Client" whether one or more) and The Law firm  
of Bailey & Galyen (hereinafter the "Attorney" whether one or more).

Client has requested the opportunity to consult with and obtain information  
and advice from the Attorney obtaining relief from debts, including relief from  
debts by filing bankruptcy under the United States Bankruptcy Code. This  
agreement is for the purposes of **that consultation only**. If the Client retains  
the Attorney to file a bankruptcy, the parties shall execute a separate contract  
setting forth the fees and other terms of such representations. With respect  
to the consultation, the parties agree as follows:

- The fee for the consultation is \$ **no cost and no obligation**.
- The Attorney shall provide the Client the following:
  - a. Analyze the client's financial circumstances based on information provided by the Client.
  - b. To the extent possible, based on the information provided by the Client, advise the Client of the Client's bankruptcy and non-bankruptcy options.
  - c. Advise the Client of the requirements placed upon the Client to file a Chapter 7 or 13 bankruptcy and to provide the client with the information needed if this is not possible.
  - d. To the extent possible, quote the Client an estimated fee for the Attorney's services to provide bankruptcy assistance and/or legal services to the Client.

**Acknowledgement**

The client acknowledges that the first date upon which the Attorney has first offered to provide any bankruptcy assistance serviced is this date, and that the Attorney provided the Client with the Notice to Client Who Contemplates Filing Bankruptcy, the Statement Mandated by Section 527(b) of the Bankruptcy Code, and the Instructions on Providing Information Required to File Bankruptcy.

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

\_\_\_\_\_  
Client

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

\_\_\_\_\_  
Client

**STATEMENT MANDATED BY SECTION 527(b) of the BANKRUPTCY CODE**

**IMPORTANT INFORMATION ABOUT BANKRUPTCY ASSISTANCE SERVICES**

If you decide to seek bankruptcy relief, you can represent yourself, you can hire an attorney to represent you, or you can get help in some localities from a bankruptcy petition preparer who is not an attorney. THE LAW REQUIRES AN ATTORNEY OR BANKRUPTCY PETITION PREPARER TO GIVE YOU A WRITTEN CONTRACT SPECIFYING WHAT THE ATTORNEY OR BANKRUPTCY PETITION PREPARER WILL DO FOR YOU AND HOW MUCH IT WILL COST. Ask to see the contract before you hire anyone.

The following information helps you understand what must be done in a routine bankruptcy case to help you evaluate how much service you need. Although bankruptcy can be complex, many cases are routine.

Before filing a bankruptcy case, either you or your attorney should analyze your eligibility for different forms of debt relief available under the Bankruptcy Code and which form of relief is most likely to be beneficial for you. Be sure you understand the relief you can obtain and its limitations. To file a bankruptcy case, documents called a Petition, Schedules and Statement of Financial Affairs, as well as in some cases a Statement of Intention need to be prepared correctly and filed with the bankruptcy court. You will have to pay a filing fee to the bankruptcy court. Once your case starts, you will have to attend the required first meeting of creditors where you may be questioned by a court official called a 'trustee' and by creditors.

If you choose to file a Chapter 7 case, you may be asked by a creditor to reaffirm a debt. You may want help deciding whether to do so. A creditor is not permitted to coerce you into reaffirming your debts.

If you choose to file a Chapter 13 case in which you repay your creditors what you can afford over 3 to 5 years, you may also want help with preparing your Chapter 13 plan and with the confirmation hearing on your plan which will be before a bankruptcy judge.

If you select another type of relief under the Bankruptcy Code other than Chapter 7 or Chapter 13, you will want to find out what should be done from someone familiar with that type of relief.

Your bankruptcy case may also involve litigation. You are generally permitted to represent yourself in litigation in bankruptcy court, but only attorneys, not bankruptcy petition preparers can give you legal advice.

### **Notice to Clients Who Contemplate Filing Bankruptcy**

***The purposes of this Notice and The Statement Mandated by Section 527(b) of the Bankruptcy Code, which you have been provided as a separate document are to make you aware of some of your obligation should you file bankruptcy.***

**You are notified as follows:**

- 1. All information that you are required to provide with your bankruptcy petition and thereafter in your case is required to be complete, accurate and truthful.**
- 2. All your assets and all your liabilities are required to be completely and accurately disclosed in the documents filed to commence your case.**
- 3. The value of each asset which is secured by a lien on such asset must be stated as the replacement value of such asset after reasonable inquiry to establish such value. The replacement value means the replacement value of the date of the filing of the bankruptcy petition without deduction for costs of sale or marketing. With respect to property acquired for personal, family, or household purposes, replacement value means the price a retail merchant would charge for property of that kind considering the age and condition of the property at the time value as determined.**
- 4. After reasonable inquiry you are required to state your current monthly income. Current monthly income is defined as “. . .The average monthly income from all sources that the debtor receives (or in a joint case the debtor and the debtor’s spouse receive) without regard to whether such income is taxable income, derived during the 6 month period ending on the last day of the calendar month immediately preceding the date of the commencement of the case if the debtor files the schedule of current income required by section 521(a)(1)(B)(II); OR the date on which current income is determined by the court for purposes of this title if the debtor does not file the schedule of current income required by section 521(a)(1)(B)(II) and includes any amount paid by any entity other than the debtor (or in a joint case the debtor and the debtor’s spouse), on a regular basis for the household expenses of the debtor or the debtor’s dependents (and in a joint case the debtor’s spouse if not otherwise a dependent), but excludes benefits received under the Social Security Act, payments to victims of war crimes or crimes against humanity on account of their status as victims of such crimes, and payments to victims of international terrorism (as defined in section 2331 of title 18) on account of their status as victims of such terrorism.”**

5. After reasonable inquiry you are required to state the amounts set out in section 707(b) (2) of the Bankruptcy Code. Those amounts are defined as in the attachment at the end of this section.
6. In a case under Chapter 13, after reasonable inquiry, you are required to state your disposable income explained on the attachment at the end of this section.
7. Information that you provide during your case may be audited pursuant to the provisions of the Bankruptcy Code. Your failure to provide information may result in dismissal of your case or other sanctions, including criminal sanctions.

I have read this **STATEMENT MANDATED BY SECTION 527(b) of the BANKRUPTCY CODE** and received a copy on this date:

Date: \_\_\_\_\_ Client Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Client Signature: \_\_\_\_\_



# Bailey & Galyen

ATTORNEYS AT LAW

## PRIVACY POLICY REGARDING SOCIAL SECURITY NUMBERS

**Social Security information will only be used in the event you hire the firm to represent you in your legal matter, and then only when necessary in limited use during the course of your case.**

- **Social Security numbers are collected by the law firm from the client and all clients provide such information to the firm in writing.**
- **Social Security numbers are most often used to positively identify parties. Some uses may include initial service, in court orders, in orders to withhold wages for child support, in required reports filed with the State of Texas, or to obtain retirement information used to divide retirement benefits. Most courts require Social Security numbers of all parties.**
- **All information received from a client is confidential. Numbers are not released from the firm unless authorized by the client or required in the course of representation as previously stated herein.**
- **The employees of Bailey & Galyen have access to this personal information.**
- **Every step is taken to protect your privacy. This information is kept secure within the offices of the firm in file folders and file drawers until such time that the file information is retired and the file removed to storage in a locked, off-site storage facility. Files will eventually be shredded after the time designated by the State Bar requirement for maintaining the records has expired. Social Security numbers are also kept in firm software programs that are protected by password in our system which is further protected by extensive firewalls.**

**I acknowledge that I have read the above privacy information provided by Bailey & Galyen regarding use of my Social Security number.**

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**Signature**

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**Date**