



JASPERS
MORIARTY
WETHERILLE

Bankruptcy Client Questionnaire

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Client Questionnaire Instructions

The attached pages are to help your attorney in advising you about your legal options, deciding if bankruptcy is appropriate for your circumstances, and if so, also in preparing the bankruptcy petition and schedules.

Warning

It is very important that these questions be answered truthfully and accurately. A Bankruptcy Petition and Schedules are signed by a debtor; if a debtor falsifies information in a Bankruptcy Petition or Schedules, it is a federal crime, and may prevent a discharge of your debts. Further, a failure to identify a creditor in the Bankruptcy Petition and Schedules may fail to discharge the debts you owe that creditor.

Instructions

1. Bankruptcy is a client-interactive process. A client is responsible under the Bankruptcy Rules to “Fully disclose, review and analyze with the attorney the debtor’s real and personal property, all debts, income, expenses and all other financial information needed to properly complete the schedules and statements.” To this end, ensure that you are prepared to fulfill this responsibility by organizing your personal files and being prepared for attorney-client meetings.
2. Please review each page of this questionnaire and fill out the answers accurately and to the best of your ability. When answering these questions you may need to refer to other documents like your pay stubs, real estate tax statements, credit card bills, bank statements, etc. When you refer to one of these other documents, keep it in a safe and accessible spot, preferably a folder, because your attorney will likely need to see that document as well.
3. For the questions about your debts, if you have a bill from your creditor please provide me with a copy of the bill. If you do this, you do not need to fill out the “debts” page about that bill.
4. There are many definitions at the side of the page. Please review these definitions prior to answering a question.
5. If you don’t know the answer to a question, leave it blank.
6. If you need extra pages, you can copy them from the questionnaire form at www.jmwlaw.com/forms

DEBTOR

Social Security Number: _____

Legal Name (last name first): _____

If you are unsure about an answer leave it blank!

How you sign your name: _____

All other names used by you in the last six years:

Include married, maiden, and trade names

Social Security Number: _____

If more than one, list all numbers

Taxpayer Identification Number: _____

Street address: _____

Mailing address: _____

If different from street address

County of Residence: _____

Prior Bankruptcies

Location of Filing: _____

If more than two, attach additional sheets

Case Number: _____

Date Filed: _____

Location of Filing: _____

Case Number: _____

Date Filed: _____

Pending Bankruptcy (filed by any spouse, partner, or affiliate)

If more than one, attach additional sheets

Debtor Name: _____

Case Number: _____

Date Filed: _____

District: _____

Relationship: _____

Judge: _____

Notes

Please list all telephone numbers

SPOUSE

Social Security Number: _____

Legal Name (last name first): _____

If you are unsure about an answer leave it blank!

How you sign your name: _____

All other names used by you in the last six years:

Include married, maiden, and trade names

Social Security Number: _____

If more than one, list all numbers

Taxpayer Identification Number: _____

Street address: _____

Mailing address: _____

If different from street address

County of Residence: _____

Prior Bankruptcies

Location of Filing: _____

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Case Number: _____

Date Filed: _____

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If more than one, attach additional sheets

Debtor Name: _____

Case Number: _____

Date Filed: _____

District: _____

Relationship: _____

Judge: _____

Notes

Please list all telephone numbers

ASSETS (property you own)

Type of property: Real Estate (real property) Other (personal property)

Schedule B (personal property) category: (refer to column on right) _____

Description and location of property: (if real estate, please provide the legal description)

Ownership: Single Individual [n/a] Husband Wife Joint Community

Market Value: \$ _____

Date Purchased: _____

If real estate, state your interest: _____

If you still owe money on this property, list to whom:

1. _____
2. _____
3. _____

Your attorney will complete the following:

Exemption Statute: _____ Amount: _____

Exemption Statute: _____ Amount: _____

Exemption Statute: _____ Amount: _____

Notes

If you are unsure about an answer leave it blank!

Personal Property Categories:

1. Cash on hand
2. Deposits of money
3. Security deposits
4. Household goods, supplies, and furnishings
5. Books, pictures, art objects; stamp, coin, and other collections
6. Wearing apparel
7. Jewelry
8. Firearms, sports equipment and other hobby equipment
9. Interests in insurance policies
10. Annuities
11. Interests in an education IRA
12. Pension or profit-sharing plans
13. Stock interest in incorporated and unincorporated companies
14. Interests in partnerships
15. Government and corporate bonds and other negotiable and non-negotiable instruments
16. Accounts receivable
17. Alimony, or family support
18. Other liquidated debts owing debtor, including tax refunds
19. Equitable and future interests, life estates and rights or powers
20. Contingent and non-contingent claims
21. Other contingent and unliquidated claims
22. Patents, copyrights and other intellectual property
23. Licenses, franchises and other general intangibles
24. Customer lists or other compilations containing personally identifiable information
25. Automobiles, trucks, trailer and other vehicles
26. Boats, motors and accessories
27. Aircraft and accessories
28. Office equipment, furnishings and supplies
29. Machinery, fixtures, equipment and supplies
30. Inventory
31. Livestock, poultry and other animals
32. Crops
33. Farming equipment and implements
34. Farm supplies, chemicals and feed
35. Other personal property

ASSETS (property you own)

Type of property: Real Estate (real property) Other (personal property)

Schedule B (personal property) category: (refer to column on right) _____

Description and location of property: (if real estate, please provide the legal description)

Ownership: Single Individual [n/a] Husband Wife Joint Community

Market Value: \$ _____

Date Purchased: _____

If real estate, state your interest: _____

If you still owe money on this property, list to whom:

1. _____

2. _____

3. _____

Your attorney will complete the following:

Exemption Statute: _____ Amount: _____

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Notes

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17. Alimony, or family support
18. Other liquidated debts owing debtor, including tax refunds
19. Equitable and future interests, life estates and rights or powers
20. Contingent and non-contingent claims
21. Other contingent and unliquidated claims
22. Patents, copyrights and other intellectual property
23. Licenses, franchises and other general intangibles
24. Customer lists or other compilations containing personally identifiable information
25. Automobiles, trucks, trailer and other vehicles
26. Boats, motors and accessories
27. Aircraft and accessories
28. Office equipment, furnishings and supplies
29. Machinery, fixtures, equipment and supplies
30. Inventory
31. Livestock, poultry and other animals
32. Crops
33. Farming equipment and implements
34. Farm supplies, chemicals and feed
35. Other personal property

Note: Instead of describing your debts here, you can provide us with copies of your debt statements and bill collector letters. If you don't have a statement, you must describe the debt here.

LIABILITIES (debts you owe)

Type of debt: Unsecured Secured Priority Notice Only

Creditor Name: _____

Address: _____

Contact: _____ Telephone: _____

Account Number: _____

Responsible Party: Single Individual [n/a] Husband Wife Joint Community

Amount Owed: \$ _____ If priority debt, amount of priority: \$ _____

Date of Claim: (list the date claim was incurred, nature of lien and any property subject to that lien)

Your intent: Surrender Reaffirm Redeem Exempt

Assignees (list the names and addresses of any parties attempting to collect on behalf of this creditor)

Name: _____

Address: _____

Contact: _____ Telephone: _____

Codebtors (list the names and addresses of any persons that are liable for this debt with you)

Name: _____

Address: _____

Contact: _____ Telephone: _____

Name: _____

Address: _____

Contact: _____ Telephone: _____

Notes

If you are unsure about an answer leave it blank!

If a priority debt, indicate the type of priority:

- Domestic Support Obligations
- Extensions of credit in an involuntary case
- Wages, salaries, and commissions
- Contributions to employee benefit plans
- Certain farmers and fisherman
- Deposits by individuals
- Taxes and certain other debts owed to governmental units
- Commitments to maintain the capital of an insured depository institution
- Claims for death or personal injury while debtor was intoxicated

LIABILITIES (debts you owe)

Type of debt: Unsecured Secured Priority Notice Only

Creditor Name: _____

Address: _____

Contact: _____ Telephone: _____

Account Number: _____

Responsible Party: Single Individual [n/a] Husband Wife Joint Community

Amount Owed: \$ _____ If priority debt, amount of priority: \$ _____

Date of Claim: (list the date claim was incurred, nature of lien and any property subject to that lien)

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Name: _____

Address: _____

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Notes

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If a priority debt, indicate the type of priority:

- Domestic Support Obligations
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- Taxes and certain other debts owed to governmental units
- Commitments to maintain the capital of an insured depository institution
- Claims for death or personal injury while debtor was intoxicated

EXECUTORY CONTRACTS

Note: Use this section to describe any leases. Please also provide your attorney with a copy of your lease.

Other Party: _____

Address: _____

Contact: _____ Telephone: _____

Description:

Intent: Assume Reject (Chapters 7 and 13 only)

Additional Parties to Contract

Name: _____

Address: _____

Contact: _____ Telephone: _____

Name: _____

Address: _____

Contact: _____ Telephone: _____

Notes

If you are unsure about an answer leave it blank!

List all contracts or leases which will continue after your bankruptcy is filed.

Describe all executory contracts of any nature and all unexpired leases of real property or personal property. Include any timeshare interests.

NOTE: Use this section if you are self employed or don't have paystubs.
 If you have paychecks, please provide the last six months of pay stubs
 prior to this month, and all of this month's paystubs.

INCOME

Marital Status: Single Married Divorced Separated Other: _____

*If you are unsure about
 an answer leave it blank!*

Dependents

Name	Age	Relationship
_____	_____	_____
_____	_____	_____
_____	_____	_____

*Do not repeat information
 you've entered on either
 the debtor or spouse form*

Employment

Occupation: _____

Employer: _____

How Long? _____

Address of Employer: _____

Paycheck Weekly Bi-Weekly Semi-Monthly Monthly

Gross Earnings	\$	_____
Overtime	\$	_____
Total Earnings	\$	_____
Federal withholding tax	\$	_____
Social Security (FICA) tax	\$	_____
Medicare tax	\$	_____
State withholding tax	\$	_____
Other city/municipal tax	\$	_____
Insurance	\$	_____
Union dues	\$	_____
Other deductions	\$	_____
Net Paycheck	\$	_____

Other income (monthly)

Regular income from business or profession	\$	_____
Income from real property	\$	_____
Interest and dividends	\$	_____
Alimony, maintenance or support payments	\$	_____
Social Security or other government assistance:		
_____ ...	\$	_____
Pension or retirement income	\$	_____
Other monthly income:		
_____ ...	\$	_____
_____ ...	\$	_____

Notes

*Describe any increase or
 decrease in income
 reasonably anticipated to
 occur within the next year.*

EXPENDITURES

Rent / home mortgage payment (include lot rented for mobile home) \$ _____

Are real estate taxes included? Yes No

Is property insurance included? Yes No

Utilities:

Electricity and heating fuel \$ _____

Water and sewer \$ _____

Telephone \$ _____

Other: _____ \$ _____

_____ \$ _____

_____ \$ _____

Home maintenance (repairs and upkeep) \$ _____

Food \$ _____

Clothing \$ _____

Laundry and dry cleaning \$ _____

Medical and dental expenses \$ _____

Transportation (not including car payments) \$ _____

Recreation, clubs and entertainment, newspapers, magazines, etc ... \$ _____

Charitable contributions \$ _____

Insurance (not deducted from wages or included in home mortgage)

Homeowner's or renter's \$ _____

Life \$ _____

Health \$ _____

Auto \$ _____

Other: _____ \$ _____

_____ \$ _____

_____ \$ _____

Taxes (not deducted from wages or included in home mortgage payments)

_____ \$ _____

_____ \$ _____

_____ \$ _____

Installment payments (if a Chapter 13, do not list payments that will be included in the plan)

Auto \$ _____

Other: _____ \$ _____

_____ \$ _____

Alimony, maintenance, and support paid to others \$ _____

Payments for support of additional dependents not living at home .. \$ _____

Regular expenses from operation of business, profession, or farm ... \$ _____

Other: _____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

If you are unsure about an answer leave it blank!

Enter your average monthly expenses. Prorate any payments made bi-weekly, semi-monthly, quarterly, semi-annually, or annually to show monthly rate.

If a joint petition is filed and your spouse maintains a separate household, complete another copy of this form and label it "spouse"

Notes

Describe any increase or decrease in expenditures reasonably anticipated to occur within the next year.

STATEMENT OF AFFAIRS

1. Income from employment or operation of business None

State the gross amount of income the debtor has received from employment, trade, or profession, or from operation of the debtor's business from the beginning of this calendar year to the date this case was commenced. State also the gross amounts received during the **two years** immediately preceding this calendar year. (A debtor that maintains, or has maintained, financial records on the basis of a fiscal rather than a calendar year may report fiscal year income. Identify the beginning and ending dates of the debtor's fiscal year.) If a joint petition is filed, state income for each spouse separately. (Married debtors filing under chapter 12 or chapter 13 must state income of both spouses whether or not a joint petition is filed, unless the spouses are separated and a joint petition is not filed.)

NOTE: Provide your last two years of tax returns along with all schedules and W2s and 1099 forms received.

Attach pay stubs received in the past sixty (60) days.

Attach copies of your tax returns for the past two years.

Indicate the amount and source of income for this year-to-date, last year, and two years ago.

2. Income other than from employment or operation of business None

State the amount of income received by the debtor other than from employment, trade, profession, operation of the debtor's business during the **two years** immediately preceding the commencement of this case. Give particulars. If a joint petition is filed, state income for each spouse separately. (Married debtors filing under chapter 12 or chapter 13 must state income for each spouse whether or not a joint petition is filed, unless the spouses are separated and a joint petition is not filed.)

Did you sell anything, receive any benefits such as unemployment insurance, or have any gambling winnings?

Indicate the amount and source of income for this year-to-date, last year, and two years ago

3. Payments to creditors

Complete a. or b., as appropriate, and c.

None

a. *Individual or joint debtor(s) with primarily consumer debts:* List all payments on loans, installment purchases of goods or services, and other debts to any creditor made within **90 days** immediately preceding the commencement of this case if the aggregate value of all property that constitutes or is affected by such transfer is not less than \$600. Indicate with an asterisk (*) any payments that were made to a creditor on account of a domestic support obligation or as part of an alternative repayment schedule under a plan by an approved nonprofit budgeting and creditor counseling agency. (Married debtors filing under chapter 12 or chapter 13 must include payments by either or both spouses whether or not a joint petition is filed, unless the spouses are separated and a joint petition is not filed.)

Indicate the name and address of the creditor, dates of payment(s), amount paid, and amount still owing.

None

b. *Debtor whose debts are not primarily consumer debts:* List each payment or other transfer to any creditor made within **90 days** immediately preceding the commencement of the case if the aggregate value of all property that constitutes or is affected by such transfer is not less than \$5,000. (Married debtors filing under chapter 12 or chapter 13 must include payments and other transfers by either or both spouses whether or not a joint petition is filed, unless the spouses are separated and a joint petition is not filed.)

Indicate the name and address of the creditor, dates of payment(s) or transfers, amount paid, and amount still owing.

<p style="text-align: right;"><input type="checkbox"/> None</p> <p>c. <i>All debtors:</i> List all payments made within one year immediately preceding the commencement of this case to or for the benefit of creditors who are or were insiders. (Married debtors filing under chapter 12 or chapter 13 must include payments by either or both spouses whether or not a joint petition is filed, unless the spouses are separated and a joint petition is not filed.)</p>	<p><i>Indicate the recipient's name, address, and relationship, dates of payment(s), amount paid, and amount still owing.</i></p>
<p>4. Suits and administrative proceedings, executions, garnishments and attachments <input type="checkbox"/> None</p> <p>a. List all suits and administrative proceedings to which the debtor is or was a party within one year immediately preceding the filing of this bankruptcy case. (Married debtors filing under chapter 12 or chapter 13 must include information concerning either or both spouses whether or not a joint petition is filed, unless the spouses are separated and a joint petition is not filed.)</p> <p style="text-align: right;"><input type="checkbox"/> None</p> <p>b. Describe all property that has been attached, garnished or seized under any legal or equitable process within one year immediately preceding the commencement of this case. (Married debtors filing under chapter 12 or chapter 13 must include information concerning property of either or both spouses whether or not a joint petition is filed, unless the spouses are separated and a joint petition is not filed.)</p>	<p><i>Indicate the caption of the suit, case number, nature of proceeding, court and location, and the status or disposition.</i></p> <p><i>Indicate the name and address of person for whose benefit the property was seized, date of seizure and description and value of property.</i></p>
<p>5. Repossessions, foreclosures and returns <input type="checkbox"/> None</p> <p>List all property that has been repossessed by a creditor, sold at a foreclosure sale, transferred through a deed in lieu of foreclosure or returned to the seller, within one year immediately preceding the commencement of this case. (Married debtors filing under chapter 12 or chapter 13 must include information concerning property of either or both spouses whether or not a joint petition is filed, unless the spouses are separated and a joint petition is not filed.)</p>	<p><i>Indicate the name and address of the creditor or seller, date of repossession, foreclosure sale, transfer or return, and description and value of property.</i></p>
<p>6. Assignments and receiverships <input type="checkbox"/> None</p> <p>a. Describe any assignment of property for the benefit of creditors made within 120 days immediately preceding the commencement of this case. (Married debtors filing under chapter 12 or chapter 13 must include any assignment by either or both spouses whether or not a joint petition is filed, unless the spouses are separated and joint petition is not filed.)</p> <p style="text-align: right;"><input type="checkbox"/> None</p> <p>b. List all property which has been in the hands of a custodian, receiver, or court-appointed official within one year immediately preceding the commencement of this case. (Married debtors filing under chapter 12 or chapter 13 must include information concerning property of either or both spouses whether or not a joint petition is filed, unless the spouses are separated and a joint petition is not filed.)</p>	<p><i>Indicate the name and address of the assignee, date of assignment, and terms of assignment or settlement.</i></p> <p><i>Indicate the name and address of the custodian, name and location of court, case title and number, date of order, and description and value of property.</i></p>

<p>7. Gifts <input type="checkbox"/> None List all gifts or charitable contributions made within one year immediately preceding the commencement of this case except ordinary and usual gifts to family members aggregating less than \$200 in value per individual family member and charitable contributions aggregating less than \$100 per recipient. (Married debtors filing under chapter 12 or chapter 13 must include gifts or contributions by either or both spouses whether or not a joint petition is filed, unless the spouses are separated and a joint petition is not filed.)</p>	<p><i>Indicate the name and address of the recipient, relationship to debtor if any, date of gift, and description and value of gift.</i></p>
<p>8. Losses <input type="checkbox"/> None List all losses from fire, theft, other casualty or gambling within one year immediately preceding the commencement of this case or since the commencement of this case. (Married debtors filing under chapter 12 or chapter 13 must include losses by either or both spouses whether or not a joint petition is filed, unless the spouses are separated and a joint petition is not filed.)</p>	<p><i>Indicate the description and value of the property, description of circumstances and, whether the loss was covered in whole or in part by insurance, and the date of the loss.</i></p>
<p>9. Payments related to debt counseling or bankruptcy <input type="checkbox"/> None List all payments made or property transferred by or on behalf of the debtor to any persons, including attorneys, for consultation concerning debt consolidation, relief under bankruptcy law or preparation of a petition in bankruptcy within one year immediately preceding the commencement of this case.</p>	<p><i>Indicate the name and address of the payee, date of payment, name of payor if other than debtor, and the amount of money or description and value of property.</i></p>
<p>10. Other transfers <input type="checkbox"/> None</p> <p>a. List all other property, other than property transferred in the ordinary course of the business or financial affairs of the debtor, transferred either absolutely or as security within two years immediately preceding the commencement of this case. (Married debtors filing under chapter 12 or chapter 13 must include transfers by either or both spouses whether or not a joint petition is filed, unless the spouses are separated and a joint petition is not filed.)</p> <p style="text-align: right;"><input type="checkbox"/> None</p> <p>b. List all property transferred by the debtor within ten years immediately preceding the commencement of this case to a self-settled trust or similar device of which the debtor is a beneficiary.</p>	<p><i>Indicate the name and address of transferee, relationship to debtor, date, and description of property transferred and value received.</i></p> <p><i>Indicate the name of the trust or other device, date(s) of transfer(s), amount of money or description and value of property or debtor's interest in property.</i></p>

<p>11. Closed financial accounts <input type="checkbox"/> None</p> <p>List all financial accounts and instruments held in the name of the debtor or for the benefit of the debtor which were closed, sold, or otherwise transferred within one year immediately preceding the commencement of this case. Include checking, savings, or other financial accounts, certificates of deposit, or other instruments; shares and share accounts held in banks, credit unions, pension funds, cooperatives, associations, brokerage houses and other financial institutions. (Married debtors filing under chapter 12 or chapter 13 must include information concerning accounts or instruments held by or for either or both spouses whether or not a joint petition is filed, unless the spouses are separated and a joint petition is not filed.)</p>	<p><i>Indicate the name and address of the institution, type and number of account and amount of final balance, and the amount and date of sale or closing.</i></p>
<p>12. Safe deposit boxes <input type="checkbox"/> None</p> <p>List each safe deposit or other box or depository in which the debtor has or had securities, cash, or other valuables within one year immediately preceding the commencement of this case. (Married debtors filing under chapter 12 or chapter 13 must include boxes or depositories of either or both spouses whether or not a joint petition is filed, unless the spouses are separated and a joint petition is not filed.)</p>	<p><i>Indicate the name and address of bank or other depository, names and addresses of those with access to box or depository, description of contents, and date of transfer or surrender, if any.</i></p>
<p>13. Setoffs <input type="checkbox"/> None</p> <p>List all setoffs made by any creditor, including a bank, against a debt or deposit of the debtor within 90 days preceding the commencement of this case. (Married debtors filing under chapter 12 or chapter 13 must include information concerning either or both spouses whether or not a joint petition is filed, unless the spouses are separated and a joint petition is not filed.)</p>	<p><i>Indicate the name and address of the creditor, date of setoff and amount of setoff.</i></p>
<p>14. Property held for another person <input type="checkbox"/> None</p> <p>List all property owned by another person that the debtor holds or controls.</p>	<p><i>Indicate the name and address of the owner, description and value of property, and the location of the property.</i></p>
<p>15. Prior address of debtor <input type="checkbox"/> None</p> <p>If debtor has moved within three years immediately preceding the commencement of this case, list all premises which the debtor occupied during that period and vacated prior to the commencement of this case. If a joint petition is filed, report also any separate address of either spouse.</p>	<p><i>Indicate the address, name used, and dates of occupancy.</i></p>

<p>16. Spouses and Former Spouses <input type="checkbox"/> None If the debtor resides or resided in a community property state, commonwealth, or territory (including Alaska, Arizona, California, Idaho, Louisiana, Nevada, New Mexico, Puerto Rico, Texas, Washington, or Wisconsin) within eight years immediately preceding the commencement of the case, identify the name of the debtor's spouse and of any former spouse who resides or resided with the debtor in the community property state.</p>	<p><i>Indicate the name.</i></p>
<p>17. Environmental Information For the purpose of this question, the following definitions apply:</p> <p>“Environmental Law” means any federal, state, or local statute or regulation regulating pollution, contamination, releases of hazardous or toxic substances, wastes or material into the air, land, soil, surface water, groundwater, or other medium, including, but not limited to, statutes or regulations regulating the cleanup of these substances, wastes or material.</p> <p>“Site” means any location, facility, or property as defined under any Environmental Law, whether or not presently or formerly owned or operated by the debtor, including, but not limited to, disposal sites.</p> <p>“Hazardous Material” means anything defined as a hazardous waste, hazardous substance, toxic substance, hazardous material, pollutant, or contaminant or similar term under an Environmental Law.</p> <p><input type="checkbox"/> None</p> <p>a. List the name and address of every site for which the debtor has received notice in writing by a governmental unit that it may be liable or potentially liable under or in violation of an Environmental Law. Indicate the governmental unit, the date of the notice, and, if known, the Environmental Law.</p> <p><input type="checkbox"/> None</p> <p>b. List the name and address of every site for which the debtor provided notice to a governmental unit of a release of Hazardous Material. Indicate the governmental unit to which the notice was sent and the date of the notice.</p> <p><input type="checkbox"/> None</p> <p>c. List all judicial or administrative proceedings, including settlements or orders, under any Environmental Law with respect to which the debtor is or was a party. Indicate the name and address of the governmental unit that is or was a party to the proceeding, and the docket number.</p>	<p><i>Indicate the site name and address, name and address of governmental unit, date of notice, and if known, the environmental law.</i></p> <p><i>Indicate the site name and address, name and address of governmental unit, date of notice, and if known, the environmental law.</i></p> <p><i>Indicate the name and address of governmental unit, docket number, and status or disposition.</i></p>