



**FEDERAL ADMINISTRATIVE HEARING**  
**CLIENT QUESTIONNAIRE:**

**NAME OF THE CLIENT(s):**

- Corporation
- Partnership
- Sole Proprietorship
- Cooperative
- Other Company Entity Type: \_\_\_\_\_
- Limited Liability Company
- Limited Partnership
- Sub S-Corporation
- Non-Profit

*List the State of Formation / Incorporation:* \_\_\_\_\_

*If a Foreign Company, List Country of Formation:* \_\_\_\_\_

Individual (name(s)): \_\_\_\_\_

**ADDRESS & CONTACTS:**

Name of Company / Individual(s): \_\_\_\_\_

Address: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**NATURE OF THE BUSINESS:**

Please Describe the Nature of the Business: \_\_\_\_\_

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## Steve Muehler - Paralegal

### **Which Federal Agency is bringing the Federal Administrative Law Proceeding against you:**

- Commodity Futures Trading Commission
- Department of Agriculture
- Department of Health & Human Services (Dept. Appeals Board)
- Department of Health & Human Services (Dept. of Medicare Hearings & Appeals)
- Department of Housing & Urban Development
- Department of the Interior
- Department of Justice – Executive Office for Immigration Review
- Department of Labor
- Department of Transportation
- Department of Veterans Affairs
- Environmental Protection Agency
- Equal Employment Opportunity Commission
- Federal Aviation Administration
- Federal Communications Commission
- Federal Energy Regulatory Commission
- Federal Labor Relations Authority
- Federal Maritime Commission
- Federal Mine Safety & Health Review Commission
- Federal Reserve Board of Governors
- Federal Trade Commission
- Food & Drug Administration
- General Services Administration
- International Trade Commission
- Merit Systems Protection Board
- National Labor Relations Board
- National Transportation Safety Board
- Nuclear Regulatory Commission
- Occupational Safety & Health Review Commission
- Office of Financial Institution Adjudication

***Continued on the Next Page.....***



## Steve Muehler - Paralegal

- Patent & Trademark Office
- United States Coast Guard
- United States Postal Service
- Securities & Exchange Commission
- Small Business Administration
- Social Security Administration
- Other: \_\_\_\_\_

***Briefly Describe the Subject Matter of the Administrative Law Proceeding being brought:***

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***Have you been served with Legal Documents:***

- Yes       No



# Steve Muehler - Paralegal

## **LIST OF REAL ESTATE OWNED BY CLIENT:**

*Print and Complete this page for all Real Estate Assets owned by the **CLIENT**. You may submit this information on a separate form – email separate form to [Steve@SteveMuehler.com](mailto:Steve@SteveMuehler.com).*

### **Real Estate:**

- Address: \_\_\_\_\_
- Briefly Describe Property: \_\_\_\_\_
- First Mortgage Balance: \$ \_\_\_\_\_
- First Mortgage Monthly Payment: \$ \_\_\_\_\_
- If Client is behind on Mortgage Payments, how much: \$ \_\_\_\_\_
- Lender: \_\_\_\_\_
- Balances of Other Loans Secured to Property: \$ \_\_\_\_\_
- Monthly Payment Amounts for other Secured Loans: \$ \_\_\_\_\_
- If Client is behind on Mortgage Payments, how much: \$ \_\_\_\_\_
- Name of Other Loan(s) Lender(s): \_\_\_\_\_
- The Client’s Percentage of Ownership, or the \$ amount of equity the Client has in the Property (if Client is not the sole owner): \_\_\_\_\_ %
- Is this Property in Foreclosure:  
 No       Yes

*NOTE: Any documents you have for any Pending Foreclosures, please email to [Steve@SteveMuehler.com](mailto:Steve@SteveMuehler.com) with your Name in the Subject Line.*

- Notes (anything we should know about this Property): \_\_\_\_\_  
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# Steve Muehler - Paralegal

## **LIST OF ASSETS / PROPERTY:**

*Print and Complete this page for all Automobiles owned by the **CLIENT**. You may submit this information on a separate form – email separate form to [Steve@SteveMuehler.com](mailto:Steve@SteveMuehler.com).*

### **PART I (Automobiles):**

Description of Auto: \_\_\_\_\_

Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_

Miles: \_\_\_\_\_ Vin: \_\_\_\_\_

Value:\$ \_\_\_\_\_ Total Loans / Liens: \$ \_\_\_\_\_

Description of Auto: \_\_\_\_\_

Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_

Miles: \_\_\_\_\_ Vin: \_\_\_\_\_

Value:\$ \_\_\_\_\_ Total Loans / Liens: \$ \_\_\_\_\_

Description of Auto: \_\_\_\_\_

Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_

Miles: \_\_\_\_\_ Vin: \_\_\_\_\_

Value:\$ \_\_\_\_\_ Total Loans / Liens: \$ \_\_\_\_\_

Description of Auto: \_\_\_\_\_

Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_

Miles: \_\_\_\_\_ Vin: \_\_\_\_\_

Value:\$ \_\_\_\_\_ Total Loans / Liens: \$ \_\_\_\_\_

Description of Auto: \_\_\_\_\_

Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_

Miles: \_\_\_\_\_ Vin: \_\_\_\_\_

Value:\$ \_\_\_\_\_ Total Loans / Liens: \$ \_\_\_\_\_



# Steve Muehler - Paralegal

## **LIST OF ASSETS / PROPERTY (Continued):**

*Print and Complete this page for all Machinery owned by the **CLIENT**. You may submit this information on a separate form – email separate form to [Steve@SteveMuehler.com](mailto:Steve@SteveMuehler.com).*

### **PART II (Machinery):**

Description of Machinery: \_\_\_\_\_

Year: \_\_\_\_\_ Model: \_\_\_\_\_ Value: \$ \_\_\_\_\_ USD

Condition: \_\_\_\_\_ Serial: \_\_\_\_\_

Description of Machinery: \_\_\_\_\_

Year: \_\_\_\_\_ Model: \_\_\_\_\_ Value: \$ \_\_\_\_\_ USD

Condition: \_\_\_\_\_ Serial: \_\_\_\_\_

Description of Machinery: \_\_\_\_\_

Year: \_\_\_\_\_ Model: \_\_\_\_\_ Value: \$ \_\_\_\_\_ USD

Condition: \_\_\_\_\_ Serial: \_\_\_\_\_

Description of Machinery: \_\_\_\_\_

Year: \_\_\_\_\_ Model: \_\_\_\_\_ Value: \$ \_\_\_\_\_ USD

Condition: \_\_\_\_\_ Serial: \_\_\_\_\_

Description of Machinery: \_\_\_\_\_

Year: \_\_\_\_\_ Model: \_\_\_\_\_ Value: \$ \_\_\_\_\_ USD

Condition: \_\_\_\_\_ Serial: \_\_\_\_\_

Description of Machinery: \_\_\_\_\_

Year: \_\_\_\_\_ Model: \_\_\_\_\_ Value: \$ \_\_\_\_\_ USD

Condition: \_\_\_\_\_ Serial: \_\_\_\_\_



# Steve Muehler - Paralegal

## **LIST OF ASSETS / PROPERTY (Continued):**

*Print and Complete this page for all Misc. Property owned by the **CLIENT**. You may submit this information on a separate form – email separate form to [Steve@SteveMuehler.com](mailto:Steve@SteveMuehler.com).*

### **Part III (Misc.):**

- Cash on Hand: \$ \_\_\_\_\_
  - Describe: \_\_\_\_\_  
\_\_\_\_\_  
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- Checking / Savings Accounts, Certificates of Deposit, Bank Accounts: \$ \_\_\_\_\_
  - Describe: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
- Furniture (includes Audio, Video and Computer Equip): \$ \_\_\_\_\_
  - Describe: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
- Books, Pictures, Art Objects, Records, Collectible: \$ \_\_\_\_\_
  - Describe: \_\_\_\_\_  
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- Clothing: \$ \_\_\_\_\_
  - Describe: \_\_\_\_\_  
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\_\_\_\_\_
  
- Furs & Jewelry: \$ \_\_\_\_\_
  - Describe: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## Steve Muehler - Paralegal

- Interest in Insurance Policies (specify refund or cancelation value): \$ \_\_\_\_\_
  - Describe: \_\_\_\_\_  
\_\_\_\_\_  
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- Annuities: \$ \_\_\_\_\_
  - Describe: \_\_\_\_\_  
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- Interest in an Education IRA (as defined in 26 USC § 530(b)(1)):\$ \_\_\_\_\_
  - Describe: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
- Interest in Pension or Profit Sharing Plans: \$ \_\_\_\_\_
  - Describe: \_\_\_\_\_  
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- Stock and Interests in Incorporated / Unincorporated Business(es): \$ \_\_\_\_\_
  - Describe: \_\_\_\_\_  
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- Interests in Partnerships / Joint Ventures: \$ \_\_\_\_\_
  - Describe: \_\_\_\_\_  
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- Bonds: \$ \_\_\_\_\_
  - Describe: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_





## Steve Muehler - Paralegal

- Accounts Receivable: \$ \_\_\_\_\_
  - Describe: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Other Liquidated Debts owed to Client, including Tax Refunds: \$ \_\_\_\_\_
  - Describe: \_\_\_\_\_  
\_\_\_\_\_  
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- Equitable or Future Interests or Life Estates: \$ \_\_\_\_\_
  - Describe: \_\_\_\_\_  
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- Interests in Estate of Decedent or Life Insurance Plan or Trust: \$ \_\_\_\_\_
  - Describe: \_\_\_\_\_  
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- Other Contingent / Unliquidated Claims or Counterclaims: \$ \_\_\_\_\_
  - Describe: \_\_\_\_\_  
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- Patents, Copyrights or other Intellectual Property: \$ \_\_\_\_\_
  - Describe: \_\_\_\_\_  
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- Licenses & Franchises: \$ \_\_\_\_\_
  - Describe: \_\_\_\_\_  
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## Steve Muehler - Paralegal

- Customer list or other compilation with Personally Identifiable Info: \$ \_\_\_\_\_
  - Describe: \_\_\_\_\_  
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- Trailers & Accessories (*not yet listed on this Form*): \$ \_\_\_\_\_
  - Describe: \_\_\_\_\_  
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- Boats, Motors & Accessories (*not yet listed on this Form*): \$ \_\_\_\_\_
  - Describe: \_\_\_\_\_  
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- Aircraft & Aircraft Accessories (*not yet listed on this Form*): \$ \_\_\_\_\_
  - Describe: \_\_\_\_\_  
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- Office Equipment & Supplies: \$ \_\_\_\_\_
  - Describe: \_\_\_\_\_  
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- Machinery, Fixtures, etc. for Business (*not yet listed on this Form*): \$ \_\_\_\_\_
  - Describe: \_\_\_\_\_  
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- Inventory: \$ \_\_\_\_\_
  - Describe: \_\_\_\_\_  
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# Steve Muehler - Paralegal

- Animals / Livestock: \$ \_\_\_\_\_
  - Describe: \_\_\_\_\_
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- Crops-Growing or Harvested: \$ \_\_\_\_\_
  - Describe: \_\_\_\_\_
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- Farming Equipment & Implements: \$ \_\_\_\_\_
  - Describe: \_\_\_\_\_
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- Farm Supplies, Chemicals & Feed: \$ \_\_\_\_\_
  - Describe: \_\_\_\_\_
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- Other Assets / Property of any kind not Listed: \$ \_\_\_\_\_
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# Steve Muehler - Paralegal

### LIST OF DEBTS:

*Print and Complete this page for all Real Estate Loans owed by the **CLIENT**. You may submit this information on a separate form – email separate form to [Steve@SteveMuehler.com](mailto:Steve@SteveMuehler.com).*

### Part I (Real Estate):

<u>NAME OF CREDITOR(S): (include Account Number)</u>	<u>AMOUNT OWED:</u>
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# Steve Muehler - Paralegal

**LIST OF DEBTS:**

*Print and Complete this page for all Automobile Loans owed by the **CLIENT**. You may submit this information on a separate form – email separate form to [Steve@SteveMuehler.com](mailto:Steve@SteveMuehler.com).*

**Part II (Automobiles):**

<b><u>NAME OF CREDITOR(S): (include Account Number)</u></b>	<b><u>AMOUNT OWED:</u></b>
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# Steve Muehler - Paralegal

## **LIST OF DEBTS:**

*Print and Complete this page for all Bank Loans owed by the **CLIENT**. You may submit this information on a separate form – email separate form to [Steve@SteveMuehler.com](mailto:Steve@SteveMuehler.com).*

### **Part III (Bank Loans):**

<b><u>NAME OF CREDITOR(S): (include Account Number)</u></b>	<b><u>AMOUNT OWED:</u></b>
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# Steve Muehler - Paralegal

**LIST OF DEBTS:**

*Print and Complete this page for all Non-Bank Loans owed by the **CLIENT**. You may submit this information on a separate form – email separate form to [Steve@SteveMuehler.com](mailto:Steve@SteveMuehler.com).*

**Part IV (Non-Bank / Private Debt Loans (Notes, Bonds, etc.)):**

<b><u>NAME OF CREDITOR(S): (include Account Number)</u></b>	<b><u>AMOUNT OWED:</u></b>
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# Steve Muehler - Paralegal

## LIST OF DEBTS:

Print and Complete this page for all Major Credit Card Debts owed by the CLIENT. You may submit this information on a separate form – email separate form to [Steve@SteveMuehler.com](mailto:Steve@SteveMuehler.com).

### **Part V (Major Credit Cards – Visa, Mastercard, American Express, Discover, etc.):**

<u>NAME OF CREDITOR(S): (include Account Number)</u>	<u>AMOUNT OWED:</u>
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# Steve Muehler - Paralegal

## LIST OF DEBTS:

Print and Complete this page for all Unpaid Utility Bills owed by the CLIENT. You may submit this information on a separate form – email separate form to [Steve@SteveMuehler.com](mailto:Steve@SteveMuehler.com).

### **Part VIII (Unpaid Utility Bills):**

<u>NAME OF CREDITOR(S): (include Account Number)</u>	<u>AMOUNT OWED:</u>
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# Steve Muehler - Paralegal

## LIST OF DEBTS:

*Print and Complete this page for all Unpaid Rents owed by the **CLIENT**. You may submit this information on a separate form – email separate form to [Steve@SteveMuehler.com](mailto:Steve@SteveMuehler.com).*

### **Part IX (Unpaid Utility Bills):**

<b><u>NAME OF CREDITOR(S):</u></b>	<b><u>AMOUNT OWED:</u></b>
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# Steve Muehler - Paralegal

**LIST OF DEBTS:**

Print and Complete this page for all Unpaid Taxes owed by the **CLIENT**. You may submit this information on a separate form – email separate form to [Steve@SteveMuehler.com](mailto:Steve@SteveMuehler.com).

**Part X (Unpaid Taxes):**

<b><u>STATE, FEDERAL OR OTHER – INCLUDE YEAR</u></b>	<b><u>AMOUNT OWED:</u></b>
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# Steve Muehler - Paralegal

**LIST OF DEBTS:**

*Print and Complete this page for all Other Debts owed by the **CLIENT**. You may submit this information on a separate form – email separate form to [Steve@SteveMuehler.com](mailto:Steve@SteveMuehler.com).*

**Part XIII (Unpaid Debt Not Yet Listed):**

<b><u>NAME OF CREDITOR(S):</u></b>	<b><u>AMOUNT OWED:</u></b>
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## Steve Muehler - Paralegal

On behalf of Steve Muehler – Paralegal, we appreciate this opportunity to work with you. If you have any questions, please feel free to call Steve Muehler – Paralegal at (310) 463-5122 or email Steve Muehler – Paralegal at [Steve@SteveMuehler.com](mailto:Steve@SteveMuehler.com).

Signed and dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

**Please Print and Email to [STEVE@STEVEMUEHLER.COM](mailto:STEVE@STEVEMUEHLER.COM), or  
save this document as a PDF and email to [STEVE@STEVEMUEHLER.COM](mailto:STEVE@STEVEMUEHLER.COM),  
*Your information will be reviewed within one hour.***