

BANKRUPTCY DOCUMENT CHECKLIST

Below please find a list of documents we need to prepare your bankruptcy petition.

- COPIES OF YOUR DRIVERS LICENSE AND SOCIAL SECURITY CARD.** Also once your case has been filed, you will be required to attend a hearing. You will be notified of the hearing date. This is called a **Meeting of Creditors or 341 hearing**. It will be scheduled during a weekday. You will attend the hearing with an attorney associated with our firm. Your hearing date may not be rescheduled, you MUST attend no exceptions. You will need to take your original drivers license and social security card to the hearing.

- TWO MOST RECENTLY FILED FEDERAL TAX RETURNS WITH W2'S & 1099s**
 - We need the ENTIRE RETURN, including all schedules, statements, **W2's** and **1099s**. If you have not filed tax returns and do not plan on filing prior to your case being filed, provide us with the most recently filed tax return, regardless of year. If this is a problem please contact us immediately.

- ALL SOURCES OF INCOME FOR LAST SIX MONTHS.** This can include:
 - work in which you receive pay stubs and would receive a W2 for the tax year;
 - work in which you are an independent contractor and are a 1099 employee;
 - Social security income;
 - EDD or other unemployment compensation;
 - Retirement pension;
 - Ongoing contributions (not gifts) from a family member or friend;
 - Income from your corporation or LLC;
 - **Self employment, please see below**
 - For self employment, please prepare a profit and loss statement, which adequately notes your income and expenses.
 - For a corporation or LLC provide amounts that you were paid or money you withdrew from the corporation for the past six months.

NOTES: Income can be documented by providing copies of your pay stubs for each pay period received during the past 6 month time period. If you did not work, or had employment where you did not receive a typical pay check with payroll deductions, etc., **provide a schedule of your income for the past 6 months.** Our office can assist with the preparation of your schedule.



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- CREDIT COUNSELING AND DEBTOR EDUCATION CERTIFICATES.** During the bankruptcy process you are required to complete **TWO** courses. These courses may be completed online or on the phone, depending on which company you choose to use. If you are filing jointly with your spouse, both of you will have to complete the course. The course may take between 1 and 1.5 hours of your time.
 - Pre- Counseling-** the pre-counseling course must be completed before your bankruptcy is filed.
 - Debtor Education-** your second course must be completed, within 60 days after your 341 hearing. You will receive correspondence notifying you of the date before your course must be completed.

- MISCELLANEOUS.** In addition the following items must be provided:
 - Copies of any lawsuits;
 - Copies of insurance policies;
 - Latest mortgage statements (if property owner);
 - Latest automobile statements (if automobile financed);
 - Automobile, Motorcycle Private Party Value print out from Kelly Blue Book (kbb.com)
 - Your latest statement for your IRA or 401K;
 - Apartment/House Lease Agreement
 - Child Support Arrears Statements and name & address of recipient
 - Judgment of Divorce
 - Prior bankruptcy case number and information

NOTE: Please provided all the necessary documents prior to the filing date, otherwise your bankruptcy cannot be processed and your case may be dismissed.

