

We need the following items in order to process your bankruptcy to a successful conclusion

*** **Bold** = required before draft can be started

Needed prior to filing:

- Certificate of Pre-Filing Budget and Credit Counseling (from credit counselor, only valid for six months, please complete just prior to date you want to file)
- Declaration of Electronic Filing (3 copies) and signed petition
- Final payment in full of attorney's fees and filing fee.
- Client worksheets**
- Credit Report Authorization Form (attached)**
- Pay stubs for 6 calendar months (will need to be updated through date of filing. If self-employed, please provide some accounting of payments to you or on your behalf from business accounts – need amount by month and if any deductions for taxes, insurance, etc. – amount by month – please include year to date income amount)**
- Bank Statements for the 3 months prior to filing for all bank accounts with your name on them (including accounts held on behalf of minors, etc. and they will need to be updated through the date of filing and verify balances on date of filing)**
- Most current statement(s) or payoff letter on all secured loans (car, boat and home loans – make sure can tell which property belongs to which statement and if 1st mortgage, 2nd mortgage, etc.)**
- A complete room by room inventory of all of your furniture and personal property, include approximate age and current, “garage sale” value (i.e., 1 TV, 10 years old, \$30)**
- Tax returns for the past two years.**
- Property Tax information on any property being surrendered**
- Homeowner's association information on any property being surrendered**
- Value of any car (go to CarMax or other car appraiser for any cars paid in full, otherwise www.kbb.com okay), boat, motorcycle, home (go to www.zillow.com unless Mr. Langley advises need formal appraisal), etc.**
- Copy(ies) of any complaint(s) filed against you or by you in past year or for any pending lawsuit (must have information for each listed on worksheets for filing)**
- Photocopy of drivers license (original must be presented to trustee at creditor meeting)
- Photocopy of Social Security card (original must be presented to trustee at creditor meeting)
- An executed Vehicle Description Form with attached registration and proof of insurance (attached, even if not applicable, still need to indicate “no” and sign)
- An executed Domestic Support Order Form (attached, even if not applicable, still need to indicate “no” and still sign)
- An executed Business Form (if applicable, attached)

Reminder for after filing:

- Certificate of Post-Filing/Pre-Discharge Financial Management Counseling (from credit counselor completed after filing and within 45 days of meeting with trustee)

Chapter 13 Cases Also Need:

- Debtor's Rights & Responsibilities [form]
- Cert. of compliance and request for confirmation of plan [form]
- Appraisal from client if stripping 2nd mortgage