



PLEASE READ. VERY IMPORTANT.

STEPS THROUGH THE BANKRUPTCY PROCESS (PLEASE KEEP DURING THE BANKRUPTCY PROCESS)

AFTER PHONE or ZOOM CONSULTATION: You received a packet from us through mail or e-mail that contains the 1) Checklist of Documents Needed; 2) an Online Credit Counseling Provider Pamphlet; 3) Bankruptcy Questionnaire Form; 4) Informational Disclosures; 5) Bankruptcy Information Sheet; and the 6) The Attorney Fee & Retainer Agreement.

1) **Checklist of Documents Needed:** I need everything on this list that applies to you. The most important documents I need are proof of income from employment (if employed) in the form of pay stubs and/or a printout of the gross income (with deductions) you received the 6 months prior to this month. Why? Because I need to file the pay stubs you received 60 days prior to the filing of your case with the court, and I need to show the court how much income you earned from employment the 6 months prior to the month your case was filed.

I also need to provide the court with your last filed tax return and let the court know how much gross income you have earned the 2 years prior to the filing of your case and the year-to-date income for the year in which you are filing.

2) **Online Credit Counseling:** This credit counseling can be done online, or over the phone. It takes at least an hour to complete the credit counseling online. Credit counseling consists of some reading, and you provide information about your financial situation to the credit counseling provider. Once you have completed the hour of online counseling, you must next communicate with a credit counselor either through e-mail, or over the phone. Once you have communicated with a credit counselor, you will be e-mailed a *Certificate of Credit Counseling*. You should be able to enter my information so I can receive the Certificate of Credit Counseling as well. This certificate is filed with your case. You cannot file bankruptcy without this certificate in most circumstances.

3) **Bankruptcy Questionnaire Form:** I will go through the questionnaire form with you over the phone, so if something on it needs clarified, you can leave a question blank, and I will go over the question with you over the phone.

4) **Informational Disclosures:** This is for informational purposes. Please read. Sign and date the last page.

5) **Bankruptcy Information Sheet:** This information sheet **required reading**. The court will ask you whether you read and received this information sheet, and your answer must be, "Yes."

6) **Attorney Fee & Retainer Agreement:** Please read. Please initial each page, then sign and date the last page. I will sign and date the agreement when I get it back from you. I will make a

copy of this agreement for my records and provide you with a PDF copy by email for you to retain.

Once you have gathered all the documentation that applies to you on the Checklist of Documents Needed, filled out the Questionnaire Form, signed the Informational Disclosures, signed the Attorney Fee & Retainer Agreement, and read the Bankruptcy Information Sheet, you can retain my services (See Attorney Fee & Retainer Agreement) you must make at least the minimum payment, and deliver all the documents needed to me.

Ways to Pay Retainer: Fees and Costs may be paid with cash, personal check, cashier's check, money order, Venmo, Zelle, Cash App, and Apple Pay.

RETAINING MY SERVICES & PAYING THE FEES

I offer alternative ways of processing a bankruptcy case. ***When you deliver your paperwork to me (see options below), you will be paying me for my services and retaining me as your attorney to represent you through the bankruptcy process at that time.***

**Please see the Attorney Fee & Retainer Agreement. I can accept the retainer fee with 1) Cash; 2) Cashier's Check; 3) Money Order; 4) Personal Check 5) Zelle; 6) Venmo; 7) Cash App; or 8) Apple Pay.

CHOICE #1 – MAIL, FAX, and/or EMAIL THE PAPERWORK TO MY OFFICE:

If you decide to mail all the paperwork to my office, please mail it to "**Law Office of Jason Couey, 1312 N. Monroe St, Suite 232, Spokane, WA 99201.**" I will retrieve the paperwork from my office once it is delivered. I will email you once I pick up your paperwork.

If you decide to email the paperwork, please email the paperwork as PDF documents if possible. Email the documents to **jason@jasoncouey.com** I will email you a verification that I received the documents.

If you decide to fax the paperwork, please fax them to **(509) 204-3205**. I will email you a verification that I received the documents.

After I receive your paperwork and I have been retained, I will download and email your bankruptcy credit reports from *Experian, Equifax, and Transunion*. The reports provide a liens and judgments report, eight-year bankruptcy search, credit score, post-bankruptcy credit score predictor, a list of your creditors, bankruptcy-specific addresses, account numbers, and approximate amount of debt owed to each creditor. I will also scan and email you copies of the Attorney Fee & Retainer Agreement, and the Informational Disclosures signature page, along with a link to make an appointment to go through the Questionnaire Form over the phone, and to discuss the next steps.

After our phone call, I will start working on your case file. Once our office has completed a draft of your case file, I will have you review case file prior to filing your case. I will e-mail the draft of your case file for review and signing through a legally binding electronic signature gathering company called *Foxit Esign* I will have tabs where you can initial and places for you to sign electronically with the click of a mouse or tap of your finger. If everything in the draft looks good and there are no errors or omissions, I can file your case electronically with the court.

CHOICE #2 – DROP THE PAPERWORK OFF AT MY OFFICE:

If you decide to drop off all the paperwork at my office, located at **1312 N. Monroe St, Spokane, WA 99201 (parking behind the building)**. *The office is open Monday through Friday, from 8:00 am to 5:00 pm. There is also a drop box to the left of the office door for documents that can be delivered after office hours or weekends.*

After you drop off the paperwork, the receptionist will let me know that you dropped by, and I will retrieve everything from the receptionist.

After I receive your paperwork and I have been retained, I will download and email your bankruptcy credit reports from *Experian, Equifax, and Transunion*. The reports provide a liens and judgments report, eight-year bankruptcy search, credit score, post-bankruptcy credit score predictor, a list of your creditors, bankruptcy-specific addresses, account numbers, and approximate amount of debt owed to each creditor. I will also scan and email you copies of the Attorney Fee & Retainer Agreement, and the Informational Disclosures signature page, along with a link to make an appointment to go through the Questionnaire Form over the phone, and to discuss the next steps.

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AFTER I FILE YOUR CASE:

After I file your case, I will email you a PDF copy of the *Notice of Chapter 7 (or 13) Bankruptcy Filing*. The Notice of Chapter 7 (or 13) Bankruptcy Filing will also be mailed to your mailing address. I will request bank statements from all bank accounts that you had open on the date of filing your case at that time. The details of the time frame for the statements needed will be in that e-mail I send you about 1 to 2 days after I file your case.

THE TELEPHONE MEETING OF CREDITORS:

About a month after your case is filed, I will prepare you for, and be on the line during the Phone Meeting of Creditors. The date, time, telephone number and access code for the meeting will be mailed to you by the Bankruptcy Court about a week after your case is filed. Our office will also email you a copy of the same Bankruptcy Notice that the court mails you with all the information you will need to prepare you for the meeting.

BEFORE, OR WITHIN 60 DAYS AFTER THE MEETING OF CREDITORS:

- ***Personal Financial Management Course -***

During the period after your case is filed, you need to complete a Personal Financial Management course also known as a Debtor Education Course. The course can be done online or over the phone. The course takes 2 hours to complete. Upon completion, you will receive a Certificate of Completion, which will likely be emailed to me from the provider of the course. I will remind you of the requirement to take the course after I file your case. You are required to complete this course before your case closes, otherwise, you will not receive the benefit of the Bankruptcy Discharge.

- **Reaffirmation Agreement(s) -**

If you have a car loan or mortgage loan, the lender will likely e-mail or mail me a reaffirmation agreement. My Attorney Fee & Engagement Agreement, Disclosures, and Information Sheet all discuss Reaffirmation Agreements. I will walk you through this process if it applies to you and your case.

- **Pay the Balance of Your Filing Fee if the Whole Amount was Not Paid at Filing -**

If you chose to pay your filing fee in monthly installments at filing, you will have a balance owed to the court after your case is filed. The court requires that you pay the filing fee balance within 3 months after your case is filed. You can pay the balance to the court online or through the mail in the form of cashier's check or money order. The court will provide you with a schedule of when payments are due and how to make the payments.

OPTIONS & INSTRUCTIONS FOR PAYING THE BALANCE OF YOUR FILING FEE: **Online** – Payment of the remaining filing fees from the Debtor(s) may be paid using a debit card, ACH, or PayPal. Visit www.waeb.uscourts.gov and select *Online Payments* from the main page. **Mail** – Payment of the fee from debtors must be in the form of cashier's check or money order in U.S. funds, and made payable to: CLERK, UNITED STATES COURT. Payments should be mailed to U.S. Bankruptcy Court, P.O. Box 2164, Spokane, WA 99210–2164. No cash accepted.

THE DISCHARGE ORDER AND CLOSING OF YOUR CASE:

Approximately 90 days after your case is filed, and if you have done everything required that applies to you as discussed above, you will receive the Bankruptcy Discharge Order. Shortly after the Discharge, your case will close. Once you receive the Discharge Order, I will email you a PDF copy of the Order and let you know that your case Discharged. A paper copy of the Discharge Order will also be mailed to your mailing address and to all your creditors/notice parties.