

CHECKLIST OF DOCUMENTS NEEDED TO FILE YOUR CHAPTER 7 or 13

- Certificate of Completion** from a Court Approved Credit Counseling Agency. Go to www.summitfe.org or www.BothCourses.com to complete the credit counseling course. The course must be completed before I can file your case with the court. The course takes a little over one hour. The Certificate of Completion is only good for 6 months upon completion.
- Add my e-mail address, jason@jasoncouey.com, to your e-mail contacts to make sure you receive all e-mails from my office. *Important!* I will be e-mailing you during your case.
- Sign & Date the **ATTORNEY FEE & ENGAGEMENT AGREEMENT** in the Bankruptcy Packet. *READ THIS*. Initial each page on the bottom right of each page and sign & date the last page.
- Fill out the **BANKRUPTCY QUESTIONNAIRE** Form.
- Sign & Date the **INFORMATIONAL DISCLOSURES**. I only need the signature page.
- If applicable, provide me with documentation of any **lawsuit, divorce, and/or garnishment paperwork** where you were/are a party within the last 12 months.
- VERY IMPORTANT** - **Pay Stubs** or proof of income from employment and/or business going back six months before the anticipated filing date of your case to the present (**JULY 2022 THROUGH CURRENT**).
- If you are self-employed, I need a **profit/loss statement** broken down by month from JANUARY 2022 to present.*
- 2021 and 2022 (If filed) Federal 1040 Tax Returns**. If you have not filed your 2022 or 2021 tax returns, I still need your last filed tax return.
- I need your **2021 & 2022 W2's and/or 1099's, etc.** to prove your income if you are married and file a joint tax return.
- Copy of your Picture ID (*you can email me a picture of your ID*), and Proof of Social Security Number.
- Medical Bills, Recent Collection Letters, and Payday Loan Documentation.
- Documentation of all Retirement Accounts (e.g., **401(K), 403(b), IRA's**, etc.)