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INSTRUCTIONS FOR YOUR BANKRUPTCY CASE AND THE BANKRUPTCY WORKSHEET

You will need all of the documents and information requested in this packet. Failing to provide any of the requested documents and/or information will delay the filing of your case. When you have completed the packet and gathered the required documents, please drop off your packet and documents with one of my legal assistants, Stephanie or Christina. If there is any information or documents missing they will inform you by either an e-mail or letter. **I CANNOT FILE A CASE WITHOUT THE REQUIRED INFORMATION BELOW:**

STEP ONE: Obtain your credit counseling certificate. You may obtain your certificate at any time within 6 months prior to your bankruptcy filing. You cannot file a case until you this certificate. There are two rounds of required credit counseling, the first is to obtain the credit counseling certificate required to file your case. The second is a debtor education class that is required to obtain your discharge. You will have at least 1 month to complete this after the filing date. The cost starts at \$30.00 for the credit counseling and \$55.00 for both classes. Taking the classes online will be the most time efficient and cheapest way to obtain your certificate. You will pay for the class directly to the company you take the class with. A list of approved providers is below.

Please keep in mind that the credit counseling certificate is only good for 6 months; if you intend to wait longer than 6 months to file, you will need to re-take the class.

1. www.personalfinanceeducation.com InCharge Education Foundation Credit Counseling \$30.00 Debtor Education \$25.00 (Internet Prices) E-Mail Certificate to admin@gipsonandnorman.com	2. www.pioneercredit.com Pioneer Credit Counseling Each class is \$35.00 (Internet Prices) E-Mail Certificate to admin@gipsonandnorman.com
3. www.beadviser.com <u>Debtor Education Class Only</u> (Internet Price) \$11.00 E-Mail Certificate to admin@gipsonandnorman.com	4. www.debtorwise.org <u>Debtor Education Class Only</u> (Internet Price) \$15.00 E-Mail Certificate to admin@gipsonandnorman.com

STEP TWO: You will need to gather all of the following documents and complete the attached questionnaire. All of these documents are required for the filing of your bankruptcy. You may bring the originals or copies.

Please check off what documents are provided and line through what documents do not pertain to you.

- 1. A copy of your Driver's License and Social Security Card.
- 2. Your (your Spouse's, if married) last 6 months pay advices. Your last 6 months pay advices are filed with the court, therefore I will have to have each pay advice for the current last 6 months as required. These can be pay-stubs, pay remittances, print outs from your payroll department or employer website.
- 3. Your last 2 years Tax Returns. If you and your spouse filed separately, I will need both of your tax returns.
- 4. If you are self employed, I will need your profit and loss statements for the current last 6 months as required.
- 5. On the date of filing, you will need to bring me your bank statements on all open accounts for the last 3 months up to the date of filing. My legal assistant will remind you of this once your bankruptcy is ready to file.
- 6. Print out of the NADA value for all vehicles (including: boats, motorcycles, RV) www.nada.com
- 7. Please include your most recently received statements for all secured debt, priority debt, unsecured debt, leases and contracts.
- 8. Please pull your free credit report to verify everyone will be listed in your bankruptcy. If they are not listed they will not be discharged. www.annualcreditreport.com
- 9. A copy of your final decree of divorce or final order regarding child support.
- 10. If your life insurance policy is Whole Life, then I need the most recent statement that states its current cash value.
- 11. Your current last 6 months retirement statements, if this is a source of income.
- 12. Your social security statement for the current year, if this is a source of income.
- 13. If you have an interest in Decedents estate or trust, I will need documents showing interest.
- 14. If you own Real or Personal property that you share the interest with someone other than your spouse, please provide documents stating this.
- 15. If you were sued within the last year, please provide a copy of the suit and/or judgment.
- 16. Credit Counseling Certificate
- 17. Previous year and year to date Statement for Charitable Contributions to your Church.

STEP THREE: Once the paperwork is complete my office will set an appointment for you (and your spouse, if married) to sign the final paperwork for filing with the court. To which after this meeting your case will be filed and you can expect your court date to be set within 30 days from this date.

Audit Advisory: Please be aware that in all bankruptcy cases (1 out of every 250) there are random audits. If your case is chosen you will be required to produce two years tax returns, six months of pay records, bank statements, cancelled checks and the like and these documents will be cross referenced by an auditor to your bankruptcy schedules. If you make a material omission or a material misstatement you can be denied a discharge and/or your discharge can be revoked. These are paper audits only, and it is extremely important that your schedules are accurate to the best of your ability.

Wage Order Advisory: Please be advised that wage orders for Chapter 13 plan payments are required on all cases where the debtor is not self employed. Joint Debtors may choose on whom the wage order is entered. One or both debtors may have a wage order and the deduction is prorated over your pay period and not deducted all at once.

ACH Order Advisory: Please be advised that if you are not a wage earner, you Chapter 13 plan payments will have to be deducted from your checking account via ACH debit. This is required by the court. You will be able to select either the 5th or the 20th of each month. It depends on the Trustee.

First Plan Payment Advisory (Ch. 13 Case Only): It is imperative that you make your first plan payment within 30 days from the date of filing. If the payment is not made by your court date, (within 30 days from filing), the Trustee will file a Motion to Dismiss your case.

Income Tax Return Advisory: All Tax Returns that are due must be filed with the IRS before the filing of the bankruptcy. If these are not filed before your bankruptcy is filed, the Trustee will dismiss your case, if the return is not filed within 30 days from the date of filing.

Bank Account Advisory: If you currently maintain bank accounts (checking and/or savings account) at financial institutions to which you owe money; you will need to close these accounts and open new accounts with a bank to which you do not owe any money. If you owe money to your bank, they can perform an action called a "Setoff" in which they take money from your account to satisfy the debt.

Please provide us with this information, if it is necessary to obtain a new account.