

CHECKLIST

The following is required to prepare and file your case:

In general:

- ___ Filing fee: \$335.00 for chapter 7 or \$310.00 for chapter 13
- ___ Certificate of Consumer Credit Counseling (this must be done before filing)
- ___ Completed bankruptcy packet with income and expenses (see attached)
- ___ Copy of Photo ID & Social Security Card(s)
- ___ Paystubs for last six months (including spouse's income even if they are not filing).
- ___ Bank statements for the last three months
- ___ State and Federal tax returns and W-2's/1099's for the two years prior to filing.
- ___ Most recent statement for all retirement accounts, whole-life policies, 529 savings educational savings accounts.

If you own your home:

- ___ Mortgage statement
- ___ Copy of Real Estate Mortgage and Deed

If you rent:

- ___ Rental or lease agreement

If you have been divorced in the past three years:

- ___ Copy of Divorce Decree & Property Settlement Agreement

If you pay child support:

- ___ Name, address and phone no. of party receiving support

Misc.

- ___ Copy of all lawsuits/complaints, foreclosure/sheriff sale notices.
- ___ Proof of any transfers, sales, trades or gifts of any type of property within last 2 years.
- ___ Payroll phone and fax number if being garnished