



Information needed to file for bankruptcy protection

In preparation for your filing there are certain documents and pieces of information that are necessary for me to collect from you. All information that you provide to me is kept confidential and secure. This letter is to give you notice of how the preparation for the filing will proceed and what you can expect.

First, I will need to collect the following information:

1. Completed intake Excel spreadsheet. It needs to be filled out completely, all tabs, so if you have any questions about what should go into it, please call or include it.
2. 3 months complete bank statements for all bank and investment accounts (401(k), IRA, Mutual Funds, Charles Schwab, E-trade, etc.).
3. Last 2 years complete tax returns. You must have filed all tax returns to file, so please let me know if you haven't filed any tax return.
4. Complete (no gaps) 6 months pay stubs for all people filing.
5. If you own a business, the company name, person's name, address and phone number for the person doing the books or tax returns for the business. I also need the name and address of any partners in the business who own more than 25% of the business and their percentage ownership.
6. Completion of the pre-filing credit counseling course (married couples complete it jointly). You can go to the following web address to complete the class: <https://www.bankruptcycertificate.com/home/home.php>. The cost is \$50.00.
7. If you have not filed your current tax return and believe you are due a refund, please let me know. If you file your tax return after we file for bankruptcy protection and you are due a refund, all or a portion of that refund is property of the bankruptcy estate and the Trustee will take it.
8. Copies of your driver's license and social security cards.

It typically takes 4-6 weeks from the date that we receive all requested documentation and receive payment in full for us to process your case to filing. We can expedite the filing of your case for emergency situations and there will be an additional expedited filing fee of \$500.00, so please let me know if that is necessary. This timeline can be impacted by clients who have to file for emergency bankruptcy protection, so we will do our best to communicate with you regarding any delays due to other emergency filings.

Following the filing of your case you will receive notice of the date of the Trustee Meeting. It will be scheduled for approximately 4-6 weeks after the date of filing. It is mandatory that you attend, so you will need to make arrangements to be off work for that time. Also, you will need to bring your driver's license and social security card to prove your identity.

Also, approximately 2 weeks after filing you will receive a questionnaire from the Trustee and a request for additional information. Please call me upon receipt of this package so I can go over it with you. You will need to provide all information requested prior to the meeting with the Trustee.

Thank you for entrusting me with assisting you during this difficult time. Please do not hesitate to call with any questions as we move through this process.

Best regards,

Don J Lawrence, Jr., Esq.
Attorney at Law