

CLIENT CHECKLIST - CHAPTER 13
IMPORTANT – PLEASE READ CAREFULLY

List of information required prior to being able to file your bankruptcy:

_____ Fees need to be paid in full before proceeding with the following steps. Everything is time sensitive, so do not proceed with the following until you are paid in full.

_____ CREDIT COUNSELING COURSE NEEDS TO BE COMPLETED. This is also known as the pre-bankruptcy course. Please refer to the Pioneer Credit Counseling Flyer. It is provided online and by telephone. If you are married and filing jointly, both of you must complete this course. **DO NOT TAKE THIS COURSE UNTIL YOUR ATTORNEY FEES ARE PAID IN FULL BECAUSE THIS CERTIFICATE DOES EXPIRE!**

When you pay in full please provide us with the following information:

_____ Previous six months of pay stubs/proof of income (all sources – food stamp income, social security, and retirement) – continue sending pay stubs until your case is filed!

_____ 2020 and 2021 State and Federal Tax Returns with including W-2(s). If you have not filed your 2020 or 2021 tax returns, this needs to be done as soon as possible and preferably before we file your case.

_____ Complete the expense sheet – use a separate sheet if you need to add any additional information

_____ Insurance binders/declaration page for your home and/or vehicle(s).

_____ A color copy of your driver's license and social security card. If filing jointly we will need that of your spouse as well.

_____ Either list your debts (names, addresses, account numbers and amount owed) or bring in copies of all your bills as well as any law suits filed against you. Remember, you cannot exclude anyone you owe money to, this includes family/friends.

All requested information can be faxed, emailed, uploaded at MyCase or dropped off at our office during normal business hours. M-Th 8:30-5; We close at 12noon on Fridays.

Fax: (575) 527-1199 and our e-mail address: *eva@arvizulaw.com*

If you prefer to mail your documents please send to:

Arvizu Law, 715 E Idaho Ave. Suite 3FC, Las Cruces NM 88001

As a reminder, you must complete a second course after your case is filed - that is the Financial Management Education class, also known as the post-bankruptcy course. Again, if you are married and filing jointly, both of you need to complete this in order to get a discharge. We will provide you with additional information after your case is filed.