

**CHAPTER 7 CLIENT CHECKLIST**  
**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 NEEDS TO BE COMPLETED. If you are married, each of you must get a certificate. DO NOT TAKE THIS CLASS UNTIL YOU PAY YOUR ATTORNEY FEES PLEASE, BECAUSE THIS CERTIFICATE DOES EXPIRE!

**Please provide us with the following:**

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

\_\_\_\_\_ 2021 and 2020 Federal Tax Returns including W-2(s). If you have not filed your 2021 returns, please remit your 2019 & 2020 returns. If you have not filed tax returns in the last two years, provide us with copies of the last two returns you have filed.

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

\_\_\_\_\_ 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/friend.

\_\_\_\_\_ A color copy of your driver's license and social security card and that of your spouse if you are filing bankruptcy jointly. If you'd like to come to the office we can scan them in for you.

Your documents may be dropped off at our office during normal business hours. Once you are paid in full and we have all the requested information, we will follow up with you. You may also fax or email your documents: Fax: (575) 527-1199 Email: [eva@arvizulaw.com](mailto:eva@arvizulaw.com). *If you are mailing your documents please send to: 715 E Idaho Ave. Suite 3F, Las Cruces NM 88001.* Please feel free to call us if you have any questions at (575) 527-8600.