

The Steps to Filing

1. Paper Worksheets/Organizer.

Must be filled out completely.

When you return for your 2nd meeting to have the Bankruptcy Petition prepared, you must bring the completed paper worksheets. Please email or fax in a copy of the paper worksheets at least one day before the 2nd meeting. Please use PDF format when scanning.

2. MyCase Online Questionnaire.

If you want the \$200 discount, go to TheLegalCenter.com and enter the information from the paper worksheets into the online questionnaire. Please complete this step at least a day before the 2nd meeting.

I will still need a copy of the paper worksheets/organizer for my file.

3. Pre-Bankruptcy Credit Counseling.

Must be completed before I can file the case. Upon completion, a certificate will be sent to you. I need the certificate at the time of filing. (Certificates are good for 180 days.)

4. Petition Preparation: “2nd Meeting”

Make an appointment with me to have the Petition prepared. When you come in, please bring the following.

Completed Paper Worksheets/Organizer (please fax in the day before)

Certificate of Completion of the Pre-Bankruptcy Credit Counseling

Vehicle Registration, Proof of Ins. & Title (if paid off)

Tax Returns: 2 years for Ch. 7. 3 years for Ch.13

6 Months of paystubs or proof of income.

3 Months of bank statements.

Payment in to file: _____

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