

# BASIC BANKRUPTCY CHECKLIST

**Due to strict restrictions imposed by the bankruptcy court, your Preparer can only type your bankruptcy paperwork. We provide this checklist as a “general guidance” only when using our services. Please refer to your bankruptcy handbook, the Court Clerk’s Office, or a bankruptcy attorney if you have any further questions regarding the bankruptcy process.**

- 1. **Obtain copies of credit reports** if necessary. You will need complete addresses for all your creditors.
- 2. **Complete bankruptcy online interview.** See link to interface on Bankruptcy Tools Page. Our office will automatically be notified when you have completed the interview.
- 3. **Receive data pdf.** Preparer will email you a pdf file of all information entered through online interview. You should print this document.
- 4. **Review content of pdf.** If corrections and/or changes are necessary to the data you entered, log back into the bankruptcy online interview interface and make them. Please note that your final bankruptcy documents will contain the information EXACTLY as you have typed it, so check capitalization and other punctuation, as well as content.
- 5. **Complete Online Law Worksheet, Statement of Understanding and Declaration for Debtors Without Attorney.** See link to this online form on Bankruptcy Tools Page. Our office will automatically be notified when you have completed this form.
- 6. **Request Documents Printed in FINAL FORM.** This is done after you have completed the online Law Worksheet.
- 7. **Bankruptcy documents prepared.** Preparer will prepare your bankruptcy documents. If you are local to our office, your paperwork can be picked up in person; otherwise, your documents will be emailed to you.
- 8. **Complete mandatory Pre-filing Counseling Class.** See link for vendors who offer this class on Bankruptcy Tools Page. Make sure you print you class certificate.
- 9. **File your bankruptcy** paperwork with the court. Refer to filing instructions that can be found on the Bankruptcy Tools Page.
- 10. **Receive your Bankruptcy Case number.** Your case number may look something like this: 09-bk-08-99999-RR. Feel free to give your case number to any creditors who contact you after you have filed your bankruptcy. If you have pending lawsuits or garnishments, you may want to call any attorneys involved in the case and provide them with your filing information.
- 11. **File any deficiency paperwork** not filed with original Petition. If any paperwork is missing or inadvertently unsigned, the court will issue a deficiency notice. Deficiencies must be corrected within 14 days or your case will automatically be dismissed. If you receive a deficiency notice, contact our office immediately.
- 12. **Complete mandatory Post-filing Debtor Education class.** See link for vendors who offer this class on Bankruptcy Tools Page.
- 13. **Complete and file Official Form 423 with the Bankruptcy Court.** This form can be found on the Bankruptcy ToolsPage.The court will also mail this form to you Some Class providers are approved to file this form for you. Ask your provider to see if they will file the certificate of completion with the bankruptcy court. If they don't, YOU MUST!
- 14. Send your Chapter 7 Trustee a copy of your last filed income tax return and copies of 60 days of pay stubs. If you have not worked in the past 60 days you do not need to send any other proof of income. You can locate the name and address of your Chapter 7 Trustee on your hearing notice which will be sent to you by the court.
- 15. Follow any other instructions you receive from the Court or your Trustee.
- 16. Attend your hearing. You will need to take your Driver’s License and Social Security card to this meeting.