

My office will be CLOSED October 23, 2017 through November 10, 2017.
Please plan your case filing accordingly.

~ LAW OFFICE OF JASON B. COUEY ~

CHECKLIST OF NEEDED DOCUMENTS FOR 2ND APPOINTMENT

- Credit Counseling Certificate (1ST COURSE)** from a Court Approved Credit Counseling Agency Go to www.summitfe.org to complete the course. Must be completed before case can be filed. The course takes just over one hour. Certificate is only good for 6 months upon completion. Starting as low at \$14.95.
- Add my e-mail address, jason@jasoncouey.com, to your e-mail contacts to make sure you receive all e-mail from my office. Important!
- Signed & Dated **Bankruptcy Fee & Engagement Agreement** I gave you at the 1st consultation. READ THIS. Initial each page on bottom right.
- Fill out the **Bankruptcy Questionnaire** Form I gave you at the 1st consultation
- Sign & Date **Disclosures** I gave you at the 1st consultation. READ THIS.
- Documentation of any **law suit, divorce, and/or garnishment paperwork** where you were/are a party within the last 12 months.
- VERY IMPORTANT** - **Pay Stubs** from employment and/or business going back six months before anticipated filing date to the present / proof of income during the last six months. If you are self-employed, I need a profit/loss statement broken down by month. (**FEBRUARY 2017 THROUGH PRESENT**)
- VERY IMPORTANT** - Proof of ALL income sources for the last six months ending the last day of the last month. (e.g. *child support, unemployment compensation, pension, Social Security, VA, Contributions to Household Living Expenses, etc.*)
- Bank Statements** from all bank accounts you have/had open for the 90 days prior to your 2nd appointment.
- 2015 & 2016 1040 Tax Returns** (or last filed tax return if you did not file your 2016 yet.) including any W2's, 1099's, etc to prove source of income.
- Documentation of all **Retirement Accounts** (e.g. *401(K); 403(b); IRA's, etc.*)
- Medical bills that are NOT currently in collections.