



Done	Quick Start Guide
<input type="checkbox"/>	<p>Hire Us To hire our firm we require that you pay a retainer. Once we have received your retainer, you may refer any creditors who are calling you to our office. We will inform any creditor who calls that we represent you and that they should correspond only with us from that point forward. No more harassing phone calls. In order to file your case, we will require</p> <p>\$_____ plus a filing fee of \$_____ for a total of \$_____</p> <p>A more detailed explanation of fees is included in the retainer agreement you were provided at your initial consultation.</p>
<input type="checkbox"/>	<p>Credit Counseling You are required to complete pre-bankruptcy credit counseling over the telephone or internet and receive a “pre-bankruptcy credit counseling certificate.” This usually takes about an hour and costs \$50. Please contact one of the approved credit counselors listed below to obtain your pre-bankruptcy credit counseling certificate. Credit Counseling is only valid for 6 months. If you complete credit counseling and delay filing for over 180 days you will need to retake the course.</p> <ul style="list-style-type: none">•Money Management International, 877-918-2227, moneymangement.org•Debtor Wise Foundation, 888-332-5819, debtorwise.org•Cricket Debt Counseling, 866-719-0400, cricketdebt.com
<input type="checkbox"/>	<p>Questionnaire Enclosed in your packet is a Client Questionnaire. Please fill out this form completely.</p>
<input type="checkbox"/>	<p>Proof of Income You are required to provide proof of your income for the last 6 months. If you are married, we need both you and your spouse’s pay stubs even if only one of you is filing.</p>
<input type="checkbox"/>	<p>Tax Returns You are required to provide your most recent tax return. If you are filing Chapter 13, you must provide 4 years tax transcripts. To obtain your free tax transcripts call the IRS at 1-800-829-1040 follow the prompts.</p>
<input type="checkbox"/>	<p>Forward Information To Us Once you have completed all of the above, please drop off or mail all of your information and fees to one of our offices. We will then review your documents and call you to schedule a “computer interview.” At the computer interview, you will meet with your attorney, and prepare your bankruptcy together. We look forward to working with you.</p>
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