

Bankruptcy is a lot of work and you must be committed to doing it right & following directions.



LEARN ABOUT CHAPTER 7 BANKRUPTCY

Education is very important when deciding the best option in your situation. First watch the court videos. Then print the exemptions. Finally, do a good job completing the on-line questionnaire.

YOUR FREE PHONE CALL:



Other options: NFCC.org, referral to another attorney or work with creditors.

If Diane agrees to help with a chapter 7 bankruptcy she will tell you the fee.



THE "WHAT'S NEXT" EMAIL
Diane will send an email with a link to our web site. Order your free credit reports. **IMPORTANT**—print instructions for MyCaseInfo.

MYCASEINFO:
Diane will send an invitation to access MyCaseInfo. To make your life easier please use the instructions to fill out the information.

FINISH MYCASEINFO:
Once you have done a very good job completing all the information in MyCaseInfo press the button "send to attorney" so we will receive it.

BAD JOB: If you did not do a good job on MyCaseInfo Jay will send it back for you to correct missing information. If you have questions read the instructions, then call Jay.

GOOD JOB: If you did a good job filling out MyCaseInfo Diane will call to schedule your first appointment.



FIRST MEETING:
Meet with Diane and Jay for 2.5 to 3 hours. You will bring some documents, review information from MyCaseInfo, pay half the fee, sign the retainer & leave with a draft of the bankruptcy forms.

DEALING WITH PHONE CALLS:
Now that you signed the retainer and paid a fee you may give callers our contact information. This will stop calls, but not lawsuits; filing the bankruptcy will do that.

READY FOR THE NEXT MEETING?
Once you edit the forms, are prepared to pay the balance of the fees and court fees, plus have control over your bank accounts, then call to schedule your next meeting with us.

OUR NEXT MEETING
Meet with Diane and Jay for hour to hour & 1/2 to make the changes to the bankruptcy forms, bring additional documents, pay the balance of the fees and sign the bankruptcy forms. We will discuss the timing for filing the bankruptcy.

CREDIT COUNSELING COURSE:
Before your bankruptcy can be filed you must complete your credit counseling course. Suggestions for providers were in Diane's What's Next email.



FINAL REVIEW BEFORE FILING
After your meeting with Diane she will review all the forms and call you if there are any questions. Depending on your situation you may be told to call us with instructions when to file.

FILING DOCS WITH THE COURT:
Shortly after your meeting we will file the documents with the court and send you a copy, plus her instruction letter. It will take the court 10-14 days to send creditors notice of the filing. Meanwhile give callers the case number and our contact info.

DIANE'S INSTRUCTION LETTER:
Diane's letter will have your case number, the date, time & location of the trustee meeting, parking directions, sample questions & financial management course, plus much more. **REMEMBER-ANY INHERITANCE or DIVORCE RIGHTS IS AN ISSUE.**

FINANCIAL MANAGEMENT COURSE
Take the second class BEFORE the trustee meeting & send Jay a copy. See suggestions in Diane's instruction letter.



PREPARING FOR THE 341 or 'CREDITOR'S MEETING'
Diane's instruction letter (sent when the case was filed) gave you specific information about this meeting. Mark your calendar.

THE TRUSTEE'S LETTER
As we discussed, you will receive a letter from the trustee requesting certain information. Call Jay to set a time to meet with him to review the letter & prepare the documents the trustee requested. **Please do not respond directly to the trustee.**

ATTEND THE CREDITOR'S MEETING'
Bring your driver's license and social security cards to the meeting or the meeting will be cancelled and you will pay a fee for this second meeting.

DIANE WILL EXPLAIN WHAT TO EXPECT NEXT...
Including the discharge process, how to deal with creditors (now and years later), and the trustee's role to completing their work & closing your case.



THE DISCHARGE
If you completed the financial management course then your discharge will be entered by the court approximately 4 months after the case was filed. A creditor has a right to object to a discharge, but very few do.

THE CREDITORS
Only the creditors (including collection companies) listed in your documents will know about your bankruptcy & be discharged. Except debt is for taxes, student loans, child support, alimony, fraud or the court determined a debt should survive due to unique circumstances. The discharge form does not specifically identify the debts that are discharged.

DIANE'S EMAIL—"ALMOST THERE"
Once the discharge is entered you will receive Diane's email with a sign "Almost There" to remind you the bankruptcy is not over until the trustee finishes his/her work. The email will have a copy of the discharge and an instruction letter. If possible, Jay and I would really appreciate a review or two about your time with our office.



THE TRUSTEE
The trustee's job is to determine if you have property to liquidate in order to pay money to your creditors (and the trustee). This process is called the "administration of the estate". If you have tax refunds, or other non-exempt property, the trustee will decide whether it is worth his/her time to pursue. If you refuse to comply with any request your discharge will be revoked. **(very bad result).**

TRUSTEE DECIDES TO LIQUIDATE PROPERTY—ASSET CASE.
The trustee can sell non-exempt property to you, at auction, or hire a realtor (if real property). The trustee may wait until your next tax return to see if there is a refund. Depending on what is liquidated this process could take several months or even years to complete. There is no way to push the process, which is why I suggested you sell all non-exempt property before filing bankruptcy in order to eliminate this very lengthy delay.

THE TRUSTEE DECIDES THERE IS NOTHING TO LIQUIDATE.—NO ASSET CASE
If the trustee makes that decision he/she will file their final report with the court. Normally this takes a few weeks, but each trustee is different so it could be more.

TRUSTEE FILES THEIR FINAL REPORT WITH THE COURT



CLOSING THE CASE
Once the trustee files their final report the United States Trustee will review the file. In 98% of the cases the court enters an order closing the case. Later the trustee can reopen the case if you did not disclose all your assets, or if there is a change—such as a large tax refund, or lawsuit settlement.

FIREWORKS EMAIL FROM DIANE
Once the court enters the order closing your case we will send an email with fireworks. This means that both you and the trustee have done everything necessary.
Again, Jay and I would really appreciate a review or two about our firm.

