BANKRUPTCY IS A LOT OF WORK. IF YOU WANT TO BE SUCCESSFUL, YOU MUST COMMIT TO DOING IT RIGHT. HOW LONG IT TAKES DEPENDS ON YOU DOING THE WORK AND FOLLOWING DIRECTIONS.



LEARN ABOUT CHAPTER 7 BANK-RUPTCY

Education is very important when facing problems and deciding best options. First, watch the court videos, next print the Arizona exemptions. Finally, do a very good job completing the on-line questionnaire.

YOUR FREE PHONE CALL:



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

If Diane agrees to help you, during the call she will tell you the fee and what you need to do next, plus what not to do. PLEASE TAKE NOTES.



"WHAT'S NEXT" EMAIL - FOLLOW DIRECTIONS

If Diane agrees to help, she will send an email with a link to our web site. Order your free credit reports. VERY IMPORTANT—**print & follow instructions for MyCaseInfo.**

MYCASEINFO:

You received an invitation to MyCaseInfo. It will take 6-10 + hours to fill out, make sure to follow the instructions you received (see the 'What's Next' email).

DOCUMENTS—DO NOT UPLOAD DOCUMENTS TO MYCASEINFO or SEND TO US UNTIL YOU ARE TOLD TO.

FINISH MYCASEINFO:

Once you have done a **very** good job completing ALL the information in MyCaseInfo, press the button "send to attorney". Please call if you have any questions.

BAD JOB: Some do a bad job on MyCaseInfo. If so, Jay will send it back to fill in missing information. We don't want that to happen. If you have questions, first read the instructions, then call Jay.

GOOD JOB: If you did a VERY good job filling out MyCaseInfo, Jay will send instructions what you need to do in order to set your first of two Zoom meetings.



FIRST ZOOM MEETING

Jay will email a list of required documents & Legal Services/Disclosure agreements & instructions to pay 1/2 of the fee. Once you send Jay ALL the documents & make the payment Diane will call you to **schedule your 3 hour Zoom meeting.** Don't use a cell phone for this meeting—the print is too small. At the meeting we will review & edit your MyCaseInfo (now called the "60-page form"). After the meeting, you will receive a PDF draft of the "60-page" form to review and edit. Make sure to read the instructions on how to edit the PDF form.

CREDITORS CALLS: Once you sign the Legal Services Agreement and pay a portion of your fees you may give callers our contact information. This stops calls, but not lawsuits. To do that bankruptcy must be filed with the court.

READY FOR YOUR NEXT MEETING?

It is up to you to call to schedule your next Zoom meeting, but only after you send the edited "60-page" form, plus new documents, pay the balance owed, & did the things Diane told you to do.

OUR SECOND ZOOM MEETING:

Assuming you sent Jay all the required documents, you will meet with Diane and Jay for about 2 hours to finalize your changes to the forms. After the meeting the amended "60-page" form will be emailed to you to review. Signature pages will be sent by eSign. You must review the 60-page form again, call Diane if any changes. If no changes, then sign the pages.

CREDIT COUNSELING COURSE:

The credit counseling course must be completed BEFORE your second Zoom meeting. See the 'What's Next' email, or call our office.



FINAL REVIEW BEFORE FILING

After you eSign the signature pages, Diane will review your documents and call you if she has any questions. It is possible it may be necessary to wait to file. Remember all information must be up to date & accurate.

FILING DOCS WITH THE COURT:

The bankruptcy will be filed once finalized. Then we send you a copy of the documents, and an instruction letter. In a few days the court will notify your creditors about the filing. Meanwhile, continue to give the creditors your bankruptcy case number and our contact info.

DIANE'S INSTRUCTION LETTER:

After filing, Diane will send you a letter with your case number, information about your meeting with the trustee, including sample questions, reminder about the financial management course, plus much more. REMEMBER-ANY FUTURE 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 ZOOM MEETING'

Diane's instruction letter (sent when your case was filed) gave specific information about the Zoom meeting with the Trustee (about 35 days after the bankruptcy was filed). Call Diane before the meeting to discuss "what's next". Do not miss the trustee meeting or there are additional fees.

DIANE EXPLAINS **WHAT TO EXPECT NEXT**...

Including the discharge process, dealing with creditors (now & years later), & the trustee's role: completing their work & the closing of your case.

THE TRUSTEE'S INFORMATION

As Jay mentioned during our Zoom meetings, he will send you forms to fill out and return to him, along with any additional documents. Jay will then send that information to the trustee. **Please NEVER contact the trustee.**

ATTEND THE CREDITOR'S MEETING'

Diane's letter will explain the 341 meeting with the trustee is on Zoom. BE ON TIME. Other people, who filed when you did, will also be on Zoom meeting.

If you fail to appear your case may be dismissed, or a new date set. There is an additional fee if a second meeting is necessary.



THE DISCHARGE

The court will enter your discharge approximately 3-4 months after the case was filed, but only if you completed the financial management course. Otherwise your case will be closed with **no discharge (you still owe the debts)**. A creditor has a right to object to a discharge, but that is rare.

THE CREDITORS

Only the creditors (including collection companies) listed in your bankruptcy documents will know about your bankruptcy and be discharged. Debts that are not discharged are debts you did not list, some taxes, student loans, child support, alimony, fraud or if the court determines 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 include a copy of the discharge and instruction letter. Jay and I would really appreciate a review or two about your experience and how you feel now that the creditors have to leave you alone.



THE TRUSTEE

The trustee's job is to determine if you have non-exempt 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 because the debts can NEVER be discharged).

THE TRUSTEE DECIDES THERE IS NOTHING TO LIQUIDATE IS CALLED A **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.

IF THE TRUSTEE DECIDES TO LIQUIDATE PROPERTY THIS IS AN **ASSET CASE**.

The trustee decides how to liquidate non-exempt property. He/She can either sell non-exempt property to you, at auction or hire a realtor. The trustee may wait to see if there is a tax refund. **which is why I urged you sell all non-exempt property and/or get & spend any tax refunds, before filing bankruptcy** in order to eliminate this very long delay which can affect your ability to rent, buy a home or just move on. Depending on what the trustee liquidates, this process can take several months or longer to complete. There is no way to push the process.

TRUSTEE FILES HIS/HER FINAL REPORT WITH THE COURT



CLOSING THE CASE

Once the trustee files their final report, the US Trustee will review the file and, 99.9% of the time, closes your case.

PLEASE NOTE: Later the trustee can reopen your case if you did not disclose all your assets, committed fraud 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 Diane will send an email with fireworks. This means that both you and the trustee have done everything necessary to complete your bankruptcy.

Again, Jay and I would really appreciate a review or two about your time with our firm.

