

LAW OFFICES OF ALISA ADMIRAL

5150 E Pacific Coast Highway, Suite 200, Long Beach, CA 90804

DOCUMENT CHECKLIST

(for you AND spouse, regardless of whether you are filing separately)

Instructions: All documents must be provided prior to your final appointment.

Please provide organized copies of ALL documents that apply to you.

- Please wait to send your documents until your attorney's fees are paid in full. This is because documents must be part of a specific 6-month period based on the filing date.
- You can upload all your documents to the **Dropbox folder** (check email for request).
- Otherwise, email documents to **documents@admirallegal.com**. For email, pdfs only, no jpegs. Download Scanner App to convert pictures to pdf.
- If you absolutely cannot upload or email a document, schedule a time for dropoff. For dropped off documents, please organize, and no originals, staples or envelopes.

___ 7 Months Proof of Income (6 months before filing month AND filing month)

___ Employed: Every single pay stub

___ Self-employed: Six individual profit and loss statements (Ask us what else!)

___ Retired: most recent pension statement and/or SSI award letter

___ Unemployed: every disability or unemployment stub or summary EDD

___ Vehicle(s)

___ Bill/statement (most recent)

___ Proof of insurance or Registration

___ Kbb.com Private Party Value

___ Home:

___ Mortgage statements for all mortgages (most recent)

___ Property tax statement and property insurance (most recent)

___ Grant Deed

___ Retirement: most recent statement IRA, 401(k), Profit Sharing etc.

___ Retirement loan statements (most recent)

___ Life insurance (most recent statement)

___ Tax returns: Last 2 years of State and Federal taxes and w2s.

___ 3 month's statements for EVERY financial account in your name (bank, investment, crypto, venmo, etc.). Include unused accounts. No credit card statements.

___ Lawsuits, garnishments, levies and liens

___ Any debts not on credit report (medical bills, tax debt, recent bills etc.)

___ Credit Counseling Certificate

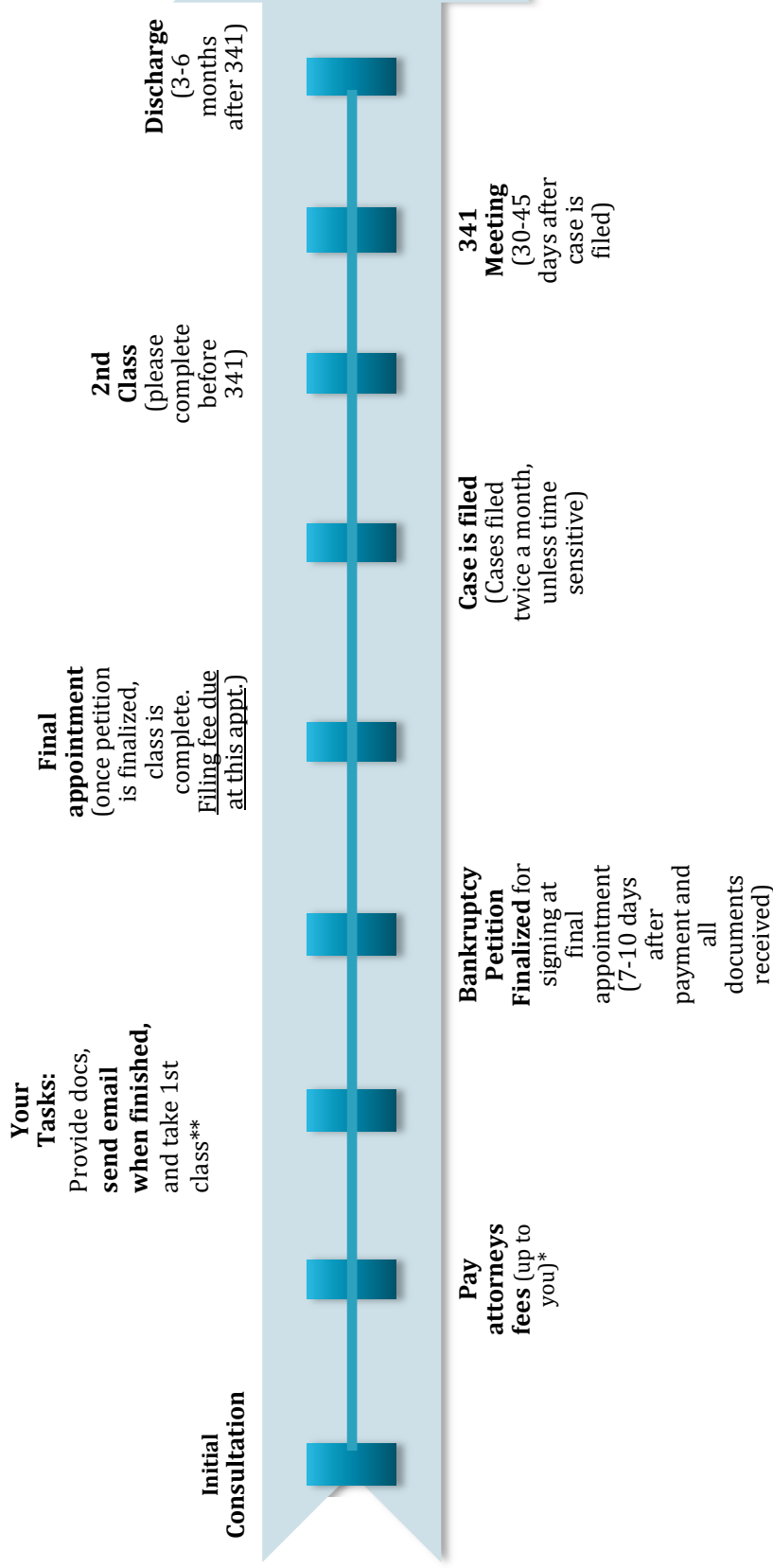
___ Filing fee (if not already paid with attorneys fees) \$338 for Ch 7, or \$313 for Ch. 13

___ Copies of photo identification and social security card (must be in COLOR)

___ Filled out questionnaire if not already provided

___ Send email to documents@admirallegal.com letting us know you have finished sending docs.

Typical Case Timeline



* Pay via zelle to alisa@admirallegal.com. Mail or office drop off is also okay. We will send a confirmation email upon receipt.

** All documents should be organized copies. Send via email to documents@admirallegal.com or fax, mail, or drop off (copies) at the office. Send an email saying ALL DOCUMENTS SENT when you have provided all documents. NOTE: If you would like to meet with Ms. Admiral when making your payment, please schedule an appointment.



Step 1: Before You File

Pre-Bankruptcy Counseling

Consumers filing for bankruptcy must complete a credit counseling session from an Approved* Provider and receive a Certificate of Counseling before filing.

At the conclusion of your session, **DebtHelper.com** will provide you and your attorney with a copy of the certificate of counseling to file with the court as proof that you completed this requirement.

Items Needed for Course:

1. Current financial information
2. Attorney/Partner code: **CA3256**
3. Payment method (debit, prepaid debit, or e-check)

Internet Option \$24 Accessible 24/7

1. Go to www.mybkcounseling.com
2. Click on "Credit Counseling Course 1"
3. Follow all prompts necessary to receive your Unique User ID and Password
4. Complete the course and make your payment online
5. Call 800-920-2262 to complete your session

Telephone Option \$44

1. Call 800-920-2262 to complete your counseling over the phone. Appointment not required

Step 2: After You File

Debtor Education

Consumers that have filed for bankruptcy must complete a personal financial management instructional course from an Approved* Provider and receive a Certificate of Debtor Education prior to their case can be discharged. Each party must complete this course on their own.

At the conclusion of your 2 hour course, **DebtHelper.com** will provide you and your attorney with the certificate of education to file with the court as proof that you completed this requirement.

Items Needed for Course:

1. Your bankruptcy case number: _ _ - _ _ _ _ _
2. Attorney/Partner code: **CA3256**
3. Payment method (debit, prepaid debit, or e-check)

Internet Option \$14 Accessible 24/7

1. Go to www.mybkcounseling.com
2. Click on "Credit Counseling Course 2"
3. Follow all prompts necessary to receive your Unique User ID and Password (this User Id is different than the User Id you received for your first course)
4. Complete the course and make your payment online

Telephone Option \$44

1. Call 800-920-2262 to complete your counseling over the phone. Appointment not required.

Certificates by mail, email or fax.

SPANISH AVAILABLE

*Credit Card Management Services, Inc. is approved to issue certificates of completion of credit counseling and debtor education in compliance with the Bankruptcy Code. Approval does not endorse or guarantee the quality of an Agency's services. Fee Reduction / Waiver Policy Available

IMPORTANT CASE INFORMATION AND AGREEMENT

1. Case Timeline – You Set the Pace!

Your bankruptcy case moves forward on **your** timeline. Once your fees are paid in full, it's up to you to send in documents and complete required steps.

✓ We confirm receipt of all payments and documents.

X We do not send reminders or set deadlines.

🕒 Need help or have questions? Reach out anytime—we're happy to support you!

2. Staying in Touch with Your Attorney

Attorney Alisa Admiral is just a call or click away.

📞 Schedule a call: calendly.com/alisaadmiral/10-minute-phone-call

✉ Email: alisa@admirallegal.com

📱 Text: 562-810-8041 (for urgent or brief matters only)

3. Watch Your Inbox!

✉ We send important updates and instructions via email.

✓ Please check and carefully read emails regularly. Look for office@admirallegal.com and admin@admirallegal.com

! If you cannot do this, let us know right away.

4. Discount for Electronic Documents (preferred).

💻 A \$100 discount has already been applied to your fees for submitting documents electronically (PDFs)

📎 If you choose to submit paper documents instead, this \$100 will be added back to your total attorney fee.

Let's Work Together!

You're in control, but you're not alone. We're here to guide you—just reach out if you need help!