

*Personal Injury, Bankruptcy, Social Security Disability, Tax Negotiation*

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**BANKRUPTCY — REQUIRED DOCUMENT CHECKLIST**

Before we open a file and begin working on your case, you must provide the following:

* Federal & State Tax Returns for 2019, 2020, 2021, & 2022 .
* All check stubs or a print out from **ALL** employers over the last six (6) months.

Check stubs or print out **MUST** show gross pay, itemized deductions, and net pay.

* Documentation of all other income received in the last six (6) months (i.e., *social security*,

*child support, unemployment, food stamps*, etc.)

* Copy of driver's license or ID and Social Security Card. (If you do not have your Social Security

card, you will need to apply for one as the court requires a copy of the original card.)

* All Judgments and lawsuits filed against you.
* Proof of Homeowner's Insurance and Vehicle Insurance for all vehicles in your name. You may

ask your insurance company to fax the Declaration Page to our office.

* Your most current bank statement for **ALL** bank accounts.
* Completed Bankruptcy Worksheet.
* You must sign the enclosed forms: Credit Authorization Form, Tax Transcript Request Form, and

the Contract of Employment.

* You must complete a pre-bankruptcy counseling session before your case can be filed. You will   
  be given instructions for this session once your retainer fee has been paid.

\*\* Filing Fees - As discussed with the attorney, your filing fees must be paid in full before your case can

be filed. *Fees can be paid by* **Money Order or Cash** (***exact change only***).

*(Please do not provide individual copies of bills. List the correct name, address, account number,*

*and amount owed. The information you turn in to our office is the information we must provide to*

*the Trustee.)*