# Document List

*Please upload each of the below documents to **mernalaw.info**.*

THE MERNA LAW GROUP
ATTORNEYS AT LAW

*We will not schedule an appointment to file your case unless all documents and payments are provided in advance. Please provide all documents at least 7 days before the date you wish your case to be filed.*

- ☐ **Amount Paid $_________. Remaining Amount Due $_________.**
  (Our payment plan is a minimum of $100 per month with 6 months to pay the full balance. Your case must be filed within 6 months.)
- ☐ **1st Credit Counseling Certificate:** UrgentCo.com (code: 270003) OR Accesscounselinginc.org (code: TM12993) – Please note this will expire 6 months from the date of completion
- ☐ **Copy of bills** – include original creditor, collection agencies & attorneys if applicable.
- ☐ **Tax Returns** for the last 2 years (state and federal with W-2s/1099s)
- ☐ **Vehicles**
  - **Registration or Title**
  - **DMV Transcript/Record** – www.dmv.virginia.gov – (provide all pages of the transcript by selecting "next page" – this is not your driving record, but a list of vehicles registered with the DMV)
  - **Payoff statement** for all vehicle loans
  - **Insurance Declarations Page** – we do not need your insurance card
- ☐ **Houses** (any house owned in the last two years)
  - **Copy of the Recorded Deed** (request from the land records department of your city/county)
  - **Copy of the Recorded Deed of Trust** (request from the land records department of your city/county)
  - **Mortgage statement** with current balance
  - **Foreclosure/trustee sale notice** with date and time
- ☐ **Full Rental Lease agreement**
- ☐ **Prior Homestead Deed** (if you have filed a Chapter 7 in the past 8 years, contact the city/county land records department where you lived at the time of filing)
- ☐ **Retirement account statement** with recent balance
- ☐ **Spousal and/or child support orders** (must include the name, address, and phone number of the support recipient)
- ☐ **Tithing/charitable record** for the past 12 months
- ☐ **Term or whole/universal life insurance statement** with cash-surrender balance
- ☐ **Worksheets**
  - **Furniture List**
  - **Personal Property List**
  - **Income & Expenses**
  - **Authorization to Obtain Credit Reports**
- ☐ **Income** for each of the 6 months prior to filing for all household members and all sources
  (Note: if you are self-employed, please provide a monthly breakdown of business income and expenses for the last 6 months. Social security/disability/retirees must provide most recent benefit letter showing monthly amount received)
- ☐ **Transaction reports** for last 2 months from all financial accounts (bank, paypal, online debit card, etc.)
  *You will also have to provide statements showing the balance of each account on the day your case is filed.