The Southern District of NY Bankruptcy

Legal Clinic is staffed by experienced

bankruptcy attorney volunteers and

offers free, on-site information and

guidance to individuals who are

representing themselves in the U.S.

Bankruptcy Court. The attorney

volunteers at the Clinic can help

unrepresented individuals understand

the bankruptcy process and provide

limited case-specific advice, but they

cannot represent the debtor in court or

file pleadings.

For more information email: nysb\_clinic@nysb.uscourts.gov

SDNY Bankruptcy Legal Clinic

Located at

The U.S. Bankruptcy Court One Bowling Green

Room 606

New York, NY 10004

Phone: 212-284-4040

Website: [www.nysb.uscourts.gov](http://www.nysb.uscourts.gov)

Southern

District of NY Bankruptcy Legal Clinic

Open each month

11am—1pm by appointment

* 30-minute consultations
* Sign up: [www.nysb.uscourts.gov/clinic](http://www.nysb.uscourts.gov/clinic)

Providing free legal assistance for

people representing themselves in

the U.S. Bankruptcy Court for the Southern District of New York



WHEN CAN I GET HELP AT THE CLNIIC?

The Clinic is open each month from 11 am to 1 pm.

Check the calendar for available dates at: [www.nysb.uscourts.gov/clinic](http://www.nysb.uscourts.gov/clinic).

DO I NEED TO HAVE AN APPOINTMENT?

Yes. Appointments are made online at [www.nysb.uscourts.gov/clinic](file:///C%3A%5CUsers%5Caacosta.NYSB%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CTemporary%20Internet%20Files%5CContent.Outlook%5CVAB2T2QO%5Cwww.nysb.uscourts.gov%5Cclinic) or by calling the court at (212) 284-4040.

WHAT CAN I EXPECT WHEN I ARRIVE AT THE CLINIC?

You will need to complete an Intake Form and Liability Waiver before you can be seen by an attorney. Intake Forms and Liability Waivers are available at the Clinic or can be downloaded from our website at www.nysb.uscourts.gov/clinic.

HOW LONG IS MY CONSULTATION?

The Clinic provides *pro se* individuals the opportunity to meet, one-on-one, with a

volunteer bankruptcy attorney for a free half hour consultation.

WHAT DO I DO IF I‘M ON A DEADLINE?

If you have an important deadline upcoming soon, please contact the Clinic staff immediately to set up an appointment by calling (212) 284-4040 or by sending an email to: nysb\_clinic@nysb.uscourts.gov. The Clinic does give priority whenever possible to those who are on a deadline.

How Can We Help You?

* Complete the required two forms:
	1. “Intake Sheet”, which is used to gain an understanding of the client’s financial condition and is shredded on-site or returned to the client after the meeting, and
	2. “Agreement for Limited Legal Advice”, which confirms the limited scope of legal advice provided and contains a conflict waiver
* Write a list of specific questions for the attorney
* Bring the most recent court papers that were

served on you or that you filed with the court

* Bring all documents, contracts & paperwork related to your case, including your bankruptcy schedules of assets and liabilities
* Identify any deadlines and tell us about them
* Visit the Bankruptcy Court’s website a[t www.](http://www/) nysb.uscourts.gov for forms, guides, videos and other valuable resources

If you have not yet filed for bankruptcy, please attempt to compile and bring the following documents to your appointment:

* Your most recent pay stubs or other income statements for ALL income you receive (e.g. full or part time job, child support income, retirement income, child care income, etc.)
* Your most recent W-2 or Tax Return
* Your credit report - which you can receive free of charge once per year from the following providers:

Equifa[x—http://w](http://www.equifax.com/)ww[.equifax.com](http://www.equifax.com/) Tr[ansUnion—w](http://www.transunion.com/)ww.tr[ansunion.c](http://www.transunion.com/)om [Experian—w](http://www.experian.com/)ww.e[xperian.c](http://www.experian.com/)om

* Your most recent bank statements
* Documentation of the value of your real estate (e.g. house, land) - examples include past appraisals, an estimate from [www.zillow.com,](http://www.zillow.com/) tax assessor’s value, etc.
* If you have not yet filed but you have drafted your filing forms, you may bring them with you to the appointment for the volunteer attorney to review

Be Prepared Before Your Appointment Please

What We Do

* We DO NOT give legal advice on:

→ Adversary Proceedings

→ Criminal matters

→ State court cases

→ Non bankruptcy related issues

* We do not provide representation in court, and will not represent you as your attorney
* We do not complete forms or file pleadings on

your behalf

* We do not give advice on the telephone or by email
* We do not get paid for work done at the Clinic

What We Do Not Do

Volunteer attorneys provide limited legal advice and information on bankruptcy issues including, but not limited to (1) petition and schedule preparations;

(2) the reaffirmation process; (3) individual exemptions and (4) other bankruptcy topics

Assist you in preparing court documents

Provide referrals and other resource information