

## Petition Preparation Process

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1. Attorney will ensure that debtor(s) have completed the mandatory Credit Counseling Requirement.
2. Attorney will use the Client Intake Forms provided by Outsourced Paralegal Services, LLC, which can be found on:  
<http://www.outsourcedparalegal.com/forms.htm>
3. When Client Intake Forms are completed, Attorney or law firm employee must review the Client Intake Forms to ensure all information has been properly completed.
4. Attorney is responsible for gathering the following documents from the client(s) and retaining for the 341 Meeting:
  - a. 6 months of paycheck stubs from debtor(s)
  - b. 6 months of bank account statements
  - c. Copies of utility bills for the past six (6) months
  - d. Copies of any and all lease agreements
  - e. Copies of driver's license or state identification that verify the debtor(s) identity and social security number provided on Client Intake Forms and the bankruptcy petition.
  - f. Copies of titles to all motor vehicles
  - g. Recorded Mortgage and Deed for all real property
  - h. A copy of appraisals made within the past 12 months for all real property
  - i. Copies of any lawsuits filed within the past two (2) years.
  - j. Copies of all life insurance policies owned by debtor(s)
  - k. Federal income tax returns for past two (2) years.
  - l. Separation agreements or decrees of dissolution or divorce within the past one (1) year

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- m. All documents relating to retirement accounts.
  - n. Security agreements, financing statements and personal property leases.
  - o. Stock certificates, bonds, credit union and passbook savings accounts and statements evidencing investments or savings.
  - p. Evidence of value of real estate (i.e. appraisal dated no later than one (1) year prior to filing bankruptcy.)
  - q. Documents verifying debtor(s) interest in any future property.
5. Attorney provides Outsourced Paralegal Services, LLC with the following:
- a. Completed Client Intake Forms
  - b. 6 Months of Paycheck Stubs

These documents may be delivered to Outsourced Paralegal Services, LLC in any of the following methods:

**By mail: (Please use Priority Mail with Delivery Confirmation)**

Patrick Campbell  
Outsourced Paralegal Services, LLC  
998C Old Country Road  
Suite 198  
Plainview, NY 11803

**By fax:**

516-706-3737

**By Email with PDF Attachment:**

outsourcedparalegal@gmail.com

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### **Outsourced Paralegal Services, LLC Responsibilities:**

1. Input of all data from Client Intake Forms into Best Case software.
2. Compiling a list of questions for debtor(s) to obtain the additional detailed information not provided on Client Intake Forms.

Note: If requested by attorney, Outsourced Paralegal Services, LLC will contact the debtor(s) and obtain the missing information without any additional charge. If debtor(s) are contacted, Outsourced Paralegal Services, LLC will represent herself as working under the direction of Attorney. Outsourced Paralegal Services, LLC has been trained in procedures to ensure non-violation of UPL (unauthorized practice of law.)

3. Providing a "Summary Sheet" to attorney (or designated employee) detailing information about the bankruptcy case and alerting Attorney to any possible problems such as unexempt equity or potential fraud that will protect Attorney from court fines and/or embarrassment at the 341 Meeting of Creditors.
4. Internet search for all motor vehicles titled in debtor(s) name within county of residence. This ensures that debtor(s) have listed all vehicles titled in their name.
5. Market values of all motor vehicles from Kelly Blue Book website with a print-out provided to Attorney to place in debtor(s) file for 341 Meeting of Creditors.
6. Internet search for all real property in debtor(s) name within county of residence. This ensures that debtor(s) have listed all property titled in their name.
7. Internet search for all criminal records in debtor(s) name within county of residence. This ensures debtor(s) have not withheld any criminal record information.

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8. Internet search for other lawsuits in debtor(s) name within county of residence. This ensures debtor(s) have not withheld any lawsuit information.
9. Return draft of bankruptcy petition to Attorney for review.
10. Changes are then made to the draft of bankruptcy petition per Attorney's instructions, if necessary.
12. Return of PDF (or Best Case file) of completed bankruptcy petition for the client file and/or electronic filing.
13. If requested by Attorney, electronic filing of bankruptcy petition upon approval by Attorney.
14. Mailing of a copy of completed bankruptcy petition to debtor(s) by Priority Mail if requested by Attorney.