

Document/Service Information

Petition Preparation and Filing:

- Gathering of documents to prepare and file the petition via ECF.
- For Ch. 11 project, gather assets, list of liabilities, property, monthly operating reports and business affairs.
- Conduct property appraisal, credit report, proof of insurance, and gather tax returns.
- Review cases and provide a detailed report on the status of the filing.
- Help prepare for Meeting of Creditors.
- Educate the debtor about the bankruptcy process and assist with any questions or complaints.

Manage:

- Review plans for viability with any changing circumstances.
- Manage plan compliance by tracking payments made and deadlines for lump sum payments.
- Draft and/or review proof of claims and modifications.
- Manage correspondence with other counsel, trustee and debtors.
- Manage case issues such as claim objections, relief from stay, stipulations and drafting modified plans.
- Manage calendar and court deadlines.
- Manage debtor payments by handling delinquencies, missing payments and tracking wage garnishment or ACH issues.

Discharge:

- Ensure all payments have been made and no refund is needed.
- Ensure debtor has completed debtor education course.
- Correspond with the trustee for discharge date.
- Run post credit report to make sure there are no lingering creditors.
- Retrieve titles back from the trustee or banks.
- Ensure wage deduction/ACH has been cancelled.

Complete BK Case Servicing (Preparation, Filing, Manage and Discharge Services. Fee includes all Motions, Agreements, Objections & Notices)		399.00
Chapter 7 Petition		\$125.00
Chapter 11 Petition		\$175.00
Chapter 13 Petition (w/o Plan)		\$150.00
Chapter 13 Petition (with Plan)		\$225.00
Emergency petitions (24 hours)		\$50.00
Proof of Claims w/410A History		\$125.00
Motion for Relief of Stay		\$75.00
Payment Change Notices		\$25.00
Reaffirmation Agreements		\$75.00
Modifications & Amendments		\$50.00
ECF Filing		\$15.00
Notices		\$25.00
Objections		\$75.00
Responses		\$50.00

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