

## 10 STEPS TOWARD GETTING YOUR FRESH START

Here are 10 Steps toward getting your Fresh Start:

Step 1 – After reviewing the [Notice Required by 11 U.S.C. § 342(b) for Individuals Filing for Bankruptcy], complete and submit our <https://app.practicepanther.com/IntakeForm/Create?templateGuid=edfac055-03f3-4830-9151-71f4de1ca010> [Intake Form] online.

Step 2 – We will provide you with a consultation in-person or via telephone, video conference or conference call to discuss collection activity, your assets, debt and then review your income and expenses.

Step 3 – At the conclusion of the initial consultation, we will advise you about your bankruptcy options and we will discuss our fee and payment options.

Step 4 – We will send you a draft of our Retainer Agreement to review. We will answer any questions you may have regarding the Retainer Agreement.

Step 5 – The Retainer Agreement will be signed electronically.

Step 6 - You will pay the initial retainer and we will set the projected filing date for your case.

Step 7 – Using your secure Client Portal, you will provide us with the documents and information required for your case, including credit counseling certificate, paystubs, tax returns, bank statements, etc.

Step 8 – Upon our receipt of the documents and information, will prepare your bankruptcy petition, schedules and statements for you to review.

Step 9 – We will schedule a date and time with you to review the petition, schedules and statements.

Step 10 – Once we receive a signed copy of the petition, schedules and statements, we will electronically file your bankruptcy documents with the Court.