

Grow your practice
without the risk of overhead.

“With AmStar, I can **focus on practicing law** while they take care of the rest.”

—Luis A. Torrens, *Bankruptcy and Foreclosure Defense*

Complete bankruptcy support for only...

- Chapter 7 support: **\$495** per file*
- Chapter 13 support: **\$795** per file*



What We Do:

✔ Credit counseling

- Order the credit counseling services for the debtor
- Ensure the debtor completes the counseling services and uploads the certificate in .pdf format to attorney dashboard

✔ Pre-filing document collection

- Communicate directly with the debtor, review intake forms and supporting documents
- Assist the debtor with collecting supporting documents
- Scan all documents and supporting materials into Adobe .pdf files
- Upload all documents to Attorney's secure, web-based workspace so you can monitor progress

✔ Credit inquiries and bankruptcy verification

- Respond to creditor calls requesting conformation that debtor has retained counsel
- Advise creditors of probable filing date (per Attorney's specific directions)

✔ Pull credit report

- Place online order for tri-merge credit bureau report to verify debts (performed in name of Attorney)
- Download all creditors in the credit bureau report to the Bankruptcy Case Management Software
- Upload a complete copy of the credit bureau report to Attorney's secure, web-based workspace

✔ Tax returns

- Complete the signed 4506(t) form and fax form to service provider
- Obtain 2-4 years (depending on jurisdiction) of tax returns and W-2 forms from the debtor
- Order tax transcripts for the last four years in the event that W-2 forms are not available
- Upload .pdf of IRS transcripts to Attorney's secure, web-based workspace

✔ Pre-filing due diligence

- Conduct client interviews to review and verify responses on questionnaire
- Obtain vehicle valuations (Kelly Blue Book or NADA, as specified by Attorney)
- Upload the vehicle valuations to Attorney's secure, web-based workspace
- Conduct a public records search of the debtor, enabling the verification of:
 - Bankruptcy Filings
 - Judgements and liens
 - UCC filings
 - Real property records and much more
- Upload public record search report into Attorney's secure, web-based workspace

- Obtain valuation of real property (using Zillow.com or Attorney designed bank source)
- Upload real property valuations to Attorney's secure, web-based workspace

✔ Petition Preparation

- Perform preliminary means test calculations and report to Attorney
- Perform pre-filing quality control check to ensure complete pre-filing preparation
- Prepare bankruptcy petition, schedules and statement of Financial Affairs
- Complete petition preparation using Attorney's Bankruptcy Case Management Software

✔ Pre-filing attorney review

- Prepare letter to Attorney describing potential issues revealed during due diligence
- Provide Attorney with relevant case-law research (available upon request)
- Transmit petition to Attorney for review and filing
- Upload completed petition to Attorney's secure, web-based workspace for filing
- Notify Attorney that file is ready for review and filing, if no other changes requested

✔ General post-filing case support

- Obtain case number from Attorney after petition has been filed
- Answer basic non-legal questions regarding status of case
- Log all client calls and email notes to Attorney
- Refer client to Attorney to address specific legal questions as they arise
- Respond to creditor calls requesting verification of bankruptcy filing

✔ 341 hearing support

- Provide debtor with required document checklist for 341 meeting
- Remind debtor of 341 meeting time/date and provide directions if needed
- Brief debtor of unusual questions asked at 341 (per Attorney instructions)
- Upload certificate of completion to Attorney's secure, web-based workspace
- Provide quick reference cover sheet for 341 meeting

✔ File closing procedures

- Upload copy of debtor's discharge order to Attorney's secure, web-based workspace
- Burn a CD-ROM copy of the debtor's file suitable for archiving (at Attorney's request)

If you would like more information, contact AmStar today at **877-550-5878** or visit www.AmStarLitigation.com



*Fees are capped and based on an hourly rate. If hours are exceeded, your rate is the same, so you can enjoy predictable costs.

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