

## SERVICE AGREEMENT

The purpose of this agreement is to provide Attorneys an outline of the services OutsourceYourBankruptcyFilings.com will provide. To utilize our services:

- 1) Call us at 650-766-7820 to discuss your present needs and how we can customize our service to fit them.
- 2) If the terms of the following agreement are acceptable, you may sign and fax back; If you would like us to make amendments to the terms, agreeable to both parties, we will do so.

OutsourceYourBankruptcyFilings.com  
Evan Fuller

## SERVICE AGREEMENT

This Service Agreement is made between \_\_\_\_\_

Attorney at Law, located at \_\_\_\_\_

\_\_\_\_\_

(Hereinafter referred to as "Attorney") and **Evan Fuller**,  
OutsourceYourBankruptcyFilings.com, 7913 Bayside Road Suite 200,  
Chesapeake Beach, MD 20732 (hereinafter referred to as "Virtual Bankruptcy  
Assistant") on

\_\_\_\_\_.

### **Attorney Responsibilities:**

1. Attorney will ensure that debtor(s) have completed the Credit Counseling Requirement.
2. Attorney will have client(s) complete Client Intake Forms provided by Virtual Bankruptcy Assistant.
3. When client (s) returns Client Intake Forms to the Attorney, Attorney must review the Client Intake forms to ensure all information is complete.
4. Attorney is responsible for gathering the following documents:
  - 6 months of paycheck stubs from debtor(s)
  - Federal income tax returns for past two (2) years
  - Copies of titles to all motor vehicles

- Recorded mortgage and Deed for all property
- Copies of any lawsuits filed within the past (2) years
- Copies of all life insurance policies owned by debtor(s)
- Separation agreements or decrees of dissolution or divorce within the past one (1) year
- All documents relating to retirement accounts
- Security agreements, financing statements and personal property leases
- Stock certificates, bonds. Credit union and/or passbook savings accounts. Statements evidencing investments or savings.
- Evidence of value of real estate (i.e.; appraisal dated no later than one (1) year prior to filing bankruptcy
- Documents verifying debtor(s) interest in any future property

### **Attorney Responsibilities (con't):**

5. Attorney provides Virtual Bankruptcy Assistant with the following:

- Completed Client Intake Forms
- 6 months of paycheck stubs

Return these to Virtual Bankruptcy Assistant in any of the following methods:

#### **By mail:**

OutsourceYourBankruptcyFilings.com  
 Attn: Evan Fuller  
 7913 Bayside Road Suite 200  
 PO Box 157

Chesapeake Beach, MD 20732

**By email in PDF format:**

[evan@outsourcemybankruptcyfilings.com](mailto:evan@outsourcemybankruptcyfilings.com)

**By fax:**

410-286-9413

**Virtual Bankruptcy Assistant Duties:**

- Input of all data from Client Intake Forms into EZ-Filing or Best Case software
- Compiling a list of questions for debtor(s) to obtain the additional detailed information not provided on Client Intake Forms
- Contacting debtor(s) at a time convenient to them in order to obtain additional information (similar to Client Intake Forms)

**NOTE:** Virtual Bankruptcy Assistant is well versed in the knowledge of unauthorized practice of law. Virtual Bankruptcy Assistant will never provide legal advice to Attorney's debtor(s) when virtual Bankruptcy Assistant contacts debtor(s) for any reason. Instead, Virtual Bankruptcy Assistant's contact with the debtor(s) is solely to gather information. If the debtor(s) should have a question regarding a legal matter, Virtual Bankruptcy Assistant will make a note for the Attorney and email the question(s) while retaining a copy of the email in the debtor(s) file.

- Internet search for all motor vehicles from Kelly Blue Book website
- Internet search for all civil and criminal records in debtor(s) name within county of residence
- Return draft of bankruptcy petition to Attorney for review
- Return of Attorney Summary sheet detailing problems or questions for

the Attorney regarding case

- Changes made to draft of bankruptcy petition per Attorney's instructions
- Return of EZ Filing/BestCase file of completed bankruptcy petition
- Electronic filing of bankruptcy petition upon acceptance if requested by Attorney

## **Fee Schedule for Virtual Bankruptcy Assistant Services**

The first petition will be completed with no money due up front. OutsourceYourBankruptcyFilings.com will invoice the Attorney/ Law Firm when the petition has been completed to the Attorney's satisfaction.

Beginning with the second file, OutsourceYourBankruptcyFilings.com will require payment in advance before the petition work will begin.

Chapter 7 (50 debts or less).....	\$300.00
Chapter 7 (51 debts or more).....	\$350.00
Chapter 13 with no plan*.....	\$350.00
Chapter 13 with plan.....	\$450.00
Re-calculate expired means test and petition.....	\$100.00

**NOTE:** Fees are subject to change. Any changes made are to be discussed and agreed upon by Attorney.

Confidentiality Agreement:

OutsourceYourBankruptcyFilings.com agrees to maintain in confidence and not disclose any confidential client information received from the Attorney other than to employees or agents who have a need to know the confidential information and approved by Attorney for release. Unless instructed by the Attorney, the Virtual Bankruptcy Assistant further agrees not to make any copies in whole or in part of confidential information. Nor to analyze samples of tangible materials included therein, which are not available on the open market or from other sources, for any purposes. In addition, will, upon request by the Attorney, return all tangible materials furnished hereunder including any notes or memoranda of conversations relating thereto, including any copies thereof.

**Signatures**

Both parties agree to the terms set forth in this Service Agreement and attest that both have retained a copy of this document for their own records. By signing below, we both affirm that the statements in this document are true and correct to the best of our knowledge.

\_\_\_\_\_  
Evan M. Fuller

\_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date