

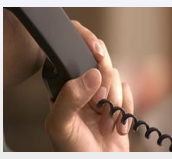
Bankruptcy is a lot of work and you must be committed to doing it right & following directions.



LEARN ABOUT A COMPANY CHAPTER 7 BANKRUPTCY

Education is very important when deciding the best option for your company. Watch the court videos and then do a very good job completing the on-line questionnaire.

YOUR FREE PHONE CALL



Other options: referral to another attorney for chapter 11 advice or work with creditors.

If Diane agrees to help with a chapter 7 company bankruptcy she will tell you the fee.



THE "WHAT'S NEXT" EMAIL
Diane will send an email with a link to our web site. Gather all company documents. **IMPORTANT**—print instructions for MyCaseInfo.

MYCASEINFO:
Diane will send an invitation to access MyCaseInfo. To make your life easier please use the instructions to fill out the information.

FINISH MYCASEINFO:
Once you have done a very good job completing all the information in MyCaseInfo press the button "send to attorney" so we can receive it.

BAD JOB: If you did not do a good job on MyCaseInfo Jay will send it back for you to correct missing information. If you have questions read the instructions first, then call Jay.

GOOD JOB: If you did a good job filling out MyCaseInfo Diane will call to schedule your first appointment.



FIRST MEETING:
Meet with Diane and Jay for 2.5 to 3 hours. You will bring some documents, review information from MyCaseInfo, pay half the fee, sign the retainer & leave with a draft of the bankruptcy forms.

DEALING WITH PHONE CALLS:
Now that you signed the company retainer and paid a fee you may give callers our contact information. This will stop calls, but not lawsuits; filing the bankruptcy will do that.

READY FOR NEXT MEETING?
Once you edit the forms, are prepared to pay the balance of the fees, plus have control over bank accounts, then call to schedule your next meeting with us.

OUR NEXT MEETING
Meet with Diane and Jay for hour to hour & 1/2 to make the changes to the bankruptcy forms, bring additional documents, pay the balance of the fees and sign the bankruptcy forms. We will discuss the timing for filing the bankruptcy.



FINAL REVIEW BEFORE FILING
After your second meeting Diane will review all the forms and call you if there are any questions.
Depending on your company's situation you may be told to call us with instructions when to file.

FILING DOCS WITH THE COURT:
Shortly after your meeting we will file the documents with the court and send you a copy, plus Diane's instruction letter. It will take the court 10-14 days to send creditors notice of the filing. Meanwhile continue to give all callers the bankruptcy case number and our contact information.

DIANE'S INSTRUCTION LETTER:
Diane's letter will have the bankruptcy case number, the date, time & location for the trustee meeting, plus parking directions, sample questions, plus much more.



PREPARING FOR THE 341 or 'CREDITOR'S MEETING'

Diane's instruction letter (sent when the case was filed) gave you specific information about this meeting. Make sure to mark your calendar.

THE TRUSTEE'S LETTER

As we discussed, you will receive a letter from the trustee requesting certain information. Call Jay to set a time to meet with him to review the letter & prepare the documents the trustee requested. **Please do not respond directly to the trustee.**

ATTEND THE CREDITOR'S MEETING'

Bring your driver's license to the meeting or the meeting will be cancelled and you will have to pay a additional fee for a second meeting. It is possible 1 or 2 creditors will be at the meeting.

DIANE WILL EXPLAIN WHAT TO EXPECT NEXT...

Including how to deal with creditors (now and years later), and the trustee's role to completing their work and closing your case.



THE DISCHARGE

Unlike chapter 7 cases for individuals, a company does not receive a discharge.

THE CREDITORS and ADVERSARY LAWSUIT

Only the creditors (including collection companies) listed in the documents will know about the bankruptcy. Therefore it is VERY important that you list all the company's creditors

A creditor or the trustee may file a lawsuit in the bankruptcy—called an adversary. The court will determined if a debt should survive due to unique circumstances, or have a hearing on the agent (you) for the debtor's failure to provide the trustee with required information. Some debts survive the bankruptcy—such as certain taxes.



THE TRUSTEE

The trustee's job is to determine if the company has property to liquidate in order to pay money to the creditors (and the trustee). This process is called the "administration of the estate". If the company has assets, including accounts receivable, the trustee will decide whether it is worth his/her time to pursue. If you refuse to comply with any request the court will set a hearing and require you to appear and explain your actions.

TRUSTEE DECIDES TO LIQUIDATE PROPERTY

The trustee can sell most property at an auction, except for real estate which will be sold by the bankruptcy judge at an auction in the court. You may be at the auction or hearing and buy the property. This process could take several months or even years to complete, depending on what needs to be liquidated. Normally, there is no way to push the process.

Leases—the trustee may also sell company leases, depending on the value.

THE TRUSTEE DECIDES THERE IS NOTHING TO LIQUIDATE

If the trustee makes that decision he/she will file their final report. Normally this takes a few weeks, but each trustee is different so it could be much longer.

TRUSTEE FILES THEIR FINAL REPORT WITH THE COURT



CLOSING THE CASE

Once the trustee files their final report the United States Trustee will review the file. After the review is complete the court will enter an order closing the case. Later the trustee can reopen the case if you did not disclose all company assets, or if there is significant change (which is very rare).

FIREWORKS EMAIL FROM DIANE

Once the court enters the order closing the case we will send you an email with fireworks. This means that both you and the trustee have done everything that is required.

Jay and I would really appreciate a review or two about our firm.

