



AGREEMENT FOR SERVICES

This Agreement for Services is made between

_____ [Attorney Name]
located at _____ (hereinafter
referred to as “Attorney”) and **Rita Browner**, Attorney’s Petition Preparer, 4227
Berkley Court, King George, VA 22485 (hereinafter referred to as “Virtual
Bankruptcy Assistant (VBA)” on ____ day of _____, 20 ____.

ATTORNEY RESPONSIBILITIES

1. Attorney will ensure that debtor(s) have completed the mandatory Credit Counseling Requirement.
2. Attorney will have client(s) complete VBA’s Client “On-Line” Intake Forms.
3. Attorney is responsible for gathering the following documents:
 - a. Six (6) months of paycheck stubs from debtor(s)
 - b. Copies of titles to all motor vehicles.
 - c. Recorded Mortgage and Deed for all real property.
 - d. Copies of any lawsuits filed within the past two (2) years.
 - e. Copies of all life insurance policies owned by debtor(s).
 - f. Federal income tax returns for past two (2) years.
 - g. Separation agreements or decrees of dissolution or divorce within the past one (1) year.
 - h. All documents relating to retirement accounts.
 - i. Security agreements, financing statements and personal property leases.
 - j. Stock certificates, bonds, credit union and passbook savings accounts and statements evidencing investments or savings.
 - k. Evidence of value of real estate (i.e., appraisal dated no later than one (1) year prior to filing bankruptcy).
 - l. Documents verifying debtor(s) interest in any future property.
4. Attorney provides VBA with copies of the following documents:

- a. Six (6) Months of Paycheck Stubs

These documents may be delivered to VBA in any of the following methods:

By mail:

Rita Browner
Attorney's Petition Preparation Services
4227 Berkley Court
King George, VA 22485

By e-mail:

rita@bk713Express.com

By fax:

(888) 531-0958

Pick up:

Arrangements can be made to pick up if Attorney is local.
(No charge within a 20 mile radius of U.S. Bankruptcy Court, Greenbelt, MD)

Virtual Bankruptcy Assistant Duties:

1. Input of all data from Client Intake Forms into *{bankruptcy software}*.
2. Compiling a list of questions for debtor(s) to obtain the additional detailed information not provided on Client Intake Forms.
3. Contacting debtor(s) at a time convenient to them in order to obtain additional information (similar to a Client intake Interview).

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

4. Internet search for all motor vehicles titled in debtor(s) name from Kelly Blue Book website.
5. Internet search for all real property in debtor(s) name within county of residence.
6. Return draft of bankruptcy petition to Attorney for review.
7. Return of Attorney Cover Sheet detailing potential problems or questions for the Attorney regarding case.

8. Changes made to draft of bankruptcy petition per Attorney's instructions.
9. Return of completed bankruptcy petition.
10. Electronic filing of bankruptcy petition upon acceptance if requested by Attorney.
11. Mailing of a copy of completed bankruptcy petition to debtor(s) by Priority Mail if requested by Attorney.
12. Monitoring of case on PACER for an additional \$50.00 fee if requested by Attorney.
13. Maintenance of confidential debtor file at location of VBA which helps to provide a "back up" for Attorney as well as information for VBA to complete other work as assigned by Attorney. Confidential file will be released to Attorney upon request.
14. Final proofing is the responsibility of the client.

Rate for Virtual Bankruptcy Assistant services

Bankruptcy Petition Preparation	Regular Price	Standard Discount** Partners who submit minimum 5 bankruptcies	Volume Discount** Partners submitting 10 (ten) or more per month.
Chapter 7 Petition	\$400.00	\$350.00	\$300.00
Business Chapter7	\$500.00	\$475.00	\$400.00
Chapter 13 Petition (No Plan)	\$500.00	\$475.00	\$450.00
Chapter 13 Petition (with plan)	\$550.00	\$500.00	\$475.00
Emergency Filing (24 hours) 7 or 13	\$125.00	-	-
Expiration of Means Test	\$50.00	-	-
Pacer Monitoring	\$50.00	-	-
Custom Client Intake Forms	\$15.00		

Additional Services\$60.00 per hour*

***Discount offered to retainer clients.**

Note: Prices are subject to change but any changes will be discussed and agreed to by Attorney prior to implementation.

Administrative support rates on a retainer contract basis. Offering the following plans, depending on your needs:

10 hours per month
20 hours per month
40 hours per month

Additional expenses: Occasionally when working on a project additional expenses are incurred, on the client's behalf that will be billed at cost and added to your invoice. Examples of these expenses would include copies, specialty paper, postage and courier services, credit reports, client intake form, on-line client questionnaire.

Note: Normal office supplies and equipment are the responsibility of **VBA** and will not be billed to the client

Additional Fees for Expiration of Means Test

When VBA submits a final bankruptcy petition to the Attorney, the Attorney has thirty (30) days to review the petition and make any changes before filing. However, if Attorney does not review the finished petition within thirty (30) days the Means Test will expire and the petition cannot be filed.

In order to file the petition, VBA must contact the client, obtain the updated figures for income, expenses and other assets and make changes to most of the Schedules and Forms of the bankruptcy petition.

To compensate VBA for the additional time it takes to prepare the updated Schedules and forms, there will be an additional \$50.00 charge to the Attorney if he or she allows the Means Test to expire.

Payment for Services

Half of the payment amount is due upon receipt of the Client Intake Forms or Online web-base questionnaire (\$10/additional) which greatly expedite the fact gathering and data entry process. This will eliminate faxing, emailing and copying and the client having to print out the forms, fill them out (usually illegible) and fax

them back. Of course this will not be for EVERY customer but those computer literate (most of the world today)

Final half is due upon completion.

Payment may be made by Pay Pal or electronic check payable to the VBA.

Confidentiality Agreement

VBA agrees to maintain in confidence and not to 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, VBA further agrees not to make any copies in whole or in part of confidential information or analyze samples of tangible materials included therein, which are not available on the open market or from other sources, for any purposes and will, upon request by the Attorney, return all tangible materials furnished hereunder and any notes or memoranda of conversations relating thereto, including any copies thereof.

Signatures

Both parties agree to the terms set forth in this Agreement for Services 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.

Date _____

Attorney Name Here

Date _____

Attorney's Bankruptcy Petition Preparer