

## Agreement and Terms

This agreement is made between **Crystal Ibarra, DBA; Crystal Ibarra & Associates and “the/your Law Firm” (obtaining our service)**. By making payment you are agreeing that Crystal Ibarra, DBA; Crystal Ibarra & Associates will prepare a Bankruptcy petition for your Law Firm and at your request electronically file the petition through CM/ECF. You are also agreeing to the following terms:

### Fees:

- |  |          |  |
|--|----------|--|
| a) Chapter 7 Single Filer  | \$175.00 |  |
| b) Chapter 7 Joint Filers  | \$225.00 |  |
| c) Chapter 13 Single Filer   | \$325.00 | With Plan  |
| d) Chapter 13 Joint Filers   | \$375.00 | With Plan  |
| e) Lien Strip Motion   | \$100.00 | When Chapter 13 is prepared by our office              |
| f) Lien Strip Motion   | \$150.00 | When our office did not prepare Chapter 13             |
| g) 1 page Motion/Declaration   | \$25.00  |  |
| h) Emergency Services  | \$40.00  | Same day (please contact us before submitting payment) |
| i) Expired Means Test  | \$50.00* |  |
| <i>*If 30 days have passed since we forwarded the petition to your office.</i> |          |  |
| j) Business Attachment   | \$30.00  | (amount added to all debtors with dba's)               |

### What we do:

After receipt of your completed intake packet, Crystal Ibarra shall:

- ✓ Obtain Real Property and Vehicle value
- ✓ Prepare the petition
- ✓ Notify your office of any possible problems and work with you to correct them
- ✓ Forward the petition to your office via pdf files for your review and client meeting
- ✓ Edit the petition as requested
- ✓ Per attorney's request, file the petition via CM/ECF
- ✓ Forward the Attorney, the final petition via pdf file

### Time frames:

Crystal Ibarra will make every attempt to meet the Attorney's timelines; however receipt of all pertaining information is extremely important in the turn around of the case. The attorney will be notified of any missing information required to complete the petition. *The following time frame can be used as a guideline, however is not guaranteed. Please notify us if you must have a case at a certain day and/or time.*

- Chapter 7 3 days
- Chapter 13 4 days
- All others 2-3 days
- Emergency Services\*

\*On a per case basis (please inform us of cases required the same or next day)

\*Once we have agreed to accept and emergency case, the turn around is guaranteed.

**All payments are due at the commencement of each case. By making payment for services you are agreeing to the terms herein. Please DO NOT make payment if you do not agree with the terms herein.**

## **Confidentiality**

- Crystal Ibarra will never contact your client(s);
- Crystal Ibarra will never give out, share or use your client's information;
- Crystal Ibarra, upon your request will shred your client's information upon completion and final forwarding of the petition.

## **What we need to prepare your case:**

- Please download our intake packet for document checklist and client questionnaire.
- We do not need any additional documents that are not listed on the checklist. **Please reframe from sending documents not listed on the checklist, as this slows down the process in completing the case.**

## **Editing, corrections and final petition**

- ✓ Please meet with your client for signing and review of the petition;
- ✓ Have the client sign the Electronic Declaration (ECF) and Statement of Social Security (SOSS);
- ✓ Please make all corrections directly to the petition;
- ✓ Fax or email us the petition pages containing the changes, signed EFD and SOSS.
- ✓ If you are adding creditors, please list the creditor directly to the schedule and include the following information:
- ✓ Creditor name, address, account #, balance, type of debt, month/year account was obtained.
- ✓ If your office will not be filing the petition electronically, you will have to meet with your client again to obtain final signatures.

## **Process in a nut shell**

- ✓ Forward client intake to our office via fax or email attachment
- ✓ Make payment on our web sight
- ✓ Have client complete counseling certificate (if not already completed)
- ✓ Upon receipt of your completed petition, meet with your client for review and signing of the petition

## **Attorney's using ECF**

- ☑ Forward any changes to our office along with the counseling certificate, signed SOSS and ECF
- ☑ Our office will make any necessary changes, file the petition and forward the final petition to you via pdf file.

## **Additional steps for Attorney's not using ECF**

- ☑ We will forward you the final petition
- ☑ Your office will meet with the client to obtain final signatures
- ☑ Your office hand delivers the petition to the court

***If no changes are needed and your office will be hand delivering the petition to the court, there is no further action required and the petition can be filed by the attorney without a second signing meeting with the client.***