



ATTORNEY BIFURCATION CHECKLIST

PRE-FILING

- CONSULTATION
- POST-FILING PAYMENT QUALIFICATION
 - Income (Check One) – Fresh Start Payment Cannot Exceed 10% of Income
 - At Least \$2,000 in Monthly Gross Income
 - At Least \$3,000 in Monthly Gross Income (Third Party Payer)
 - Silver Program (Age 62+, No Minimum Income, Must Be ≤ 10% of Payment)
 - Payment Method (Check One)
 - Debit Card (Bank Account Info if no Debit Card)
 - Pre-Paid Debit Card
- CLIENT SIGNS PRE-FILING AGREEMENT
- COLLECT CLIENT DOCUMENTS
- CLIENT COMPLETES CREDIT COUNSELING COURSE
- PULL CLIENT’S CREDIT REPORTS
- PREPARE SKELETON/EMERGENCY PETITION (Not Statements & Schedules)
- CLIENT REVIEWS AND SIGNS PETITION AND RELATED DOCUMENTS
- FILE THE CASE

POST-FILING

- COMPLETE STATEMENTS AND SCHEDULES
- CLIENT REVIEWS AND SIGNS:
 - POST-FILING FEE AGREEMENT
 - STATEMENTS AND SCHEDULES
- FILE STATEMENTS AND SCHEDULES
- COMPLETE THE CASE IN THE NORMAL MATTER

SUBMISSION TO FRESH START FUNDING

- LOG INTO OUR ATTORNEY PORTAL AT <http://www.freshstartfunding.net/login/Attorney-Login.html>
- CLICK “ENTER NEW CLAIM”
- ENTER DEBTOR INFO
- UPLOAD THREE DOCUMENTS
 - POST-FILING FEE AGREEMENT
 - NOTICE OF BANKRUPTCY FILING
 - PROOF OF INCOME