



# START-UP GUIDELINES

**Congratulations** on taking the first step to help more debtors and grow your practice! **We have everything you need** to start offering clients a Zero or Low-Down Chapter 7 option, and our **Partner Success Team** will help you through the entire process.

## Initial Steps



**1**  
Complete our Lunch & Learn program. You and your staff will watch 45 minutes of videos and we'll buy you lunch!



**2**  
Prepare the following documents using our forms:  
a. Pre-Filing Agreement  
b. Post-Filing Agreement  
c. 3rd Party Payment Authorization

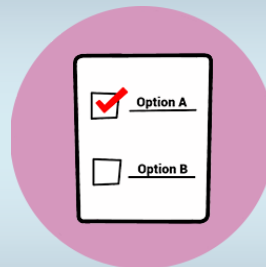
**3**  
Create a new Rule 2016(b) Attorney Fee Disclosure in your bankruptcy software to include our recommended disclosures.



**4**  
Post-petition fees must be "reasonable" under Section 329. Use our Fee Calculator tool to help make sure your fees are reasonable.



**5**  
Determine whether you want to collect the filing fee before you file a case.



**6**  
Using our form, prepare a payment options sheet to clearly explain the costs and payment terms if clients pay in full up front vs. making payments after they're filed.

**7**  
Update your marketing and website to include \$0-Down.



**It's that easy!**



Contact our **Partner Success Team** with Questions  
**800-915-6545**