

Sequence of Events in BPP Practice

Initial Customer Office Visit

1. Welcome cover sheet for contract and disclosures
2. Contract for BPP Services (Section 528)
3. 527(b) Disclosure (handed out separately)
4. Disclosures (527 (a), Form B201, Form 280 (official BPP Disclosure) [Packet])
5. [Screen out if customer is above median income. {If necessary, use Questions 1-12 of Form B22A to determine whether customer is above or below median income}]
6. If customer owns home, do quick determination of home equity. Screen out if home equity is close to homestead exemption.
7. Hand out and briefly explain questionnaire.
8. Hand out *customer tasks* form
9. Hand out and briefly explain resources (CALDA pamphlet, Nolo book, Affordable Access and Advice, and other lawyer reference).

Next Visit(s)

- Review Questionnaire, question customer on incomplete data and have them initial entries.
- Arrange for customer to come back to sign forms

Forms to be filed with the bankruptcy court clerk:

- Form 1—Voluntary Petition
- Form 3—(only if paying filing fee in installments, to be discouraged)
- Schedule A—Real Property
- Schedule B—Personal Property
- Schedule C—Property Claimed as Exempt
- Schedule D—Creditors Holding Secured Claims
- Schedule E—Creditors Holding Unsecured - Priority Claims
- Schedule F—Creditors Holding Unsecured Nonpriority Claims
- Schedule G—Executory Contracts and - Unexpired Leases
- Schedule H—Co-debtors
- Schedule I—Current Income
- Schedule J—Current Expenditures

- Summary Schedules A through J
- Declaration Concerning Debtor's Schedules
- Form 7—Statement of Financial Affairs
- Form 8—Chapter 7 Individual Debtor's Statement of Intention
- Form 21—Full Social Security Number Disclosure
- Form B22A—Statement of Current Monthly Income and Means Test Calculation
- Form 280—Disclosure of BPP Limitations and Fee
- Form 19B—BPP Notice for filing
- Mailing Matrix
- Required local forms, if any
- Certificate of Credit Counseling
- Wage stubs (only if employed) and local form cover sheet (if any)

Final Visit

- Customer reviews and signs documents
- Customer signs Acknowledgement of Performance by BPP (for BPP's file)
- Customer reviews *customer tasks* form.
- **Form 19A to Accompany any post-filing form**