

ATTORNEY COVER PAGE

Attorney Name:

Name of Law Firm:

Address:

City State Zip:

Attorney Bar Number:

Telephone Fax:

Email:

URL (if applicable):

Client Name(s):

Please prepare a Chapter 7 or Chapter 13 for Consumer or Business

IF PAYING BY CREDIT/DEBIT CARD, FILL OUT THE CARD INFORMATION BELOW:
THEN FAX THIS COVER PAGE AND ALL THE CLIENT INTAKE FORMS TO 503-228-3394

Account No. _____ **Name of account holder** _____

Expiration date _____

Billing address _____

Please charge \$150.00 to my credit / debit card for my client's bankruptcy petition

Signature: _____

OR, MAIL WITH YOUR \$150.00 PAYMENT TO:

INDEPENDENT PARALEGAL SERVICES

420 SW Washington #200

Portland, Oregon 97204

if you have any questions, call us toll-free 1-800-266-0316

NOTE: Our fee includes all the additional services listed on the next page. In case of changes, Independent Paralegal Services provides replacement pages at no additional cost.

FREE 30-DAY TRIAL OFFER

All attorneys utilizing the services of Independent Paralegal Services are provided the convenience of 30 day deferred billing. This applies to credit card purchases also. We provide you with our services without any initial cost. Only after the bankruptcy petition has been approved by you, and you are satisfied with our high-quality, is payment required or your credit card charged.

STATEMENT OF SERVICES

Independent Paralegal Services agrees to provide confidential and professional bankruptcy petition preparation services to your law firm (hereinafter referred to as "Attorney") as outlined below:

1. All Client Intake Forms received from Attorney by Independent Paralegal Services will be used solely for the purpose of preparing a Chapter 7 or Chapter 13 bankruptcy petition. The Attorney's name and bar number information will be used to prepare the Attorney Compensation Statement as well as Item 9 of the Statement of Affairs. Independent Paralegal Services name will never appear on any documents prepared for Attorney.

2. All Chapter 7 and Chapter 13 bankruptcy petitions are prepared specifically for the local Bankruptcy Court in which the debtor resides and will include any additional local forms required by the court that are posted on the court's website or as directed by Attorney.

3. All Chapter 7 and Chapter 13 bankruptcy petitions prepared by Independent Paralegal Services carry a 100% satisfaction guarantee. After receipt of the completed petition by Attorney, if changes need to be made on certain pages within the petition, Independent Paralegal Services will immediately correct the effected pages and send by email to Attorney (in PDF format) within 24-hours after notice.

4. Independent Paralegal Services agrees to provide **a discount of \$25.00 per petition** for Attorneys who utilize our bankruptcy petition preparation services on a continuous basis; representing a minimum volume of 10 or more petitions per month. Independent Paralegal Services will keep a record of all petitions processed for Attorney during any 30-day period and will either issue a refund or adjust the monthly billing statement when the volume exceeds the minimum requirement.

5. Independent Paralegal Services agrees they are an independent subcontractor of Attorney and shall not be entitled to any benefits of an employee. Also, because all documents are prepared by bankruptcy paralegals, the Attorney is entitled to bill their client at the standard paralegal rate for any documents prepared by Independent Paralegal Services if the Attorney bills on a contingency fee basis.

6. Independent Paralegal Services shall be solely responsible for compliance with federal, state, and local laws and regulations relating to taxes and Social Security payments that may be required to be made in connection with payments made by the Attorney.

7. If Independent Paralegal Services should ever be instructed by Attorney to directly contact the client to obtain any missing information, Independent Paralegal Services shall represent themselves as a paralegal working under the direction of the Attorney. Special precautions are always implemented to avoid any present or future potential conflicts of interest and any necessary client contact will be conducted in the highest of moral and ethical standards.

8. Independent Paralegal Services agrees to keep all information extremely confidential and will never release any information to any other party other than the Attorney, unless court ordered.

Kathleen Kindred, Independent Paralegal Services