

NYC Bankruptcy Assistance Project at LSNY

A Project of Legal Services for New York City



Getting Started

When you look at these case files, you may not know where to begin. Here is how to approach them:

1. When you log on to our server, you will find a shortcut to the client's case file in your "H" drive. All client documents, including the case questionnaire and screening form are in that file folder as pdf documents. (You can change the names of these documents [highlight the file, then hit F2], but remember to keep the end of the file name as ".pdf" or you won't be able to open it.)
2. Find the Questionnaire. Review it. Get familiar with the data in it.
3. Find the Attorney Case Checklist.
 - Identify all the docs that were outstanding at intake--some or all may now be in the file.
4. Call the client and introduce yourself. Review with them the docs still outstanding/tasks remaining to be done. Make sure credit counseling is in process.
5. Tell the client to bring/fax/email the docs to NYC BAP. We'll scan them in to the file for you. If they bring docs to you, scan them and copy them to the server.
 - You can tell the client that until all docs are in, you will not begin to prepare the petition.
6. Once the docs are all in, start preparing the petition. Refer to the Guide to Petition Preparation. Anticipate about 3 to 6 hours work.
7. If there is no current collection action (garnishment, bank freeze, eviction, foreclosure), set the appointment to your convenience. If there is a pending action, try to see them as soon as you can.
8. Contact NYC BAP to download the creditor data into Schedules D, E & F once you have started the petition in Best Case.
9. Once the creditor data has been downloaded, mail a copy of Schedules D, E & F to the debtor, and ask them to review them for completeness. Working with the debtor, add information about any creditors not in the credit reports.
10. When you've finished all the petition forms, email Bill Kransdorf to review the petition.
11. Make an appointment with the debtor(s) to come in and review and sign the petition with you.
12. Make sure they know to come to you, not NYC BAP (alternatively, you can meet them here--just let us know).
13. Call us or email me with any questions. We'll try to respond promptly.