

CEREBRA

Legal Support Services



Case Study on Bankruptcy



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The Client

The Client is the US Bankruptcy law firms.

Challenges, Requirement, and course of action

- Review and analyze debtor documents and extract required data into EZ filing or Best case bankruptcy software tool, Valuate real and personal properties, and track prior bankruptcy through PACER.
- Client required attorneys and paralegals to work on the project with high quality.
- The Law Firms turns to Cerebra LPO to perform the work. Bates numbered, each Client files transferred to Cerebra LPO Servers using a secure access protocol (SSH FTP).

Cerebra LPO: Action taken

- Project manager at Cerebra convened meeting with team to explain about the requirements for the project, instructions, specifications and other details provided by the Client.
- The team understands the Client requirements and the team lead decides on the allotment of work, number of people to work on the project, skills and training required.
- Cerebra built a dedicated team of 1 Attorney and 5 Paralegals to work upon the project.
- Team lead at Cerebra instructs the team to review and analyze each bankruptcy documents and extract required data into bankruptcy software tool and send the same for review by lead attorneys.
- The team is working on regular basis and prepares 15 to 20 bankruptcy petitions every day using EZ-Filing and best case Bankruptcy tool.
- Work is reviewed by lead attorneys at Cerebra ensuring accuracy, brevity and clarity.
- Quality check is done by Quality Analyst to see whether it meets the Client requirements
- Delivery team at Cerebra transfers the completed database and chronology back to the law firm for incorporation into their existing case file every day.

Outcome

The Client is satisfied with the work, the costs and the turnaround time.



Sample bankruptcy work screenshots

EZ- Filing Bankruptcy

Client, Sample - EZ-Filing® 2010

File Edit Client System Window Help

Non-Business Questions All Questions

Questions 1 - 17

1 - Income from employment or 2005 Salaries Matthew and 2004 Salaries Matthew and 2003 Salaries Matthew and

2 - Income other than from emp

3a - Payments to creditors (prim

3b - Payments to creditors (not

3c - Payments to creditors (who

4a - Suits to which debtor was

4b - Property attached/garnishe

5 - American General Collector

6a - Repossessions, foreclosures

6b - Assignment of property with

6c - Property held by a custodie

7 - Gifts

8 - Don & Juanita Sanders

8 - Losses

9 - Cash amounting to approxi

9 - Payments related to debt co

10a - Your Firm Name Here

10b - Other transfers

11 - Wells Fargo/Norwest

12 - Safe deposit boxes

13 - Setoffs

14 - Property held for another person

Statement of Current Monthly Income and Means Test Calculation

Debtor Information:

Anticipated filing: 01/01/2008

Marital/filing status: J

Resides in (state): CO

Household size: 3

Income:

Wages, salary, tips, bon

Free Lance Artist.com

Caruthers, Stein, & Kra

Other sources of income

Income inclusive dates: 7/01/2007 - 12/31/2007

Edit Employer (Free Lance Artist.com)

Debtor Spouse Primary Employer

Name: Free Lance Artist.com

Address: 900 16th St

City: Denver

State: CO Colorado

Zip Code: 80202-2902

Contact:

Telephone:

Occupation: Graphic Artist

Employed: 3 years, 2 months

Paychecks:

Period Ending	Gross
Salary X6	25,000.00

Use fast-entry paycheck template

Include on Schedule I: Last check Pay period: Monthly

Income | IRS Standards | Other | Summary | Add'l Exp | Disposable income: 21,366.02

Best Case Bankruptcy

Best Case Bankruptcy - [REDACTED] - 7 - Joint - AK-ALL

File Edit Setup Tools Help Credit Report

New Open Last Notes Print ECF Calc Prorate Help About

[REDACTED] - 7 - Joint - AK-ALL

Forms and Schedules | Additional Documents | Forms: 2010-04

Click below to print

- Form 1. Voluntary Petition
- Exhibit "D" to the Voluntary Petition
- Exhibit "D" to the Voluntary Petition (Joint Debtor)
- Form 6. Summary of Schedules
- 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 - Codebtors
- Schedule I - Current Income of Individual Debtor(s)
- Schedule J - Current Expenditures of Individual Debtor(s)
- Declaration Concerning Debtor's Schedules
- Form 7. Statement of Financial Affairs
- Form 8. Chapter 7 Individual Debtor's Statement of Intention

Open Attach ECF Manager Close Help

Bankruptcy Work Status

Law Firm Name	Files rd	Client name	Instructions	Work Assigned t	Deadline	Review
	12-Nov		Draft		15-Nov	Reviewed
	18-Nov		Changes to draft		19-Nov	Reviewed
	12-Nov		Changes to draft		15-Nov	Reviewed
	16-Nov		Changes to draft		16-Nov	Reviewed
	15-Nov		Draft		22-Nov	Reviewed
	24-Nov		Changes to Draft		24-Nov	Reviewed