

PARALEGAL CHECK LIST

Schedules are consistent with the initial intake sheet and the client intake sheet _____	If client has not provided copies of deeds and titles, then a letter is sent requesting the deeds and titles _____
Reviewed attorney notes to make sure all identified issues are covered _____	Are all priority creditors listed on schedule "E" specifically treated in the plan _____
All new information provided by client in database is reflected in the schedules _____	Are all secured creditors listed on schedule "D" specifically treated in the plan _____
If there is no market analysis, the tax assessment is attached and consistent with schedule "A" _____	Other creditors listed on schedule "D" or "F" specifically treated in the plan _____
Adequately addressed any equity in schedule "A" _____	Unsecured creditors in different classes are accounted for in the plan _____
Blue Book value attached to schedule "B" _____	Co-Debtors specifically treated in the plan _____
Household Goods List attached to schedule "B" _____	Student loans specifically treated in the plan _____
Retainer Agreement attached to 2016(b) Statement _____	Plan payment amount/length of plan funds the plan _____
2016 (b) Statement is accurate and consistent with accounting records _____	Plan payment amount/length of plan matches schedule "J" _____
Were inquires made to obtain mortgage arrears figures _____	Plan payment amount includes all disposable income _____
If mortgage arrears figures are not available, letter is sent requesting figures _____	Motions To Value Collateral in cram-down cases prepared _____
Schedules are consistent with each other _____	Motions To Determine Secured Status in cram-down cases prepared _____
All personal property with liens listed on schedule "B" is reflected on schedules "D" & "J" _____	Motions To Avoid Liens in non purchase money security interest in household goods cases prepared _____
All real property with mortgages listed on schedule "A" is reflected on schedules "D" & "J" _____	For business cases (sole proprietorships) ,all business inventory and assets are listed on schedule "B" _____
Leases listed on schedule "G" _____	For business cases (sole proprietorships), schedule of business expenses is prepared and included in the schedules _____
Co-Debtors listed on schedule "H" _____	For business cases (sole proprietorships), all estimated taxes are paid and estimated quarterly returns are filed _____
Pay stubs and other income documentation attached to schedule "I" _____	For business cases (sole proprietorships), if taxes are not paid, they are addressed in the schedules _____
Income for non-filing spouse/significant other included on schedule "I" _____	For business cases (sole proprietorships), client told to file operating reports and provided with the operating report form _____
Expenses for non-filing spouse/significant other included on schedule "J" _____	For business cases (sole proprietorships), if estimated taxes are not paid, then they are adequately addressed in the schedules _____
Credit Union deductions and Saving Plans are included on schedule "I" _____	For business cases (sole proprietorships), client has provided tax returns for the last two years _____
Credit Unions and Savings Plans payment are not included on schedule "J" _____	For business cases (sole proprietorships), if client has not provided tax returns for the last two years, a letter is sent to client requesting the information _____
Letter sent to client and credit union requesting that deductions be stopped _____	Letter to client explaining duties, responsibilities In reviewing petition, schedules etc. _____
Proofs of claims for all priority creditors prepared for filing and note that attorney is filing claim _____	Client is aware of time frame for filing documents with the court _____
Proof of claims for all secured creditor prepared for filing and note that attorney is filing claim _____	Letter prepared reminding client when to start making post-petition payments and plan payments _____
Client has provided copies of deeds and titles for real and personal property and the information is consistent with schedules _____	Client is sent date- stamped copy of petition, statement of affairs and schedules _____