
Request Form

Fill in the information below and include this form as the Cover Page for every request you email, fax or mail to us for processing. This form is to be used with all Document Processing Preparation and Chapter 7 Trustee Services, except Estate requests. Estate requests have their own request form (refer to downloads page on website)

Date Submitted _____

Attorney Name _____ Attorney Bar Number _____

Name of Law Firm _____

Complete Address _____

City _____ State _____ Zip _____

Telephone _____ Fax _____

Email _____ Prefer communication by Email Yes No

Request due by: _____ ***All Requests will be completed as soon as possible***
If we cannot meet your deadline, we will contact you immediately

Prepare the following document(s):

- Drafting Correspondence
 - Letter
 - Motion
 - Other Correspondence
- Real Estate
 - Deed
 - HUD Statement
- Chapter 7 Trustee Services
 - Motion/Application
 - Objection/Other
 - TFR - Trustee's Final Report (pre-distribution)
 - TDR - Trustee's Final Account (post-distribution)
- Social Security
 - Form SSA-1696 Appt. of Representative
 - Form HA-501-U5 Request for Hearing - Administrative Law Judge
 - Request for Medical Records to all treating physicians
 - Research S.S. Impairments and Occupational Handbook

Additional Information or Directions: _____

CONFIDENTIALITY AGREEMENT
OF VIRTUAL BANKRUPTCY ASSISTANT

The Virtual Bankruptcy Assistant agrees to maintain in confidence and not to disclose any confidential client information received from the attorney other than to employees or agents who have a need to know the confidential information and approved by attorney for release. Unless instructed by the attorney, the Virtual Bankruptcy Assistant further agrees not to make any copies in whole or in part of confidential information or analyze samples of tangible materials included therein, which are not available on the open market or from other sources, for any purposes and will, upon request by the attorney, return all tangible materials furnished hereunder and any notes or memoranda of conversations relating thereto, including any copies thereof.