

**FIRM NAME:** \_\_\_\_\_

1. a) How much of the firm's practice involves the following:

Legal Services	Percentage	Annual # Cases	Average Case Value
(D) Debtor Representation:			
(C) Creditor Representation:			
(T) Trustee			
(O) Other – Describe:			

b) Please complete the following for attorneys who have performed bankruptcy services in the last five years:

Name of Attorney	Years of Experience	Percentage of Practice

c) Please complete the following for the five largest client bankruptcies in the last five years where the firm provided services other than tax prior to the client's bankruptcy, insolvency or receivership.

Type of Business	Firm Client: D,C,T,O	Date of Action	Total Debt Outstanding	Date Services Began	Services Provided

2. Are all firm members who practice in this area aware of and in compliance with the provisions of the current bankruptcy act?  Yes  No  
 If no, please explain: \_\_\_\_\_
3. a) Does the firm have due diligence procedures to verify the truthfulness and accuracy of the debtor's bankruptcy schedule?  Yes  No  
 If yes, are the procedures in writing?  Yes  No  
 b) Does the firm have procedures for verifying the debtor's ability to pay?  Yes  No  
 If yes, are the procedures in writing?  Yes  No  
 c) Does the firm provide a uniform disclosure statement to all debtor clients regarding the debtor's duties in bankruptcy?  Yes  No  
 If yes, is it maintained for at least two years?  Yes  No
4. If the firm represents debtors, are all required disclosures, including statements about acting as a debt relief agency, prominently displayed in all advertising and other mass communication?  Yes  No  
 If no, please explain: \_\_\_\_\_
5. Does any member of the firm have reason to believe they may be named as a culpable party by any Bankruptcy Trustee?  Yes  No  
 If yes, please explain: \_\_\_\_\_

 \_\_\_\_\_  
 Signature of Firm Principal

 \_\_\_\_\_  
 Title

 \_\_\_\_\_  
 Date