

## LAWYERS PROFESSIONAL LIABILITY COLLECTIONS/CREDITORS RIGHTS SUPPLEMENT

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

1. Is any member of the firm involved in the purchase of debt or factoring?  Yes  No  
 If yes, please explain: \_\_\_\_\_

2. Does any member of the firm have any interest in any entity that is involved in the purchase of debt or factoring or credit counseling?  Yes  No  
 If yes, please explain: \_\_\_\_\_

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

Legal Services	Percentage	Annual # Cases	Average Case Value
Collections – Consumer Debt:			
Collections – Commercial Debt:			

b) How is the collections practice staffed:

# Partners	# Associates	#Paralegals	#Clerical	#Other – Describe:

4. Is the firm's letterhead or names of firm members used by any third party in the collection process or in any other way?  Yes  No  
 If yes, please explain: \_\_\_\_\_

5. Have all form letters and all correspondence been reviewed to be certain they comply with all state and federal laws?  Yes  No  
 If no, please explain: \_\_\_\_\_

6. a) Does the firm use non-lawyer personnel to collect debts via phone?  Yes  No  
 b) If yes, does the firm require use of a script that has been reviewed for compliance with the Fair Debt Collection Practices Act and state laws?  Yes  No  
 c) If yes, are all phone calls recorded?  Yes  No  
 d) Does the firm use automated or predictive dialers?  Yes  No  
 e) Does the firm have written guidelines in place on FDCPA, FCRA, and TCPA procedures?  Yes  No  
 f) If yes to 6.e), are new debt collectors trained in these procedures?  Yes  No

7. Has the firm executed any hold harmless agreements on behalf of firm clients regarding violation of any collection laws?  Yes  No  
 If yes, please explain: \_\_\_\_\_

8. Before garnishing wages, does the firm check to see if debtor has declared bankruptcy?  Yes  No  
 If no, please explain: \_\_\_\_\_

9. Please list the firm's three largest collections clients:

Name of Client	Description of Client	Annual No. Cases	Date Service Began

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

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date