

BASIC SERVICES ANTICIPATED IN CHAPTER 13 CASES

The following services are denominated Basic Services common to most Chapter 13 cases. Some cases will not require all of these services, but such services are considered essential to competent and effective representation of most debtors in Chapter 13.

1. Meet with the debtor(s) to review and analyze the debtor(s)' financial situation.
2. Counsel the debtor(s) on whether to file a Chapter 7 or Chapter 13 case and advise the debtor(s) as to their statutory obligations.
3. Evaluate the timing of the filing.
4. Evaluate conflict of interest issues.
5. Explain to the debtor(s) the nature and amount of fees and expenses to be charged to these basic services and any others that are required.
6. Prepare and file the schedules and statement of affairs. This includes obtaining and evaluating information supplied by the debtor(s), advising the debtor(s) on how to value assets, advising the debtor(s) as to exemptions, transfer issues and dischargeability of debts.
7. Assist the debtor(s) in formulating a budget and Chapter 13 plan.
8. Respond to creditor calls and correspondence and conduct negotiations with same.
9. Supply requested information to the Chapter 13 Trustee.
10. Advise the debtor(s) with regard to the automatic stay and prepare notices of automatic stay as are necessary.
11. Appear at and represent the debtor(s) at the §341 meeting of creditors.
12. Represent the debtor(s) in negotiations with the Chapter 13 Trustee.
13. Prepare and file any necessary amendments to schedules, statements and proposed plans.
14. Prepare and file motions for avoidance of liens.
15. Represent the debtor(s) at any Rule 2004 examination.
16. File proofs of claim, as necessary, to protect the debtor(s)' interest.
17. If appropriate, prepare and file responses to and appear at any hearings on motions for relief from automatic stay.
18. Advise the debtor(s) with regard to motions to dismiss/convert, and, if appropriate, file a response thereto and appear at any hearings on such motions.
19. Prepare and prosecute or timely withdraw motions to confirm proposed plans.
20. Prepare all proposed orders and give all notices as required by the Bankruptcy Rules and Local Bankruptcy Rules.

EXHIBIT A