

## **BANKRUPTCY PARALEGAL: CREDITORS' COUNSEL**

Drafted in 2007 by Anna Pergola and Kimberley H. Tyson, Esq., Sherman & Howard, L.L.C.

### **ALL OF THE BELOW DUTIES ARE ASSUMED TO, AND MUST BE, UNDER THE DIRECTION AND SUPERVISION OF A LICENSED ATTORNEY.**

#### **A. COMMENCEMENT OF ACTION**

1. Participate in initial client meeting.
2. Discuss case management issues with attorney.
3. Create document management system and establish protocol for gathering and analyzing data.

#### **B. ADMINISTRATION**

1. Obtain and review current docket sheet, deadlines and relevant pleadings from PACER website. Continue monitoring of new filings and upcoming deadlines on a regular basis.
2. Prepare correspondence to client, court, attorneys and other related parties.
3. Conduct investigation regarding debtor assets, including review of bankruptcy schedules, statement of financial affairs and other public records.
4. Gather all client records, including invoices, checks, contracts, bank records and other financial data to determine all obligations owed to client by debtor.
5. Create spreadsheets, charts or graphs to assist in reporting and analyzing data.
6. Assist in determining priority and status of client's claim.
7. Assist in preparing and filing Proof of Claim. Gather all supporting documents for submitting with Proof of Claim.
8. Attend and take notes at Section 341 Meeting of Creditors.
9. Order transcript of Section 341 Meeting of Creditors. Review and summarize same.
10. Assist in determining existence and amount of administrative expenses owed to client. Assist in drafting and filing motion and proposed order for allowance of same.

11. Assist in drafting all prescribed pleadings relating to Local Bankruptcy Rule 202.

12. Review data and perform calculations to conduct preference and subsequent new value analyses. Compare results with analysis submitted by Debtor.

13. Draft pleadings related to Motion for Relief from Stay.

### **C. ADVERSARY PROCEEDINGS**

1. Assist with factual research in support of position in adversary matter.

2. Assist in drafting pleadings related to adversary proceeding.

3. Monitor deadlines and track progress of adversary proceedings.

4. Identify and subpoena witnesses.

5. Create and manage witness files.

6. Communicate with expert witnesses. Track all documents reviewed by experts.

7. Assist in drafting discovery requests. Monitor responses to same.

8. Assist in gathering facts and documents in response to discovery requests.

9. Supervise production of documents to requesting parties.

10. Assemble potential exhibits for use at depositions.

11. Manage and organize deposition transcripts and exhibits.

12. Manage documents produced during discovery, including bates-numbering, scanning, loading in appropriate database and objective and subjective coding.

13. Create and manage log of privileged documents.

14. Prepare trial subpoenas and coordinate scheduling of witnesses.

15. Create trial notebooks and exhibit notebooks.

16. Draft exhibit list.

17. Create demonstrative exhibits.
18. Assist attorneys in courtroom during trial.
19. Utilize trial presentation software for presentation of exhibits.

**D. DISTRIBUTION OF FUNDS**

1. Monitor distribution of funds to client and other creditors.
2. Assist in drafting objection to discharge of individual debtor.
3. Monitor any objections filed by other parties regarding discharge of individual debtor.