

## IV. SEND THE QUESTIONNAIRE TO YOUR ATTORNEY

Once you have completed and reviewed your questionnaire, you must send it to your attorney.

- Carefully review your questionnaire for any unanswered questions and for accuracy
- Easily change your view of the questionnaire summary.
  - Hide Empty/Unanswered Questions - Only see the questions and information you answered yes to.
  - Show ALL Questions - View all questions regardless of how you answered them.
  - Show Only Questions Needing Attention - Only see the questions that require your attention before sending the questionnaire to your attorney.
- If you find any information that is incorrect or if you need to update the questionnaire, you can edit, delete or add another record right from this screen
- When you are satisfied with the information entered, check the I(We) the debtor's agree checkbox then click the Submit button to send it to your attorney
- Once your questionnaire is submitted, you are logged out of MyCaseInfo and your account is locked



*If you have any incomplete questions, you will be required to finish them before sending the questionnaire to your attorney. See page 6 with more info.*

**Summary Screen:** Before you submit your questionnaire, this Summary Screen provides a quick overview of the information you entered and is helpful for checking your work .

**Send to Attorney:** In order to submit your questionnaire, you will be asked to agree to release the data to your attorney, and that the information you provided is complete and accurate. After you indicate agreement, click Send to Attorney.