III. THE QUESTIONNAIRE

MyCaseInfo has been designed to guide you step-by-step through entering required bankruptcy information to send to your attorney.

Begin a Section

When you start a section, you will see a description of the section detailing the information that will be gathered as well as specifying what documents you need handy to help you complete the section.

View Instructions will give you examples and additional information. (See the individual sections of the questionnaire on pgs. 8-17.)

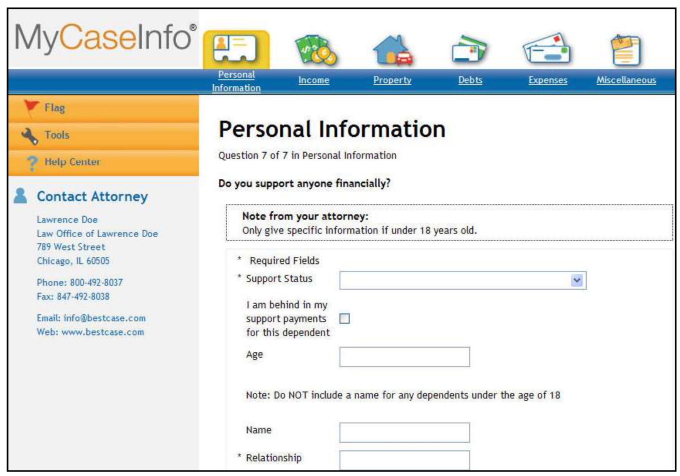
TIP: *Have a printout of View Instructions for each section while completing the questionnaire; they will come in handy and can serve as a checklist.*

Section Entry Screen: Each time you start a section of the questionnaire, you will see a screen similar to this. It tells you what information will be collected, and what paperwork you will need to complete the section.

Answer Questions & Input Information

You will be guided through yes and no questions to easily enter information that only applies to you.

- Click Get Started to begin this section
- Once you have completed filling out the information for a question, click Save
- If you want to go back to the previous screen, click Cancel



Information Entry: You can accept data you enter by clicking Save, or can change it by clicking Cancel. You can also revise entries you saved earlier by editing your questionnaire.

Questionnaire Hints From Your Attorney

Your attorney may add additional information to assist you in completing the questionnaire. Hints can appear on the question screen or on the information entry screen in the Note From Your Attorney box as shown right.

Incomplete Questions

As you complete questions, you may have some that apply to you but you don't have all of the required information.

1. Enter all information that you have at this time.
2. Check the **Save this information for now and return to it later** box and click **Save**.

You can come back to this question at any time to complete it.

Note *You will be required to finish all incomplete questions before you can send the questionnaire to your attorney.*

Incomplete Questions: Save questions with the information you have and come back to them later.

Review the Section

Once you have reached the end of the section, you will be able to review, edit, delete or add another record for each question before moving on to the next section.

- **Edit a record**
  Edit any record at anytime to add or correct information that was previously entered.
  - Click Edit next to the record you want to update
  - Update any information desired then click Save

- **Delete a record**
  Remove a record that you don't want listed
  - Click Delete next to the record you want to remove
    NOTE: Some questions cannot be deleted including Name & Address and Utility Expenses

TIP: *To get back to the Summary of a section, simply click on that section's tab.*

- **Add a Record**
  Add allows you to enter additional records at any time, such as adding a second car that wasn't originally entered.
  - Click Add for the question desired
  - Enter information and click Save

- **Complete a Section**
  After reviewing your answers, click Done to move onto the next section. Since you completed the section, the tab will turn gray.

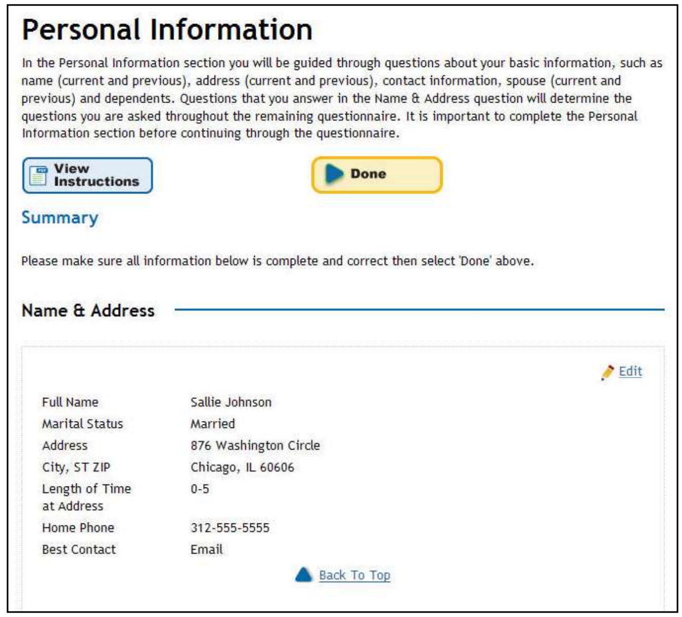
TIP: *You can also click the tab of the section you want to work on next.*

- **Resume a Section**
  If you left off in the middle of a section and are ready to return to it, click the tab of the section you're returning to and click the Resume button.

- **Save and Finish the Questionnaire Later**
  Should you need to logout of MyCaseInfo and finish your questionnaire at a later time, simply click Save and Finish Later in the upper right hand corner of the page to be securely logged out.

  When you log back into MyCaseInfo, you will see a similar screen as on the right with your current progress. Click Resume to start where you left off.

TIP: *View your progress at anytime by clicking MyCaseInfo in the upper left hand corner.*



Summary: A section Summary page gives a concise overview and is easy to get to by clicking on a section's tab.

Progress Check: Upon logging back into MyCaseInfo you will see your current progress.