

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.

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

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.

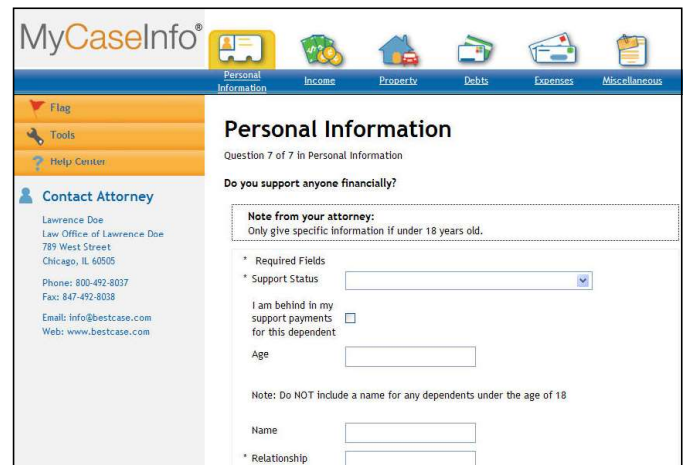
1. Enter all information that you have at this time.
2. Check the **Save this information for now and return to it later** box and click **Save**.

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.



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.



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.



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 log out 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.

Personal Information

In the Personal Information section you will be guided through questions about your basic information, such as name (current and previous), address (current and previous), contact information, spouse (current and previous) and dependents. Questions that you answer in the Name & Address question will determine the questions you are asked throughout the remaining questionnaire. It is important to complete the Personal Information section before continuing through the questionnaire.

[View Instructions](#)
[Done](#)

Summary

Please make sure all information below is complete and correct then select 'Done' above.

Name & Address

[Edit](#)

Full Name	Sallie Johnson
Marital Status	Married
Address	876 Washington Circle
City, ST ZIP	Chicago, IL 60606
Length of Time at Address	0-5
Home Phone	312-555-5555
Best Contact Email	Email

[Back To Top](#)

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

MyCaseInfo®

Personal Information
Income
Property
Debts
Expenses
Miscellaneous
Documents
Save & Finish Later

[Ask Attorney](#)

[Track](#)

[Help Center](#)

Contact Attorney

Lawrence Doe
 Best Case Bankruptcy
 100 Dear St.
 Suite 100
 Chicago, IL 60610
 Phone: 800-492-8037
 Fax: 847-123-4567
 Email: info@bestcase.com
 Web: http://www.bestcase.com

VeriSign

Welcome Back to MyCaseInfo

Your last viewed question: Have you paid anyone within the last year to give you advice on handling your debts or to help you file a bankruptcy?

[Resume](#)
[Review Answers](#)

Progress

Track your questionnaire progress below.

	Personal Information	✓	Status: Completed	
	Income	□	Status: Not Started	Get Started
	Property	□	Status: Not Started	Get Started
	Debts	□	Status: Not Started	Get Started
	Expenses	□	Status: Not Started	Get Started
	Miscellaneous	□	Status: In Progress	Resume

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