

GETTING STARTED GUIDE TO THE VIRTUAL BANKRUPTCY ASSISTANT FIELD



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developer of the Virtual Bankruptcy Assistant field

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NOT FOR RESALE

This eBook titled is NOT FOR RESALE. The author wrote this eBook solely for the purpose of providing enough introductory information about the virtual bankruptcy assistant business to help the reader make an informed decision whether to enter this field or not. If you should have any questions concerning the legal Copyright permission in relation to the distribution of this eBook, or to report a copyright violation, please contact:

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"I have researched as well as participated in many different work-at-home programs. But the virtual bankruptcy assistant business is the only REAL home business I have found. It truly is a home business that has the potential to make real money, and a lot of it.

After purchasing Victoria Ring's virtual bankruptcy assistant training materials, I started my own business and currently have three attorney clients. Thank you Victoria for all you do for the industry. I recommend your products to anyone who is looking for a real, home based business."

JoAnn Sessom
Lakewood, Colorado

To contact other successful virtual bankruptcy assistants, visit
<http://www.navba.org>

WARNING

Before spending time reading this eBook, if you are looking for a business opportunity and your only goal is to make money, this is NOT the business for you. We are seeking people who have a passion for the legal field. You should also have a sincere desire and a great deal of patience in order to allow yourself the time needed to train and develop a career as a virtual bankruptcy assistant. Just like a person enters college to learn a specific skill, a virtual bankruptcy assistant must have the same mindset. The only difference is that the learning process is much faster than attending college and much cheaper than paying for college credit hours.

This is one of the reasons this eBook is made available free. Its purpose is to provide you with enough information so that you can make an informed decision whether to become a virtual bankruptcy assistant or not. If you decide this is not the field for you, by reading this eBook, you have not lost any money. However, if you discover this is the perfect field for you, this eBook will open up a new world for you.

At this time, 713Training.Com is the ONLY company offering professional training in the preparation of well-detailed Chapter 7 and Chapter 13 bankruptcy petitions. Why? Because most educational programs concentrate on teaching areas of law that are the most popular and generate the most revenue for law firms. These types of legal fields include torts, litigation, Chapter 11 bankruptcy and business-related matters. Unfortunately, the average John Q Public who files a Chapter 7 or Chapter 13 bankruptcy is often overlooked. This is one reason Victoria Ring continues to push for professional training in this area of the legal field. By training a higher level of skills in the area of Chapter 7 and Chapter 13 bankruptcy petition preparation, the average consumer is better protected and able to take advantage of the rights available to them under Chapter 7 and Chapter 13 bankruptcy law.

Finally, 713Training.Com works solely for the benefit of the bankruptcy court system, bankruptcy attorneys as well as the consumer debtors who file bankruptcy. We only endorse virtual bankruptcy assistants who work under the direction of licensed attorneys. All of our Certified VBAs take a pledge to work in this industry under the direction of licensed bankruptcy attorneys. If we find a Certified VBA is working directly for the general public we will void their certification immediately.

I hope this eBook opens up a world to you that you may not know exists. Thank you for taking the time to download this eBook and read it. I hope this is the beginning of a fantastic and rewarding career that you will enjoy working in for many years to come.

A Quick Start Guide

For those of you checking into this field for the first time, the quick steps below will help save you time in locating the right information for researching this field. Be prepared to spend some time with your research. The research is free and will provide you with a no-cost education which is often impossible to find in this day and age.

Note: The links within this document are embedded and automatically linked. This means, you only need to click on a link below to be taken to the website.

1. Read this ebook in its entirety. It contains a lot of information to help you to make a decision to determine if the virtual bankruptcy assistant field is something that fits your personality and lifestyle.
2. Read some of the previous articles posted at:
<http://www.713bankruptcy.com>
3. Sign up for the free newsletter so you can receive future announcements and informative articles.
virtualassistant@getresponse.com
4. Or, join our free social community at Linked In:
<http://www.linkedin.com/pub/dir/Victoria/Ring>
5. Research more about the field of bankruptcy and review statistics for your state:
<http://www.abiworld.org>
5. Visit the websites of our Certified Virtual Bankruptcy Assistants:
<http://www.navba.org>
7. Check out all the bankruptcy-related links as well as jobs for virtual assistants:
<http://www.713attorney.com/links>
8. Join the NAVBA so you can SAVE 10% on all your training product purchases:
<http://navba.org/JoinNAVBA>
9. Shop for training products: <http://www.713training.com/shop/cart.php>
If you are a beginner click on the GREEN "START" button for product suggestions. If you have previous experience, explore the other categories and select products that specifically relate to your knowledge level.
10. Download and review the VBA Certification Exam. Feel free to practice by using Part 2 and entering the information into any demo version of the bankruptcy software

program you choose. This will give you an idea of the type of detailed work involved as a virtual bankruptcy assistant.

<http://www.vbacertification.com>

For bankruptcy software demo suggestions, visit:

<http://www.713attorney.com/links/software.html>

11. Download and review the Client Intake Forms so you will understand the information that is gathered from the clients.
http://www.713attorney.com/intakeforms/bankruptcy_intake_forms_english.pdf
12. Download the demo version of a bankruptcy software program. We do not recommend that you purchase your software until AFTER you have received your training. The bankruptcy software programs that we recommend for training can be downloaded at:
<http://www.bestcase.com/download.htm>, or
<http://bankruptcysoftware.com/demo.shtml>

An Article to Provide You With an Overview of This Field

What is the Difference Between a Virtual Bankruptcy Assistant and a Bankruptcy Petition Preparer?

--by Victoria Ring

I have often illustrated the difference between a virtual bankruptcy assistant (one who works for licensed attorneys) and a bankruptcy petition preparer (one who works for the general public) as the difference between purchasing drugs from the drug dealer in the alley and a pharmacy. People will chuckle when I say this. But in reality, this comparison is often true.

Over 85% of bankruptcy petition preparers who run ads in the newspaper and prepare documents for the consumer are subject to heavy fines when they are caught. Why? Because filing bankruptcy is a serious matter. If the paperwork is not properly completed the effects can be detrimental for innocent men, women and children. Many families have lost their home and become desolate simply because they tried to save money using a bankruptcy petition preparer. Unlike other areas of law that would not cause detrimental harm to consumers, the bankruptcy court must establish laws to protect them.

Therefore, if you plan to work as a bankruptcy petition preparer and not as a virtual bankruptcy assistant under the direction of licensed bankruptcy attorneys, the following could occur:

- ** Fines of \$40,000 or more may be imposed upon you by the bankruptcy court when you are caught. Melissa Afshar of Portland, Oregon is one such person who was fined this fee. She then attempted to file bankruptcy to dismiss the debt and found out it was non-dischargeable and considered a priority debt. She will be paying of this fine for many, many years.

- ** You will never earn the same amount of money working for the general public as you will working for an attorney. Most states place caps on non-attorneys who prepare legal documents for consumers. Think about it: would you rather be paid \$125 per petition working for the public or \$500 per petition working for an attorney?
- ** Violations occur when non-attorneys prepare Schedule C and the Means Test unless they do so under a licensed attorney's direction. Since a bankruptcy petition cannot be filed without these two documents, non-attorneys are committing unauthorized practice of law regardless of the agreement they made with the debtor.

How the Virtual Bankruptcy Field Began

Back in 2001 when Victoria Ring and the attorney she was working for developed the virtual bankruptcy assistant field they were not aware of what they had actually done. In fact, the whole idea began as an experiment.

Victoria was working as a paralegal for two attorneys in a typical bankruptcy law firm practice. One day, an attorney was watching Victoria work and realized that she was interrupted every 10-15 minutes while trying to compile a bankruptcy petition. Understanding that the bankruptcy petition is the most important document for securing a smooth process throughout the case, the attorney had an idea. He said to his partner: "Let's see how the efficiency improves if we take the bankruptcy petition preparation outside the law firm and allow Victoria to work part-time from her home."

That weekend the attorneys moved a desk, computer and chair into the spare bedroom of Victoria's home. That weekend, she was able to prepare 15 bankruptcy petitions without any interruptions like phone calls, customers dropping by and office employees asking her for help.

Benefits for the Bankruptcy Law Firm

The two bankruptcy attorneys not only found that Victoria could process 15 bankruptcy petitions in a weekend, but the quality in the detail improved significantly. This resulted in:

- ** Eliminating almost all the deficiency notices from the court;
- ** Less phone calls from clients asking when their petition would be completed;
- ** Reduction of the overall paperwork for the law firm; and
- ** Created more income since cases were filed more expediently.

How the Idea Grew

When Victoria Ring saw how this idea was benefiting the law firm she was working for she decided to introduce the concept to other attorneys so they could benefit also. Unfortunately, due to the lack of technological knowledge, most of the bankruptcy attorneys in Columbus,

Ohio (where Victoria lived at the time) never believed that electronic filing and working virtually were possible. That is when Victoria developed an internet company and presented her ideas to attorneys in larger cities like New York, Atlanta, Chicago, Los Angeles, etc. Within 9 months of developing the website she had a client base of 56 attorneys and was able to quit her full-time job. Victoria has never looked back.

Facts

- ** Virtual bankruptcy assistants are trained professionals who work solely under the direction of bankruptcy attorneys.
- ** Bankruptcy petition preparers work for the general public. The majority has received no prior training and often commits unauthorized practice of law (UPL).
- ** Save your law firm \$1,000s of dollars per year. Judge for yourself by contacting virtual bankruptcy assistants directly. Visit the National Association of Virtual Bankruptcy Assistants today at: <http://www.navba.org>

Other Advantages to Law Firms Who Utilize Virtual Bankruptcy Assistants

- ** Attorneys do not pay the standard overhead costs associated with hiring a full-time or part-time employee. Virtual Bankruptcy Assistants charge one flat fee just like the bankruptcy attorney does.
- ** Attorneys do not pay for services until they are satisfied with the quality of work produced by the Virtual Bankruptcy Assistant. There are no financial risks for the law firm and the attorney can find the quality he or she is seeking.
- ** Attorneys do not invest in additional computer equipment or software. Virtual Bankruptcy Assistants maintain their own and are highly skilled in using their equipment and software or they would not stay in business.
- ** Paralegals and other law firm personnel are freed up to work on more complex cases. It is a known fact that the typical employee preparing petitions in a law firm is interrupted several times. This makes the information on the bankruptcy petition to not be consistent and precise, resulting in errors.
- ** Attorneys eliminate the need to train new employees. Most Virtual Bankruptcy Assistants stay with the same attorney for many years. Not only does this increase efficiency with bankruptcy petitions, but Virtual Bankruptcy Assistants get to know the clients, the local bankruptcy court and the attorney which helps them build a reliable reputation.
- ** Attorneys utilizing the services of Virtual Bankruptcy Assistants who have been certified through the VBA Certification Exam can be assured of high quality and professionalism.

What types of jobs do virtual bankruptcy assistants perform for bankruptcy attorneys?

1. Preparation of Chapter 7 and Chapter 13 bankruptcy petitions.

In the same way a tax preparer takes your information and completes your 1040 form, it requires training to learn where to place debt information in the proper areas of the federal bankruptcy forms and schedules. But once you acquire this skill, you can use it to build a profitable and long-term business career. Or, you can use the skill as a “stepping stone” to move on to other areas of bankruptcy, such as Chapter 13s and drafting of pleadings.

Put us to the test: Before you spend one penny investing in the virtual bankruptcy assistant field, view the website links below. These are just a few of the companies who provide virtual bankruptcy assistant services and belong to people just like you who completed our training and now have successful virtual bankruptcy assistant businesses. Feel free to look around their website, contact them through email, introduce yourself, and request feedback on the quality of training services provided by Victoria Ring and 713Training.Com, LLC.

<http://www.attorneyvba.com/>
<http://www.mybankruptcyassistant.com>
<http://outsourceyourbankruptcyfilings.com/>
<http://rantz.biz/>
<http://bankruptcyfirstaide.com/>
<http://www.lynchlegalsupport.com/>
<http://prioritybankruptcy.com/>
<http://henrysvasvcs.com/default.aspx>
<http://highqconnect.com/>
<http://professionalva.com/>

2. Online research for property records, judgments, liens, motor vehicle values and other debt-related research.

When you are drafting a bankruptcy petition, you will need to perform online searches in order to verify information provided by clients on the Client Intake Forms. Once you learn this skill and become proficient at it, you can also provide online research services for a wide variety of attorneys practicing in other areas of law.

Below are few links we found on the internet of companies performing research services for attorneys. Review their websites to see the types of services they offer and how their business is structured. This helps to give you information to determine if a legal research business is something that interests you.

<http://www.nationwideappeals.com/>
<http://www.briefwise.com/>
<http://www.nlrg.com/>
<http://rapidlegal.com/>

3. Foreclosure mediation.

A foreclosure mediator negotiates a resolution between the mortgage company and the borrower to enable them to keep their home. Foreclosures are a common occurrence in Chapter 7 and Chapter 13 bankruptcy cases. In fact, in a Chapter 7 bankruptcy a borrower can easily lose their home if they are unable to make payments as well as paying back all the arrearages before the 341 Meeting. A foreclosure mediator will work under the direction of the bankruptcy attorney in order to negotiate a settlement between the parties for a client who is filing bankruptcy.

Recommended Training Material: "The Complete Foreclosure Mediation Training Kit"
http://www.713training.com/shop/cart.php?m=product_detail&p=93

4. Drafting of pleadings.

Transcribing and dictation services are needed by all attorneys. Before the internet existed, attorneys used tape recorders to dictate legal documents to their legal secretary. The legal secretary placed the tape into a transcribing machine and typed legal documents for the attorney to edit and revise. Today, attorneys digitally record their dictation and email their file to a virtual assistant who types out the legal documents and emails the draft back to the attorney in MS Word or PDF format.

Below are some links we found on the internet of companies who provide virtual transcribing services to attorneys. Check them out to get ideas and to determine if this is a type of business that would interest you.

<http://www.traceylawton.com/>
<http://www.the24hoursecretary.com/>
<http://www.wordprocessingplus.com/>
<http://www.datalystcorp.com/>
<http://www.123transcriptions.com/>

Now that I have peaked your interest, let's move on to some of the common questions that are asked by people just learning about the virtual bankruptcy assistant field. After reading the following section of questions and answers, if you should have a question not covered, contact the 713Training.Com office at:

Office Phone: **719-472-4109** (Mountain Time Zone)
Online Contact Form: <http://www.713training.com/contact.html>

FAQ: Questions and Answers

713Training.Com has trained literally thousands of virtual bankruptcy assistants. Below is a compilation of the majority of questions we receive from people just entering this field as well as the answers. This information will aid you in making an informed decision whether to move forward in the virtual bankruptcy assistant field or not.

Do I need to be a paralegal to work for bankruptcy attorneys?

No! Drafting bankruptcy petitions is not a skill taught in any law school or paralegal course. Paralegals normally focus their duties on more advanced areas of bankruptcy law including trial preparation, appeal procedures and working on more high profile cases. In the past, drafting bankruptcy petitions was considered to be nothing more than filling in forms. When the forms were filled out wrong or were missing information, the bankruptcy court rejected the filing and the attorney and staff inherited more work in filing amendments, motions and other legal documents to correct the errors and omissions.

However, when the bankruptcy law changed in 2005, a higher level of skills were needed to complete the bankruptcy forms. It has been proven that a well-researched and well-prepared bankruptcy petition is the cornerstone of the debtor bankruptcy law firm. If the bankruptcy petition is prepared correctly, the entire bankruptcy process normally flows with precision, saving attorneys, bankruptcy courts, Trustees and the debtor a great deal of time and frustration. And since these skills are not taught in any other media, many law firms (including attorneys, paralegals and legal personnel) lack these skills. However, if you have obtained them, you can write your own ticket and move your career into the direction you want to go.

Will I be taking the job away from a paralegal who is working at a law firm?

No. You are not taking anyone's job away when you work as a virtual bankruptcy assistant. Instead, you are an instrumental part of the law firm team because the work you do helps to relieve a heavy workload from the office staff.

Can I only work for bankruptcy attorneys in my area?

No. Bankruptcy law is federal law. Just like a 1040 Tax Form in Kentucky looks the same as a 1040 Tax Form in Colorado, federal bankruptcy forms look the same in every state. The only difference (like tax forms) is the addition of local forms required by the state. Just like the state tax forms vary from state to state, local forms inside the federal bankruptcy forms may (or may not) vary from state to state. However, the bankruptcy software you use will ensure that you have all the correct forms for the state and jurisdiction your attorney is working in, thus eliminating any guesswork.

Therefore, once you learn the skills of preparing well-detailed bankruptcy petitions, you can work for attorneys in your local area, in your state, or in every state within the U.S. Because the work you do is virtual (communication is by email and PDF), there is no qualification that you must live in the same state as the attorney or law firm you work for.

Is this business legal to do in any state?

Prior to finding out about the virtual bankruptcy assistant field, you may have heard horror stories concerning unauthorized practice of law (UPL) charges brought against non-attorney petition preparers. This is why I wrote the article that appears on Page 7 of this eBook to help you understand the difference between a professionally trained virtual bankruptcy assistant and a bankruptcy petition preparer.

Additionally, your name never appears on a bankruptcy petition that is filed with the court. This is because you are working for the attorney. Attorneys abide by a Code of Regulations that state they are ultimately responsible for any errors made by their legal staff. Therefore, you are protected as a non-attorney when you work for licensed attorneys. This also means that you do not need to purchase any errors and omissions insurance or a bond of any type. Think of yourself in the same way as you would consider yourself a service employee to a law firm, such a court reporter or a temporary contract employee.

Is this type of business considered “sharing fees” with the attorney?

No. Virtual bankruptcy assistants never share fees with the attorney. The debtors pay the attorney directly for his or her representation. The virtual bankruptcy assistant processes the paperwork for the attorney, gathers general information from the client, and submits a bankruptcy petition for review and approval to the attorney. This is the same way a law firm employee would perform their duties if they worked inside the law firm preparing a bankruptcy petition. The only difference is that you are working from home and charging a flat fee for every bankruptcy petition you process.

How long will it take for me to train as a virtual bankruptcy assistant?

Someone called the office one day and asked: *“How long will it take me to read your book?”* My assistant said: *“How fast do you read?”*

Providing you with an answer regarding the length of time it will take you to train as a virtual bankruptcy assistant is an impossible question to answer. The only reason I can think of as to why people ask this question is because they have watched too many infomercials. Business scams that promise you will make \$10,000 in the next 30 days are nothing but scams. No one can promise you how much money you are going to make in any field. If a company makes any type of promise like this, run away from them immediately. They are only after your money and will only deliver you empty promises.

Besides, working in bankruptcy is similar to learning how to swim. You can attend swimming classes and learn all the basics; but you are not going to learn how to swim until you get in the water. In the same manner, 713Training.Com can provide you with all the basic skills you need to learn how to work for attorneys preparing Chapter 7 and Chapter 13 bankruptcy petitions; but you are not going to really learn how to master the skill until you work for an attorney and prepare bankruptcy petitions.

How long does it take to prepare a bankruptcy petition?

Again, this is a question I cannot answer. Every bankruptcy petition is unique. Every person who files bankruptcy has a unique set of debts and assets. One petition you prepare could be for a debtor with 15 rental properties and \$250,000 in credit card debt. Another petition may be for a college student who is renting a basement apartment, owns no real estate and has only \$7,000 in credit card debt. Therefore, the length of time it takes to complete a bankruptcy petition is dependent upon many different factors; which makes it impossible to determine the length of time it will take to complete any one bankruptcy petition.

I am convinced that people who ask this question are trying to determine how much money they are going to make working in this field. For example: If it takes 4 hours to prepare a bankruptcy petition from start to finish and you are being paid \$400 per petition, you are going to earn \$100 per hour. But I strongly urge you to abandon this type of thought pattern. Preparing bankruptcy petitions is not like working on an assembly line. One petition may take you 1 hour, another will take 8 hours, and still another may take 2 or 3 days. Plus, the more petitions you process the faster you will get. One virtual bankruptcy assistant told me:

"It took me almost 12 hours to prepare my first bankruptcy petition, but after doing about 15 or 20 of them I progressively got faster. Today, a typical bankruptcy petition with \$15,000 or so in credit card debt and 1 real estate property takes me about 45 minutes."

My suggestion to you is that instead of trying to answer this question now; concentrate on determining whether this is a field you will enjoy working in. If so, the money will come and you can regulate your income depending on the number of attorneys you choose to work for. Regardless, you will definitely earn more money than most people working full-time jobs. But, the amount you earn is entirely up to you.

What about additional training and support?

Everyone who purchases training products from 713Training.Com is entitled to ongoing training and support through the lifetime of their career. This is a very rare option for a business to offer but it is necessary for the virtual bankruptcy assistant field to continue growing. One way that 713Training.Com provides this additional support is through the development of the National Association of Virtual Bankruptcy Assistants which you can learn more about by visiting <http://www.navba.org>.

713Training.Com also provides:

Personal 1-on-1 Training at the Colorado Facility

http://www.713training.com/shop/cart.php?m=product_detail&p=98

Online 1-on-1 Training (class conducted by telephone and online)

http://www.713training.com/shop/cart.php?m=product_detail&p=84

Bankruptcy Petition Review Training

http://www.713training.com/shop/cart.php?m=product_detail&p=86

Personalized Training in Marketing

http://www.713training.com/shop/cart.php?m=product_detail&p=96

How is the typical virtual bankruptcy assistant business structured?

Your virtual bankruptcy assistant business should be structured so that it benefits the attorneys you are working for. Since this is your business, you have the freedom to structure your own individual business any way you want. However, to provide you with a better idea of how the typical virtual bankruptcy assistant service operates, review the following outline:

- ** The process begins by the client filling out a set of Client Intake Forms. Most virtual bankruptcy assistant's purchase personalized Client Intake Forms that they distribute to their attorneys. The attorneys print out the forms, give them to their clients, who in turn fill them out and returns them to the attorney along with the required documents (see last two pages of the Client Intake Forms.)
- ** The attorney returns the following to the virtual bankruptcy assistant by PDF or fax: (1) Completed set of Client Intake Forms; (2) Copy of the Credit Counseling Certificate; (3) Six months of paycheck stubs or bank statements (if client is not paid by an employer.) If client is self-employed they will fill out the business income and expense page included inside the Client Intake Forms.
- ** The virtual bankruptcy assistant begins inputting the information from the Client Intake Forms into the bankruptcy software. During the process, the virtual bankruptcy assistant compiles a list of questions for the client intake interview (normally conducted by telephone) as well as an Attorney Summary Sheet for the attorney. Both of these skills are taught in the training you receive from 713Training.Com.
- ** The virtual bankruptcy assistant will normally call the client and obtain any missing information not provided in the Client Intake Forms. This is a skill that is also taught in the training you received from 713Training.Com. It takes training as well as the ability to "think outside the box" to uncover hidden assets and liabilities that many clients omit due to their lack of knowledge in bankruptcy. Because you are trained in these skills,

the attorneys benefit considerably because you are helping to protect them from possible fines and fulfilling their due diligence. **This is only one reason why attorneys prefer to hire professionally trained virtual bankruptcy assistants. The average law firm employee or paralegal has never received this level of training.**

- ** Next, the virtual bankruptcy assistant is trained how to conduct a wide range of different online researches for market values, judgment liens and criminal activity. These skills are not simply a background search where you get previous addresses and employment records. For the bankruptcy petition you are looking for different information in order to protect the debtor as well as the attorney you are working for.
- ** Finally, the virtual bankruptcy assistant combines all this information into a draft of a Chapter 7 or Chapter 13 bankruptcy petition which is emailed to the attorney in PDF format. The attorney will review the document and make any corrections. The virtual bankruptcy assistant will prepare a final bankruptcy petition for filing with the bankruptcy court.
- ** The bankruptcy petition is electronically filed, either by the attorney or the virtual bankruptcy assistant. All bankruptcy software provides one-touch filing as long as you have the ECF login username and password of the attorney the virtual bankruptcy assistant is working for.

Do I need to purchase the same bankruptcy software my attorney uses?

No. Just like it doesn't matter if you use TurboTax or TaxCut to prepare income taxes (since they all produce the same federal forms), it doesn't matter what bankruptcy software you choose to run your virtual bankruptcy assistant business. Besides, all bankruptcy software programs perform the same functions. The only difference is that they all have different functions in a variety of places. Just like Microsoft Word and Coral WordPerfect produce word processing documents but the functions are in different places, the bankruptcy software programs operate in the same manner.

Caution: The best advice I have is for you is to concentrate on learning the skills needed to prepare Chapter 7 and Chapter 13 bankruptcy petitions FIRST. Once you have learned the skills, download the different bankruptcy software programs. That way, you can decide for yourself which bankruptcy software program you like best and which is the easiest for you to use in your virtual bankruptcy assistant business.

How much money can you earn as a virtual bankruptcy assistant?

713Training.Com provides training materials to teach you the skill of preparing Chapter 7 and Chapter 13 bankruptcy petitions. It is up to you to use those skills to build your own virtual bankruptcy assistant service. And it is up to you to set your prices at a level that provides you with the ability to meet your income goals. Just like the roofing contractor you call. He or she

will provide you with a different price than they would provide to your neighbor. Why? Because your roofing needs are different from the roofing needs of your neighbor. No two jobs are alike.

But I am sure you still want some type of estimate so you can decide if you want to start this type of business or not. At the time this eBook is being written, the average attorney charges their client \$2,500 for a Chapter 7 and \$3,500 for a Chapter 13. Normally, when you are first starting out, you will charge the attorney 20% to 25% of their attorney fee, or somewhere between \$300 and \$500 for a Chapter 7 and \$500 to \$750 for a Chapter 13. As your skills grow, you may increase your fee depending on the attorney you are working for.

Now that it has been established that you can expect to make excellent money working for attorneys, your focus should be on whether you will enjoy the job as a virtual bankruptcy assistant or not. If you do not enjoy preparing Chapter 7 and Chapter 13 bankruptcy petitions, you will never make any money because the quality of work you produce will be poor and attorneys will not pay you. This is why I enforce the mindset that money should never be your driving force in this field or any other field. If you enjoy the work, you will earn an excellent income. If you don't enjoy the work, you will be wasting your time and not make any money.

Why is there now a focus on skilled virtual bankruptcy assistants?

As I mentioned before regarding the change in the bankruptcy law, on October 17, 2005, the bankruptcy law underwent major changes. Suddenly, the bankruptcy petition was elevated to the status of a "crucial" and important document. The new law even imposed sanctions on attorneys who submitted a bankruptcy petition with incomplete or non-verified information. Unfortunately, since a large majority of bankruptcy attorneys did not have access to skill training in this area they had very limited choices.

Learning the skill of drafting well detailed bankruptcy petitions is your key to a long-term future career

Ask any bankruptcy attorney if they are satisfied with the petition drafting skills of their office staff and most of them will say "no." Due of the lack of education in this area, the law office staff had to learn how to prepare bankruptcy petitions from their co-workers. The co-workers normally learned from past errors and mistakes they made. Therefore, when you learn the skills to become a well-trained virtual bankruptcy specialist, your skills are rare and your income earning potential is endless.

Additionally, most debtor law firms experience a high turnover rate in employees. Why? Because the job inside the typical debtor bankruptcy law firm can be extremely stressful and will wear on your nerves very quickly. For example: it is hard to sit day in and day out listening to stories that tear your heart out. I remember breaking down mentally because a really sweet lady told me how she had been raped in a client intake interview. She had been living on the street and had not eaten in 4 days. She had no living relatives and was now 4 months pregnant

from the rape. After finishing the client intake interview I took her to Wendy's. When I saw how hungry she really was I went to the grocery store and bought her enough food for a few days. Finally I drove her to a homeless shelter and prayed with her before we parted. Stories like this are common place when you work inside the law firm of a debtor bankruptcy attorney so you can begin to understand why there is a high turnover rate of employees.

This is exactly one reason why the attorney I was working for decided to take the bankruptcy petition preparation process outside the law firm and try the experiment that he did. By removing me from the physical contact of the debtor, I was able to do a better job in preparing the bankruptcy petition and continue working in the field of debtor bankruptcy law throughout my career. This is another reason why working as a virtual bankruptcy assistant can greatly benefit debtor bankruptcy law firms.

Think about it . . .

You can spend four years in college, go into debt \$100,000 or more and when you graduate you may be able to get an entry-level job paying a salary of \$35,000. Or, you can invest about \$600, train for 2-6 months and have an earning potential of \$100,000 or more per year. The choice is up to you.

Summary

Working for attorneys as a virtual bankruptcy assistant is not a job everyone will enjoy. Just like some people love working as used car salesmen and I don't. And to drive the point home even more, working as a medical doctor, veterinarian, construction worker is not for everyone either. It is up to you to take the time to research any field you are interested in pursuing with the intention of starting a business. As I have stressed before, if your only focus is making money, and you have no concern about the field of bankruptcy, there is no logical reason to start a virtual bankruptcy assistant business. In one of my recent seminars I said:

"If I wanted to open a pizza shop, I would learn how to make pizza. If I wanted to start a virtual bankruptcy assistant business, I would learn how to prepare bankruptcy petitions. How much money you "could" or "may" earn is irrelevant at this point. If you believe in what you are doing and enjoy your work, the money will come through your hard work and dedication. The next step now is up to you."

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Helpful Advice for New Virtual Bankruptcy Assistants:

by Victoria Ring, CEO 713Training.Com

Prior to training as a VBA, David Noel had previously achieved success in building a real estate business. Next, he joined his dad in building a construction business which is still in operation today. However, even with the level of success David achieved, he was still not satisfied with the type of work he was doing. That was until he found the field of virtual bankruptcy assistants and decided to make it his chosen career.

David followed the same path as many beginners to this field. He purchased the training materials and self-trained himself in the basics of a Chapter 7 bankruptcy petition. Next, he began spending a great deal of money. His first expense was \$1,500 to have a designer make him a website. Next, he invested money into designing a company logo (also called: business branding) as well as about \$2,000 in printing letterheads, business cards and envelopes. After making this investment, David finally scheduled his private training with me in Colorado. That training took place on November 23 and 24, 2009.

During the training session I discovered that David had made several crucial mistakes that cost him several thousand dollars. This is the reason I decided to write this article and help you avoid some of those same mistakes if you are a beginner to the virtual bankruptcy assistant field.

Lesson No. 1: Problems With Website

Copying and Pasting Information From Another Website is a No-No

When I first reviewed David's VBA website I noticed he had copied and pasted information from another VBA website. This is a bad mistake. All the material on your website should be original. If you do not know what words to use, just design ONE web page containing your contact information for the time being. As you learn and advance your knowledge you can add links and information to your website that is a reflection of you and your ability to be unique and different. Therefore, your website should be continually changing to achieve higher rankings in the search engines. If a search engine visits your website and finds that no update has been made to the content, your website will appear lower on the search engine list. To prevent that from happening, update your website as often as you can with new and original information.

A Quick Lesson in Search Engine Rankings

Search engines rarely read Meta Tags any more these days. This is because many web designers placed bogus keywords in their Meta Tags in order to trick the automatic robots controlled by search engines. Therefore, search engines grew more sophisticated to combat this fraud. One of those new tools is that search engines can now read the words on your website in order to

rank it in the proper category. This new way of categorizing websites is also helping to combat the criminal act of phishing.

What is Phishing?

If you copy and paste information from another website, your website could be suspended while an investigation for phishing is conducted. Phishing is a criminal act and it is important to understand. For more information on phishing, visit:

<http://en.wikipedia.org/wiki/Phishing>

which states in part:

... Phishing is typically carried out by email or instant messaging and it often directs users to enter details at a fake website whose look and feel are almost identical to the legitimate one. Even when using server authentication, it may require tremendous skill to detect that the website is fake.

Lesson No. 2: Never Publish Your Prices

Most attorneys are not going to take a virtual bankruptcy assistant seriously if they publish their prices on their website. I have even found some VBA websites that break down their prices based on the number of debts in the bankruptcy petition. This only cheapens your website and makes you appear as a beginner. Why? Because a VBA is a service business. A service business personalizes services for attorneys and debtors, which means that prices should fluctuate from one petition to the next. If all attorneys are charged the same amount for bankruptcy petitions, your company appears as a paper mill. If that is okay with you, then continue doing what you are doing.

But if you are not satisfied with the results of your business efforts, start seeking out and patterning your VBA business after successful professionals in the legal field. Why copy someone who has no experience and is at the same level you may be at? Instead, you should always be looking for professionals who have more knowledge than you do; people who are more successful in the field. Learning from successful people is the only way you can obtain success.

To help you start connecting with professionals, join MeetUp and interact with business professionals in your area: <http://www.meetup.com>

Also, go to Google and type in the search words: attorney legal services

Lesson No. 3: No Cost Website Development

Joomla is the web page development tool that major companies (such as Burger King and Microsoft) use to build and maintain their websites. Joomla is open source software that is free to install and use. Designers and developers develop modules and templates that you can purchase to enhance your website if you like, but there is a lot of free stuff that is professional also. The best thing about using Joomla is that you are in total control and updates are done instantaneously. You NEVER have to pay anyone for web design again and you can get millions of ideas from predesigned templates that you install with a simple click. Joomla has taken web design to the next level.

To have Joomla installed on your present website, call your web host and ask them if they will install Joomla for you. If they want you to download Joomla and do the install yourself, feel free to use the company I use: Blue Host at <http://www.bluehost.com>. I pay \$6.95 per month for the hosting of all my websites and I clicked a button and Joomla was automatically installed. This way, Joomla is installed on my server and automatically updated online. There is nothing to install on my computer and I do not need to be bothered with updates.

What is Joomla? The best way to find out is to view some free videos to find out more:

Visit: <http://www.myjoomlcast.com/>

Click on **BEGINNERS** and select **THE 5 MINUTE SITE**

The direct link is:

http://myjoomlcast.com/index.php?option=com_content&task=view&id=78&Itemid=98

This information alone could save you literally thousands of dollars.

Summary

Other than the mistakes regarding David's website, he learned a great deal about the day to day operations of his VBA business while training in Colorado. I also provided him with resources that he can use to save him time as well as money. David said that if he had to do it over again, he would recommend the following process to beginners of the VBA field:

1. Purchase the Complete Bankruptcy Training Kit:
http://www.713training.com/shop/cart.php?m=product_detail&p=59
2. Schedule Private Training with Victoria Ring:
http://www.713training.com/shop/cart.php?m=product_detail&relate=1&p=98
3. Start the VBA business with no further investment.

It is interesting to note that before David left Colorado to fly back to California, he already had secured work from a bankruptcy attorney. The attorney was sending him three petitions by email as soon as he returned. Where did the attorney find him? From the NAVBA website at: <http://www.navba.org>

Contact David Noel

To find out more about Davids experience and to verify any of this information, visit: <http://www.ebankruptcyassistant.com/>

Click on CONTACT US and contact David by phone or email.

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