

HOW TO GET STARTED AS A VIRTUAL BANKRUPTCY ASSISTANT



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What is a virtual bankruptcy assistant?

A virtual bankruptcy assistant is a highly-skilled business owner who provides a wide variety of virtual services to bankruptcy attorneys. No longer is a law firm plagued with the time and cost to advertise, interview and train new employees. For jobs that do not require to be done inside the office of the law firm, attorneys hire trained virtual bankruptcy assistants to help them.

What are the advantages for an attorney hiring a virtual bankruptcy assistant?

- ◆ **No financial risk for the law firm.** If they are not satisfied with the work of a virtual bankruptcy assistant, they are not required to pay the fee.
- ◆ **No overhead expenditures for the attorney** (i.e., desk, chair, office supplies and employee costs). Virtual bankruptcy assistants already have established their office and use their own software.
- ◆ **No office politics.** The majority of the time, the only contact the attorney will have with the virtual bankruptcy assistant is by email. This eliminates staff and employee conflicts which wastes time and costs money.
- ◆ There are more than 100 **additional reasons** that law firms benefit by hiring virtual bankruptcy assistants. These are detailed in the book:

How to Increase Profits for Your Law Firm

| [Printed Version](#) | [Ebook Version](#) |

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 Chapter 11s.

Put us to the test: Before you spend one penny investing in this business, we urge you to view the website links below. These are just a few of the companies who provide virtual bankruptcy assistant services. Feel free to look around their website, contact them, introduce yourself, and request feedback on the quality of training services provided by 713Training.Com.

<http://www.bankruptcyplus.com>

<http://www.vba-corp.com/>

<http://www.professionalva.com/>

<http://www.prioritybankruptcy.com/>

<http://www.bankruptcyprep.net/>

<http://www.paralegalservicesusa.com/>

<http://outsourceyourbankruptcyfilings.com/>

<http://www.t11va.com/>

<http://www.affordable-documents.com/>

<http://www.bankruptcydrafters.com/>

<http://rantz.biz/>

<http://www.bankruptcyattorneyassistant.com/>

<http://bankruptcyvirtualaid.com/>

<http://www.randolph-associates.com/>

<http://www.virtualbankruptcyservices.net/>
<http://awvirtualbankruptcypetitions.com/>
<http://www.nuwave-solutions.net/>
<http://www accurabankruptcy.com/>
<http://minter.leadcounsel.com/paralegal.html>
<http://allaboutusllc.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 obtain verification of information 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 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. 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 Manual: "[An Introduction to Foreclosure Mediation](#)"

http://www.713training.com/shop/cart.php?m=product_detail&p=9

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 secretary. The 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 bankruptcy 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.superiortyping.com/>

<http://www.wordprocessingplus.com/>

<http://www.datalystcorp.com/services.html>

<http://www.123transcriptions.com/>

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

No! Drafting bankruptcy petitions is not a skill taught in law school or any 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 the staff inherited more work in filing amendments, motions and other legal documents to correct the errors and omissions.

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

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 draft 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 trained virtual bankruptcy specialist, your skills are rare and your income earning potential is endless.

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 your income goals.

Because every bankruptcy petition you prepare will be unique, some will take longer to complete than others. The best way to try and get an idea of the type of income you can receive:

- 1.** When you visit the websites of the virtual bankruptcy assistants that was previously provided on Pages 3 and 4 of this document. Review the prices they charge for preparing bankruptcy petitions.

- 2.** Next, go to the American Bankruptcy Institute website and see for yourself how many bankruptcy petitions are filed in your state or the entire U.S. at <http://www.abiworld.org>. This will give you a better idea of the amount of work available to you and the potential amount of money you may be able to earn.

One of the most successful virtual bankruptcy assistants to date was Victoria Ring. In 2001 she started the first virtual bankruptcy assistant service for attorneys nationwide. The company was named The Lawyer Assistant. Within 9 months after start-up, Victoria had a client base of 56 attorneys and was processing on the average of 125 bankruptcy petitions per week. Although at that time she only charged \$150 for each one, she still netted around \$18,700.00 per week. She later sold the company due to the inability to keep up with the growing workload and dedicated her career to training virtual bankruptcy assistants so they could fill this great need in the legal field.

How long does it take to draft a bankruptcy petition?

When you first begin learning the skill of drafting bankruptcy petitions it can take from 4 hours to 15 hours to complete your first one. But with more practice, the faster and better your skills will improve. Angie Boyd, CEO of Bankruptcy Plus said: *"It took me 9 hours to do my first bankruptcy petition and I made several mistakes. But after I did about 15 or so, I could easily complete an average petition in less than 90 minutes."*

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 \$1,000, train for 2-6 months and have an earning potential of \$100,000 or more per year. The choice is up to you.

How to get started:**1. View the free online video:**

<http://www.713training.com/videos/intro/index.html>

2. View the free online training video:

<http://www.713training.com/videos/start/>

3. Join the Bankruptcy Club

<https://www.713training.com/administrator/signup.php>

For a very small investment of only \$15.99 you can sign up and become a member of **The Bankruptcy Teleconference Club** for a period of 30 days. During that time, you will have access to all the previous teleconferences at no additional charge. Download the audios, listen to them and learn more about this exciting field from experienced virtual bankruptcy forms processors. Also, join in on live teleconferences. Ask questions and get answers.

Then, after 30 days you may cancel your membership by logging in and clicking on the CANCEL link; or do nothing and your credit card will be billed automatically for \$15.99 on a monthly basis while you remain a member.

4. Download the eBook: "The Introductory Training Course for Virtual Bankruptcy Assistants"

http://www.713training.com/shop/cart.php?m=product_detail&p=15

This 30-page eBook will answer all of your questions plus provide you with self-assessment tests to help you determine what area of bankruptcy law may be best for you based on your skills. For only \$9.99 this eBook will help you understand the virtual bankruptcy assistant field before you make any substantial investment.

5. Select the best training method for you.

<http://www.713training.com/shop>

Do you learn best by reading a book or visually by watching a training video? Perhaps you need both, or perhaps you prefer hands-on training, or perhaps you learn better in a seminar atmosphere. The choice is yours. 713Training.Com offers a wide range of products and services, including ongoing support to help you learn and build your skills as a virtual bankruptcy assistant. Simply choose the products and services that fit your budget and your preferred training method.

6. Try out our free online tests.

<http://www.quia.com/pages/713training.html>

7. Attend a Bankruptcy Training Seminar.

<http://www.bankruptcyplus.com/seminars/>

Our 1-day and 2-day training seminars are unlike any seminar you have attended before. Not only do we pack a lot of information in a short period of time, but we make the training easy to learn and fun to be a part of. Or, if you prefer a personal training session, 713Training.Com offers onsite training at our Columbus, Ohio Training Center.

8. Take the AVBA Exam and Become Accredited

<http://www.713training.com/avba>

The Accredited Virtual Bankruptcy Assistant Exam was developed to test your skills and provide you with an accreditation that will set you apart from others in this field.

Summary

Working for attorneys as a virtual bankruptcy assistant is not for everyone. But working as a medical doctor, veterinarian, construction worker or any other job is not for everyone either. It is up to you to take time to research any field you are interested in pursuing with the intention of starting a business. 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 a recent interview, Victoria Ring (the developer of the virtual bankruptcy assistant industry) 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."

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