



Consumer Credit Counseling Service of San Francisco
595 Market Street, 15th Floor, San Francisco, CA 94105
800-777-7526 • www.cccsf.org

Attorney Contact Information

Name of law office _____

Address _____

Primary contact

Name _____

Telephone _____

Email _____

Fax _____

Billing contact

Name _____

Telephone _____

Email _____

Fax _____

Projected number of referrals monthly _____

Judicial districts you serve _____

List participating attorneys

Name _____

Name _____

Name _____

Name _____



Agreement for Service Pre-filing Bankruptcy Counseling and Pre-discharge Debtor Education

This agreement is between Consumer Credit Counseling Service of San Francisco and _____

(The above parties to be referenced throughout this document as "CCCS-SF" and "Law Firm", respectively.)

CCCS-SF will provide pre-filing counseling and pre-discharge debtor education services to clients of Law Firm. The counseling and education programs will be in compliance with the standards set by the Executive Office for United States Trustees as required in the Bankruptcy Abuse Prevention and Consumer Protection Act of 2005.

CCCS-SF agrees to provide the following services:

- Pre-filing money management and credit counseling through a combination of internet or printed self-study and telephone or in-person (in the San Francisco Bay Area) counseling sessions.
- Pre-discharge personal financial management education through internet or printed self-study and telephone or in-person (in the San Francisco Bay Area) follow-up assessment. Education courses may also be provided in group settings in the San Francisco Bay Area.
- Timely provision of certificates of completion
- Monthly reports itemizing services provided

Law Firm agrees to:

- Provide clients the referral code (provided to Law Firm upon receipt of this signed agreement) to enable them to bypass paying CCCS-SF directly for service
- Escrow client payments for counseling and education and remit those payments to CCCS-SF within 30 days of receipt of a monthly invoice. Invoices will be sent early each month for services provided the prior month.
- Pass the actual cost of the CCCS-SF counseling and education fees to clients and not charge additional fees for these services

CCCS-SF and Law Firm further agree to the following terms:

- **Fees** – CCCS-SF will not charge a fee to Law Firm for participation in this program, nor will CCCS-SF pay Law Firm any fees for referrals. All fees charged will be specifically for services provided at the following rates:
 - o Pre-filing counseling: \$50
 - o Pre-discharge education: The online program is \$35 for a single person or \$50 for a married couple completing the program together. The fee to complete the program via telephone rather than online is \$50. Telephone education sessions are conducted for one user at a time. A married couple choosing to complete the education via telephone rather than online will have two separate sessions at a cost of \$50 each.
- **Referrals** – While Law Firm will be referring clients to CCCS-SF for the required education and counseling, CCCS-SF will not refer clients seeking bankruptcy to any specific law firm.
- **Non-Exclusivity** – CCCS-SF may enter into agreements for service with multiple law firms.
- **Confidentiality** – CCCS-SF and Law Firm will share information as necessary to provide service and keep all information provided by clients confidential.

This agreement is effective as of _____. Participation in this program is voluntary. Either party may terminate this relationship at any time. Modifications to this agreement may be made if agreed upon in writing by both parties.

Executed this _____ day of _____, by:

SIGNATURE

SIGNATURE

PRINTED NAME

PRINTED NAME

TITLE

TITLE

Consumer Credit Counseling Service of San Francisco

LAW FIRM

Consumer Credit Counseling Service of San Francisco
595 Market Street, 15th Floor, San Francisco, CA 94105
800-777-7526 • www.cccsf.org



595 Market Street, 15th Floor, San Francisco, CA 94105
415-788-0288 • 800-777-7526 • www.cccssf.org

FAX

Date	Time	Pages 4 pages (including coversheet, contact form and agreement)
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To Eric Samuel	From
Company CCCS of San Francisco	Firm
Fax 415-777-4030	Phone/Ext.

Comments

You may receive legally privileged and confidential information intended only for the use of the individual named above. If the reader of this message is not the named recipient or the agent responsible for delivering this message to the named recipient, you are hereby notified that any use, dissemination, distribution or copying of this communication is strictly prohibited. If you have received this communication in error, please notify us immediately by telephone and return the original message to the address listed above by mail. Thank you.