

Bankruptcy Checklist

Notice of Bankruptcy Received?

Be on **Creditor's Committee?**

Preserve **Security Rights** on Uncollected Receivable

Spread Receivable by Project, amount owed and date of last delivery

Mechanic's Lien Rights

Payment Bond Rights

Trust Fund Rights

Consensual Security Agreements

Reclamation Rights

Equitable Lien Rights

Collect **Preference** Information on money collected in last 100 days (Client or Pacer)

Get Payments during preference period from debtor's Statement of Financial Affairs

And get Client records of checks received in last 100 days

Preserve **Security Rights** on money collected in last 100 days

Spread by Project, amount money collected in last 100 days and date of last delivery

Name of owner and general contractor

Motion for **Deadline on Preference Action** to Preserve Security Rights for Preference Exposure

Get Copies of Invoices paid w/ money collected in last 100 days

Get Payment History of customer 3 years prior to bankruptcy

Check for **Assumption of Contracts** on projects w/ collected and uncollected receivable

Ck Petition for Executory Contracts – are we on any of them?

Continue to do business with Debtor?

Critical Vendor Motion?

Security on projects, including ML or Bond rights?

Require Cash in advance or new security?

Compel Assumption of Contract

Eliminates Preference Exposure

Better Security (Cure Required) for Prepetition Debt

Better Security (Cure Required) for Postpetition Debt

Get **Schedules of Assets & Liabilities?**

Accounts payable to client (is debt correct amt, liquidated, uncontested, undisputed?)

Accounts receivable to debtor on delivery projects

File **Proof of Claim-Attach copies of all contracts, invoices & proof of delivery**

Send **Rule 2002** Notice to get on mail list or request a CM/ECF (Case Management/Electronic Case Filings)

ID and Password from Pacer to electronically file and monitor all papers filed in that bankruptcy case.

Go to **Meeting of Creditors**

File **Objection to Discharge**