

Get Cleaner Data from Your Clients

To help you get more accurate data from your debtor, take the lead from active MyCaseInfo users to find out what works for them. Incorporate some of the suggestions below into the instructions you send to clients using MyCaseInfo.

Sample instructions to email your clients:

1. Take your time and double check the data you are entering, avoid rushing through the form.
2. If a section is confusing, move on and work on another one.
3. If you need to leave something blank, we can go over the answers in my office.
4. **IMPORTANT:** Please use upper and lowercase letters; capitalize the first letter of proper names and the beginning of sentences. The data imports directly into the bankruptcy software and **IT WILL APPEAR JUST AS YOU ENTER IT.**
5. List an estimated value of all household goods and furnishings in one line. Do not list individual items unless they have great value, such as an expensive painting, a boat or motorcycle.
6. Remember to click **SAVE** to return to the questionnaire later.
7. Email me if you have any questions.