

CASE NUMBER: 28463/2019E

EXHIBIT(S) - 3 (Motion #2) - Loan From Case Cash Funding III, LLC

Document prepared for:
Attorney Daniel Johnston

CASE NAME

MARTINEZ, EMILY v. SANTOS, JONATHON

DOCUMENT FILED DATE

Oct. 12th, 2022

CASE FILING DATE

July 22nd, 2019

COUNTY

Bronx county, NY

JUDGE

Perez, Hon. Bianka

CATEGORY

Torts - Motor Vehicle

STATUS

Disposed

EXHIBIT “3”

CASECASH GP, LLC

520 EIGHTH AVENUE
SUITE 1001
NEW YORK, NY 10018

TEL (866) 703-CASH (2274)
FAX (718) 237-4412

3/31/2020

Attn: Roth & Khalife
VIA EMAIL: ek@rothandkhalife.com

Re: EMILY MARTINEZ

The cause of action arising from the injuries sustained in the accident which occurred on or about September 14, 2017, involving Emily Martinez.

Dear Sir/Madam,

Attached please find a copy of the latest "Funding Agreement" duly executed by your client *Emily Martinez* for monies advanced through Case Cash GP, LLC. As per the terms of said agreement *Emily Martinez* has granted to Case Cash GP, LLC a first priority lien and security interest in the aforementioned action. Please be advised that interest will continue to accrue at the funded rate until payment is made in full. Therefore, it will be necessary for you to contact us upon disposition of this matter to obtain an updated payoff amount. Please do not disburse any monies in connection with this lawsuit until this lien has been satisfied and is released in writing by Case Cash GP, LLC.

I greatly appreciate your cooperation in this matter. As always, should you have any questions, please do not hesitate to contact me at the number referenced above.

Thank you,

Greg Elefterakis
President

Please sign below to acknowledge the lien held by Case Cash GP, LLC and to confirm that no monies will be disbursed in this matter without said lien being satisfied. Please fax this letter with your signature below to (718) 237-4412.

Roth & Khalife

CASECASH GP, LLC

TEL (866) 703-CASH (2274)
FAX (718) 237-4412

Roth & Khalife via email: ek@rothandkhalife.com

March 31, 2020

RE: EMILY MARTINEZ

The cause of action arising from the injuries sustained in the accident which occurred on or about September 14, 2017, involving EMILY MARTINEZ.

Dear Sir/Madam,

As per your request, below please find the pay-off figures for the above-captioned funded client.

If your check in the amount of **\$56,634.37** is received on **May 1, 2020** we will accept as full and final payment for the legal funding issued to the aforementioned client. Upon collection of these funds, our lien and security interest in the proceeds of the case will be released.

The amount due is not inclusive of any additional funding(s) on, or after the date of this letter. If no additional fundings are provided, please be advised that the amount indicated will change on **May 1, 2020**. Therefore, please call our office for an updated payoff figure.

*Any payment received in amounts less than the Payment described herein or after the Payment Deadline, shall be **insufficient** to relieve the above-named parties of their obligations. In either circumstance, the above-named parties are directed to **immediately request an updated Payoff Letter.***

We remind you the check should be payable to **Case Cash GP, LLC** and sent to:

IF REPAYMENT IS SENT BY US MAIL EXCLUSIVELY:

*this address **does not** accept courier service deliveries

Case Cash GP, LLC
P.O. Box 205566
Dallas, TX 75320-5566

IF REPAYMENT IS SENT BY COURIER SERVICE ONLY (E.G., FEDEX, UPS ETC.)

*this address **does not** accept US Mail service deliveries

Lockbox Services – 205566
Case Cash GP, LLC
2975 Regent Blvd., Suite 100
Irving, TX 75063

If you have any questions about this matter, please feel free to contact us at the number listed. It was our pleasure to provide this service to your client. If we can be of help to any of your clients in the future, please do not hesitate to call us. Thank you.

Sincerely,

Maria Ocasio
Vice President of Operations

CASE CASH FUNDING III, LLC
ATTORNEY SECURITY INTEREST AND PAYMENT
ACKNOWLEDGEMENT

Case Cash Funding III, LLC
525 Washington Blvd, Suite 2015
Jersey City, NJ 07310

17th Day of October, 2018

Re: The cause of action arising from the injuries sustained in the accident
which occurred on or about September 14, 2017, involving Emily Martinez.

Gentlemen:

The undersigned is the attorney of record in the above-referenced matter (the "Lawsuit")
representing Emily Martinez (the "Client"). I/We understand that pursuant to the terms of a
Funding Agreement dated 17th Day of October, 2018 entered into between the Client and Case
Cash Funding III, LLC, a copy of which is attached hereto (the "Funding Agreement"), Case Cash
Funding III, LLC is making an Legal Funding (the "Legal Funding") to the Client, who is the
plaintiff in the Lawsuit, and that the Legal Funding will be satisfied solely from any money payable
to the Client as a consequence of the Lawsuit, whether by settlement, judgment or otherwise, after
deduction of any attorney's fees and costs payable to the undersigned (the "Client Recovery").
I/We further understand that Case Cash Funding III, LLC will rely on this letter in making the
Legal Funding.

To induce Case Cash Funding III, LLC to make the Legal Funding, the undersigned
acknowledges that pursuant to the Funding Agreement the Client has granted to Case Cash
Funding III, LLC a first priority lien and security interest in and to the first \$29,401.20, plus the
monthly compounded funded rate of 3.50% of the Client Recovery (the "Security Interest").
I/We understand that the Security Interest is greater than the amount of the Legal Funding and that
it has been granted in such amount to secure the use and other fees that will be due to Case Cash
Funding III, LLC at the time of the Client Recovery pursuant to the terms of the Funding
Agreement.

The undersigned agrees to pay to Case Cash Funding III, LLC from the Client Recovery,
and prior to making any payment or disbursement to the Client, an amount equal to the amount
due to Case Cash Funding III, LLC on the date of such payment as calculated pursuant to the terms
of the Funding Agreement. Prior to making any such payment, I/We will contact Case Cash
Funding III, LLC to ascertain the exact amount owed and acknowledge and agree that as between

Client's Initials Em

the undersigned and Case Cash Funding III, LLC, the calculation of such amount by Case Cash Funding III, LLC will be final and binding and I/We will rely exclusively on such calculation in making the required payment to Case Cash Funding III, LLC.

To further induce Case Cash Funding III, LLC to make the Legal Funding, the undersigned represents and warrants that: (i) other than amounts due to the undersigned for professional services rendered in connection with the Lawsuit as set forth in the retainer agreement between the undersigned and the Client, I/We are not aware of any other lien on or security interest in any amount payable to the Client as a result of the Lawsuit; (ii) the undersigned is aware that the Funding Agreement prohibits the Client from granting any additional liens on or security interests in the Client Recovery; and (iii) the Lawsuit is still pending in active status and that there are presently no motions for final disposition, including, but not limited to, summary judgment. Notwithstanding clause (iii) above, nothing contained herein shall be deemed to be a guaranty by the undersigned that the Client will be successful in the Lawsuit or that the Client Recovery will be sufficient to satisfy the Legal Funding or any other amounts that may become due to Case Cash Funding III, LLC pursuant to the Funding Agreement.

I agree that any disputes that may arise out of this Funding Agreement shall be adjudicated in either the Supreme Court or the Civil Court State of New York in the County of Kings. This Funding Agreement will be construed in accordance with the laws of the State of New York, without giving effect to the principles thereof relating to conflict of laws, and may be executed in separate counterparts.

The undersigned specifically acknowledges that: Case Cash Funding III, LLC is in no way acquiring from the Client any right to sue, either in connection with the Lawsuit or otherwise and that the Client is not assigning his/her cause of action in the Lawsuit, but only a portion of the Client Recovery; that the Lawsuit absolutely belongs to the Client and no one else; and that Case Cash Funding III, LLC will in no way be involved, or have the right to be involved, in the decisions that the undersigned and/or the Client make in connection with the prosecution or settlement of the Lawsuit.

All payments and notices to Case Cash Funding III, LLC shall be sent by the undersigned to the Case Cash Funding III, LLC at the address set forth above unless Case Cash Funding III, LLC shall notify the undersigned in writing of a change of address.

The agreement and payment instructions set forth in this letter are irrevocable and are not subject to modification in any manner except in a writing signed by a duly authorized officer of Case Cash Funding III, LLC.

10/25/2018 13:55

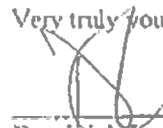
7184508890

WELLCARE PHARMACY

PAGE 03/10

THE UNDERSIGNED ACKNOWLEDGES AND AGREES THAT NO PAYMENTS WILL BE MADE TO THE CLIENT FROM ANY SETTLEMENT, COLLECTION, JUDGMENT, COMPROMISE OR OTHER COLLECTION RESULTING FROM THE LAWSUIT OR THE MATTER THAT IS THE SUBJECT OF THE LAWSUIT UNLESS AND UNTIL THE FULL AMOUNT DUE AND OWING TO Case Cash Funding III, LLC IS PAID IN FULL AND THE SECURITY INTEREST IS RELEASED IN WRITING BY Case Cash Funding III, LLC.

Very truly yours,



Dominick Lavelle

Dominick W. Lavelle, Esq.
100 Herricks Road, Suite 201
Mineola, New York 11501

By: _____
Name:
Title:

ACKNOWLEDGED AND AGREED.

Case Cash Funding III, LLC

By: _____
Name:
Title:
Dated: _____, 2018



Emily Martinez
(client signature)
17th Day of October, 2018

FUNDING AGREEMENT

17th Day of October, 2018

My name is Emily Martinez and I reside at _____, New York.

1. **Legal Funding.** I am accepting the total sum of \$27,250.00 (the "Legal Funding") from Case Cash Funding III, LLC, a New York limited liability company, which I will use for my immediate economic needs. This funding, along with the \$2,151.20 currently owed by me to Case Cash Funding III, LLC, brings my total amount funded to \$29,401.20. I hereby understand and acknowledge that the sum of \$750.00, representing the Application Fee, shall be paid directly from the Funded Amount, leaving the sum of \$26,500.00 of the net proceeds to be paid in the following manner:
 - A. \$25,000.00 payable to NY Orthopedics, PC
 - B. \$1,500.00 payable to Emily Martinez post-surgery

2. **Use Fee.** In consideration of the Legal Funding to be made to me under this Funding Agreement and the substantial risk that Case Cash Funding III, LLC will assume, I am assigning an interest equal to the funded amount, together with accrued use fee, compounded monthly and other fees or costs, from the proceeds of my lawsuit to Case Cash Funding III, LLC. The monthly use fee shall be a charge in an amount equal to 3.50% monthly of the amount funded to me herein. This funded amount includes the Application Fee that I agreed to when first applying for this funding. **** Even if I repay this funding within the first Six (6) months from the date herein, the Use Fee will be for Six (6) months from the date of this funding and the payoff figure will be computed on this basis. If I repay this funding within any subsequent Three (3) month period, the Use Fee will continue to accrue until the end of such subsequent Three (3) month period and the payoff amount will be computed on this basis. These amounts will be deducted from the proceeds of my lawsuit. ****

3. **Obligation; Proceeds.** The Legal Funding, plus any accrued Use Fee, compounded monthly, and any other fees or costs disclosed in the Disclosure Statement are called the "Obligation". The term "proceeds" shall include any money paid as a consequence of the Lawsuit whether by settlement, judgment or otherwise.

4. **Payments to Case Cash Funding III, LLC Made Directly from Proceeds.** In consideration of the Legal Funding, in signing this Funding Agreement, I am assigning to Case Cash Funding III, LLC an interest in the proceeds of my Lawsuit in an amount equal to the Obligations. The Obligation will be deducted from the proceeds of my Lawsuit and paid directly and immediately to Case Cash Funding III, LLC after payment of the fees due to the attorney representing me in my Lawsuit and any future attorney representing me in my Lawsuit ("my Attorney") and any lien holders that may exist of record as of this date, but before any payment is made to me.

5. **Obligation to be paid only Out of Proceeds; No Personal Liability.** Until there are proceeds payable to me from my Lawsuit, I will not owe anything to Case Cash Funding III, LLC. If I do not recover any money from my Lawsuit, I will not owe Case Cash Funding III, LLC

Client's Initials EM

anything. If the proceeds payable to me from my Lawsuit are insufficient to pay the full amount of the Obligation, Case Cash Funding III, LLC's recovery will be limited to the proceeds of my Lawsuit and I will not have any obligation to pay the deficiency to Case Cash Funding III, LLC.

6. **Right to Pay Obligation at Any Time.** I understand that I will have the right, at any time upon three days' prior notice, to pay to Case Cash Funding III, LLC the full amount of the then outstanding Obligation (including the accrued Use Fee) and that upon making such payment the Security Interest (defined below) will terminate and Case Cash Funding III, LLC will have no further interest in the proceeds of my Lawsuit.
7. **Security Interest in Proceeds of Lawsuit.** To secure Case Cash Funding III, LLCs' interest in the proceeds of my Lawsuit, in signing this Funding Agreement I am hereby granting to Case Cash Funding III, LLC an irrevocable first priority security interest in, and lien upon, the first \$29,401.20, *plus the monthly compounded funded rate of 3.50%* of the proceeds of my Lawsuit (the "Security Interest"). I understand that this amount may be more than the total amount of the Obligation that I will owe Case Cash Funding III, LLC from the proceeds of my Lawsuit. However, I am granting Security Interest to Case Cash Funding III, LLC in this amount to protect Case Cash Funding III, LLC's interest in the assigned proceeds. At any time that the amount of the Obligation exceeds the Security Interest, Case Cash Funding III, LLC may send my Attorney notice of an additional lien upon the proceeds of my Lawsuit and the Security Interest will automatically be increased by such amount.
8. **Authorization to Attorney to Make Payment and Provide Information to Case Cash Funding III, LLC** I hereby direct my Attorney to honor the Security Interest and to make the payment to Case Cash Funding III, LLC set forth in paragraph 3 above. At the same time as I have signed this Funding Agreement I have also instructed my Attorney to cooperate with Case Cash Funding III, LLC and to give Case Cash Funding III, LLC periodic updates of the status of my Lawsuit as requested by Case Cash Funding III, LLC and to send all payments due to Case Cash Funding III, LLC under this Funding Agreement to the address first set forth above.
9. **Fees and Costs in the Event of a Dispute.** If Case Cash Funding III, LLC must retain an attorney to collect the sums due under this Funding Agreement, I agree to pay the reasonable fees and costs incurred by Case Cash Funding III, LLC in hiring such attorney. I further agree that a fee equal to one-third of the money due Case Cash Funding III, LLC will be a reasonable fee for such purpose.
10. **Notification of Change in Attorney.** If I change Attorneys I will notify Case Cash Funding III, LLC within 48 hours of the change, and provide Case Cash Funding III, LLC with the name, address and phone number of my new Attorney.
11. **Notification of Change in Address.** I will receive any notices required under this Funding Agreement at the address I have first set forth above. If I move, I will notify Case Cash Funding III, LLC within 72 hours of my new address.
12. **No Other Liens on Proceeds.** From and after today I will not knowingly grant any security interest or create any additional lien against the proceeds of my Lawsuit, specifically including any security interests or liens against the proceeds of my Lawsuit as a result of any funding or

Client's Initials Em

loans that I might receive after the date of this Funding Agreement, without the prior written consent of Case Cash Funding III, LLC (except those that may be necessary to the prosecution of my Lawsuit). The consent of Case Cash Funding III, LLC to any additional lien may be withheld for any reason. The company reserves the right to file a Uniform Commercial Code (U.C.C.) at its sole discretion to protect the litigation funding lien in this matter.

13. **Lawsuit.** For all purposes of this Funding Agreement: the term "my Lawsuit" shall be for The cause of action arising from the injuries sustained in the accident which occurred on or about September 14, 2017, involving Emily Martinez.
14. **Case Cash Funding III, LLCs' Interest is ONLY in the Proceeds.** New York State Judiciary Law §489 ("Champerty") prohibits any individual or company to acquire someone else's right to sue. In entering into this Funding Agreement, I specifically acknowledge that: Case Cash Funding III, LLC is in no way acquiring my right to sue, either in connection with the Lawsuit or otherwise and that I am not assigning my cause of action, but only a portion of the proceeds from my Lawsuit; that I have already commenced the Lawsuit with counsel of my own choosing; that the Lawsuit absolutely belongs to me and no one else; and that Case Cash Funding III, LLC will in no way be involved, or have the right to be involved, in the decisions that I and/or my Attorney make in connection with the prosecution or settlement of my Lawsuit.
15. **Waiver of Defenses Against Payment.** It is my desire that this Funding Agreement be enforced to the fullest extent permitted by law. I therefore waive any defense to payment of the sums due and promise not to seek to avoid payment of any sums due to Case Cash Funding III, LLC under this Funding Agreement. No failure on the part of Case Cash Funding III, LLC to exercise any right that it may have arising under this Funding Agreement shall be deemed to be a waiver of any such right.
16. **Complete Agreement; Changes Must be in Writing.** This Funding Agreement represents the entire agreement between Case Cash Funding III, LLC and me and takes precedence over any prior understandings, representations or agreements. This Funding Agreement may only be modified in writing.
17. **Severability.** If any provision of this Funding Agreement shall be deemed invalid or unenforceable, it shall not affect the validity or enforceability of any other provision hereof.
18. **Binding Agreement.** This Funding Agreement will be binding on me and on my heirs, executors and administrators.
19. **Governing Law.** I agree that any disputes that may arise out of this Funding Agreement shall be adjudicated in either the Supreme Court or the Civil Court in the State of New York County of Kings. This Funding Agreement will be construed in accordance with the laws of the State of New York, without giving effect to the principles thereof relating to conflict of laws, and may be executed in separate counterparts. A signature transmitted by telecopier (fax) shall be effective with the same force and effect as an original signature.
20. **Consider Other Sources of Funding.** I have been advised that I should not accept the Legal Funding, assign an interest in the proceeds of my Lawsuit or grant the Security Interest as set

Client's Initials

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forth in this Funding Agreement if I have any other alternative to meet my immediate economic needs and that Case Cash Funding III, LLC is a source of capital of last resort. To compensate Case Cash Funding III, LLC for taking a substantial risk in providing me with the Legal Funding, I understand that Case Cash Funding III, LLC will also make a substantial profit. However, Case Cash Funding III, LLC will be paid only from the proceeds of my Lawsuit, and will not to seek to recover any money from me directly in the event that my Lawsuit is not successful or seek excess money from me if the proceeds of my Lawsuit are less than the Obligation.

21. **You Should have Your Attorney Review this Funding Agreement.** I acknowledge that Case Cash Funding III, LLC has advised me to seek legal counsel of my own choosing prior to signing this Funding Agreement. I have either received such counsel or expressly waive it. This Agreement has been fully explained to me, and all questions that I might have about this transaction have been explained to me fully. [This has been done both in English and _____ the language I speak best.]
22. **CONSUMER'S RIGHT TO CANCELLATION.** I understand that I may cancel this Funding Agreement for any reason within five (5) business days of the date I received the Legal Funding from Case Cash Funding III, LLC. I must deliver to Case Cash Funding III, LLC my cancellation notice together with the entire amount of the Legal Funding. I may do this by (a) making personal delivery to Case Cash Funding III, LLCs' offices of my cancellation notice and the entire amount of the Legal Funding or (b) mailing a notice of cancellation together with the entire amount of the Legal Funding by insured, registered or certified United States mail, postmarked within 5 business days of receiving the Legal Funding from Case Cash Funding III, LLC. I may return the Legal Funding by delivering the un-deposited check Case Cash Funding III, LLC gave me or a certified or bank check in the amount of the Legal Funding or a money order in the amount of the Legal Funding.

Remainder of this page intentionally left blank

Client's Initials EM

I hereby accept the Legal Funding to be made by Case Cash Funding III, LLC pursuant to this Funding Agreement, agree to be bound by all of the terms and conditions of this Funding Agreement, grant Case Cash Funding III, LLC the Security Interest described above and assign to Case Cash Funding III, LLC the proceeds of my Lawsuit to the extent specified in this Funding Agreement on this Wednesday, October 17, 2018.

DISCLOSURE STATEMENT

Legal Funding issued to Me	\$25,000.00		
Application Fee	\$750.00		
Monthly Compounded Use Fee	3.50%		
Yearly Compounded Use Fee	51.11%		
Funding Date	10/17/2018		
Total (App Fee + Legal Funding)	\$25,750.00		
<i>Total amount which would be due from me to Case Cash Funding III, LLC</i>			
<i>ON THIS FUNDING ONLY assuming repayment of the Legal Funding on the following dates:</i>			
	<u>Date of Payment</u>		<u>Amount Due</u>
	ON OR BEFORE 1/17/2019		\$31,653.32
	ON OR BEFORE 4/17/2019		\$31,653.32
	ON OR BEFORE 7/17/2019		\$35,094.61
	ON OR BEFORE 10/17/2019		\$38,910.02
	ON OR BEFORE 1/17/2020		\$43,140.23
	ON OR BEFORE 4/17/2020		\$47,830.35
	ON OR BEFORE 7/17/2020		\$53,030.36
	ON OR BEFORE 10/17/2020		\$58,795.71
	ON OR BEFORE 1/17/2021 **		\$65,187.85

** After this date, fees continue to accrue until Case Cash Funding III, LLC is paid in full. This chart includes example dates only. Dates after those shown will reflect additional pay-off amounts. Always contact Case Cash Funding III, LLC for your exact pay-off amount.

Client's Initials cm

I hereby accept the Legal Funding to be made by Case Cash Funding III, LLC pursuant to this Funding Agreement, agree to be bound by all of the terms and conditions of this Funding Agreement, grant Case Cash Funding III, LLC the Security Interest described above and assign to Case Cash Funding III, LLC the proceeds of my Lawsuit to the extent specified in this Funding Agreement on this Wednesday, October 17, 2018.

DISCLOSURE STATEMENT

Legal Funding issued to Me	\$1,500.00
Application Fee	\$0.00
Monthly Compounded Use Fee	3.50%
Yearly Compounded Use Fee	51.11%
Funding Date	11/17/2018
Total (App Fee + Legal Funding)	\$1,500.00

Total amount which would be due from me to Case Cash Funding III, LLC ON THIS FUNDING ONLY assuming repayment of the Legal Funding on the following dates:

<u>Date of Payment</u>	<u>Amount Due</u>
ON OR BEFORE 2/17/2019	\$1,843.88
ON OR BEFORE 5/17/2019	\$1,843.88
ON OR BEFORE 8/17/2019	\$2,044.35
ON OR BEFORE 11/17/2019	\$2,266.60
ON OR BEFORE 2/17/2020	\$2,513.02
ON OR BEFORE 5/17/2020	\$2,786.23
ON OR BEFORE 8/17/2020	\$3,089.15
ON OR BEFORE 11/17/2020	\$3,424.99
ON OR BEFORE 2/17/2021 **	\$3,797.35

**After this date, fees continue to accrue until Case Cash Funding III, LLC is paid in full. This chart includes example dates only. Dates after those shown will reflect additional pay-off amounts. Always contact Case Cash Funding III, LLC for your exact pay-off amount.

NYSCEF DOC. NO. 68

RECEIVED NYSCEF: 10/12/2022

Case Cash Funding III, LLC
525 Washington Blvd
Suite 2015
Jersey City, NJ 07310
718-246-2522

Wells Fargo Bank, N.A.

0000011028

Twenty Five Thousand Dollars and 00 Cents

DATE: 10/25/2018
AMOUNT: \$25,000.00

Void after 90 days

Pay to the Order of:

NY Orthopedics, PC

Paul Fole

Memo Emily Martinez

⑈0000011028⑈ ⑆121000248⑆ 4490322476⑈

Case Cash Funding III, LLC

To: NY Orthopedics, PC 40001197

Check Number: 0000011028
Date: 10/25/2018

Invoice Number	Date	Description	Amount	Discount	Paid Amount
0000011028	October 25, 2018	Emily Martinez	\$25,000.00	\$0.00	\$25,000.00

TOTALS: \$25,000.00 \$0.00 \$25,000.00

THIS CHECK IS VOID WITHOUT A COLORED BACKGROUND AND SECURE DOCUMENT WATERMARK ON THE BACK. HOLD AT ANGLE TO VIEW.

Case Cash Funding III, LLC
525 Washington Blvd
Suite 2015
Jersey City, NJ 07310
718-246-2522

Wells Fargo Bank, N.A.

0000011029

Seven Hundred Fifty Dollars and 00 Cents

DATE: 10/25/2018
AMOUNT: \$750.00

Void after 90 days

Pay to the Order of:

Case Cash Funding, LLC

Paul Fole

Memo Emily Martinez

⑈0000011029⑈ ⑆121000248⑆ 4490322476⑈

Case Cash Funding III, LLC

To: Case Cash Funding, LLC 50000322

Check Number: 0000011029
Date: 10/25/2018

Clients Name: Emily Martinez

Before client comes in:

Client/Attorney notified

Checked/Saved IMS

Checked/Saved PACER

Checked/Saved CHILD SUPPORT

Entered in PYRUS/Manually

Checked contract
Both physically & in PYRUS

Printed Agreement

Faxed contract to Attorney

EM
MG/KC

Date: _____

After client comes in:

Assisted client

Entered IMS _____

Faxed executed contract to Attorney

Date: _____

Other:

Contract received

via Email: _____

via Fax: _____

Special Notes/Directions: (overnighted contract & check to Attorney or Doctor, please note it here)

