FIR

Submit New Case

- 1. Upload the following to sharing platform
 - a.order form
 - b.completed design form
 - c.Client's basic data (name, address, children's names, etc.)
- 2.Email newplan@backofficedrafting.com to notify us

5th **Business** Day from Receipt

7th Business

Day from Plan **Submission**

Day 1

Day 2

Receive Case

- 1. Confirm Receipt (within 24 hours)
- 2. Provide date drafts will be completed

Review Plan Information

- 1. Review needed for Information
- 2. Review for legibility
- 3. Email law firm any questions

Legal Review of Plan Information

- 1. Drafting Paralegal begins drafting
- 2. Reviews design information
- 3. Emails law firm for any clarification needed

*Please be watchful of your email during the 48 hours prior to drafts being completed for questions from your paralegal

Prepare Drafts

- 1. Draft legal documents
- 2. Apply law firm customizations and preferences
- 3. Prepare any additional documents needed by attorney

Proofread

Documents 1. Paralegal

- reviews documents
- 2. Detail proofreader reviews documents
- 3. Drafting paralegal makes corrections to final documents

Submit Final Drafts to Law Firm

- 1. Place drafts in sharing platform
- 2. Email law firm to notify them that drafts are ready to review