

Submitting Cases Via Spreadsheet

- 1) To access the spreadsheet, open Microsoft Excel, insert the CD into your CPU, and chose spreadsheet called "Client New Case Headings."
- 2) Enter the information for each new case you are sending us. There is a comment, which looks like a sticky note, in the corner of every cell on the spreadsheet to help clarify the contents of the cell.
- 3) After you have put all the information in the spreadsheet, click on "File" (on the gray toolbar on the upper left side of the screen), chose "Save As" from the drop down menu, and name your file. An easy way of identifying files is to name them with the date created, putting the year first (example: 070511 for a spreadsheet created May 11, 2007). This method puts all the spreadsheets in date order when you save them as well.
- 4) You can now email your file to us, by attaching the spreadsheet file. Please email to Trisha@RichardHubbardLaw.com. Or, mail the CD to P.O. Box 567, Uxbridge, MA 01569, which we will return after we have extracted the spreadsheet.
- 5) If you have supporting documents, please scan and email them to Trisha@RichardHubbardLaw.com, or fax them to 508-637-2453. It is not necessary to send us copies of invoices when the case is opened, if we require copies to validate the debt for the debtor, we will contact you. Please send copies of signed contracts.
- 6) If you need technical assistance, please call Sandy at 508-278-5800, extension 205, or email Sandy@RichardHubbardLaw.com.