Bankruptcy is an area of law that has provided significant employment for paralegals. This course examines the debtor-creditor relationship and the difference between voluntary and involuntary bankruptcy, both under Chapter 7 (liquidation) and 11 (reorganization). You will study the Bankruptcy Code in depth and learn how to prepare the most important bankruptcy forms.

This seven-week course is designed to introduce paralegal students to the complexities of bankruptcy law. The course is designed to train students to work as bankruptcy paralegals. It also provides paralegals working for attorneys who specialize in other areas of law with the knowledge they may need to assist their attorney with clients who receive notice of a bankruptcy. Coursework in Bankruptcy Law is equivalent to 45 clock hours of study.

COURSE OBJECTIVES: After successfully completing the tests and assignments for this seven-week course, you will know:

- the purpose of bankruptcy
- how to access the bankruptcy code
- bankruptcy court structure
- the provisions of Chapters 1, 3 & 5 of the Bankruptcy Code
- the ethical considerations of practicing bankruptcy law
- the elements of “341 meetings”
- the meanings of an automatic stay and adequate protection
- the elements of a proof of claim
- what constitutes exempt and non-exempt property
- the elements of and differences between Chapter 7, 11, 12, & 13 bankruptcies
- the procedural rules governing bankruptcy law
- how to prepare bankruptcy documents, including petitions, the statement of financial affairs, schedules, and the order confirming plans

EXPECTATIONS: You will be expected to spend an average of 8 hours per week reading and completing writing assignments. Please note that, barring extenuating circumstances, extensions will not be granted for this online course. 70% is the minimum passing score on all tests and assignments for this course. Students may consider working ahead in the curriculum if they have the time.

PREREQUISITES: Successful completion of Paralegal 1 and Paralegal 2, or the equivalent, or law office experience.
TEXTS: The required texts for this course consist of texts you probably own already from your participation in Paralegal 1 and Paralegal 2. They are available to order from The Center for Legal Studies.

There is no required text for this topic.

The following texts are recommended but not required:

- *Paralegal Career for Dummies* by Scott A. Hatch, J.D. and Lisa Zimmer Hatch, M.A.

To order texts, call The Center for Legal Studies at 800-522-7737 or Click Here to Order Online

Lesson TOPICS:

- **Lesson One**: Introduction to Bankruptcy Law
- **Lessons Two & Three**: Chapters 1, 3 & 5 of the Bankruptcy Code
- **Lessons Four & Five**: Chapters 7, 9, 11, 12 & 13 of the Bankruptcy Code
- **Lessons Six & Seven**: The Bankruptcy Rules

TESTS: For Lessons One through Six you will submit a 50-point short answer/essay test covering the information in that topic. These tests are due by 9:00 a.m. each Friday, and can be found under Assignments in the Activities Block.

BULLETIN BOARD ASSIGNMENTS: You will also post your responses to six class participation assignments. These assignments will be submitted using the Bulletin Board Submissions under Forums and make up your class participation grade. All lesson objectives, assignments, and tests can be found in the Lesson Material section of the course. Additional resources are available by accessing the URL Library tool.

GRADING: Your grade will be based on your completion of six Bulletin Board assignments (class participation) and six tests. You will have the opportunity to engage in “class participation” by using the Bulletin Board tool to respond to the bulletin board assignments throughout the course. Also, participating in the bulletin board assignments will enhance your understanding of the reading material.

Your final grade will be figured as follows: The six exams are worth 50 points each and comprise 70% of your grade. Your participation in the six class participation assignments comprises 30% of your grade. Every assignment must be completed with a 70% or better to pass the course.