

15 THE PROCESS IN DETAIL

1. Prepare the CA first.
 - A. Ensure that you have entered the appropriate timeframe including mailing each way within which the Respondent is to respond (varies depending on whether you have requested an accounting).
 - B. If you have filed your UCC-1 on your strawman, you may wish to include a “proof of claim” that you have not been damaged, their agreement to your recordation of a UCC1 against them for the damages they have caused you. Make sure your damage claim is reasonable and can be substantiated. You will also amend the signature lines for the man’s signature instead of the strawman’s signature.
2. Create the “A” by copying and pasting the numbered “proofs of claim” from the CA.
 - A. Replace the phrase “Documentation verifying” phrasing with “Affiant has not seen or....”
 - B. If you have constructed each item separately, verify that the phrase and “believes no such evidence exists” is at the end of each separate item..
 - C. Verify that each document is properly addressed and contains the appropriate opening and closing paragraphs.
3. Change one of the respondent’s “bills” into a Bill of Exchange.
4. Attach copies of the creditor’s presentments to the CA.
 - A. At the bottom of each page of the creditor’s presentments, label them as Presentment 1A, 1B, 2, 3 etc.
5. Behind the Presentments, you may attach copies of your prior letters or notices and label them as Attachment A1, A2, B, etc.
6. Assemble a total of **six complete sets** (excluding the Notary Jurat): one for you, the original to send to the creditor, and four to send to the Notary.
7. Have a local Notary Public notarize your **BLUE** signature on the “A”.
 - A. Make five good photocopies of the jurat and place them in the “A”.
8. Mail the original CA/A to the creditor with forms PS 3817 Certificate of Mailing or by Registered Mail Return Receipt Requested.
9. Insure the package for \$49 using a PS Form 3813 (cost=\$1.35).
10. Prepare the Notary’s package.

NOTE: YOU WILL HAVE TO CHOOSE EITHER CERTIFIED MAIL RETURN RECEIPT OR USPS CERTIFICATE OF MAILING. USPS WILL NOT DO BOTH. WE PREFER THE CERTIFIED MAIL.