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Collection Communications Log

Attorney-Client privileged document

(Client Name: _____ please print your name here)

INSTRUCTIONS:

1. **DOCUMENT** immediately every communication with a creditor or collection agent whether by letter, by phone or message. Make detailed notes of any conversations you have with a debt collector, during the conversation if possible or immediately thereafter. Keep this log next to your phone. You may wish to send us your telephone bill with the debt collector calls circled.
2. **SAVE** every single voice mail, answering machine message, collection letter and paper messages from debt collectors. Don't throw any away, including the envelopes that the collection letters come in or anything included with the collection letter.
3. If communication is by phone, please note the date/time of call, the name/phone number of the caller, and the name of the collection agent or creditor. Then tell the caller: "I have filed or am filing for bankruptcy. My attorney is Christie D. Arkovich, and her address is 1520 W. Cleveland St., Tampa, FL 33606."

Date of Call MM/DD/YY	Time of Call 8:00 AM/PM	How many minutes did call last approx.?	Phone call, Voice Mail, Letter, Paper message?	Collector's Name?	Collection Agency Name and Phone #?	What did Collector say? Amount demanded? Payment terms? Threats? Profanity? Harassment? Jail? Calls to neighbors? Calls to family? Calls to work?

