LAW OFFICES
DEBT REDUCTION LAW CENTER – CREDITOR CALL LOG

General instructions: This form will assist you in tracking calls from creditors. Use a **separate** form for each creditor. We want all creditors to call the Debt Reduction Law Center instead of calling you. They need to understand that they are wasting their time by calling you, and have to politely be told to call the **Debt Reduction Law Center** at **(510) 451-4450**.

This log will also track the number of times each creditor calls so we will have a record of **potential harassment, which is illegal**, and will be dealt with by the Debt Reduction Law Center.

Each creditor that calls will be asked 3 questions, which will be recorded below. If a creditor calls, ask if they can hold (this puts you in control of the call), and wait about ten seconds to begin speaking. When you are ready to resume the call, ask the following questions.

1 – WHAT IS YOUR NAME? (Try for first & last) _____

2 – WHO DO YOU REPRESENT? _____

3 – WHAT IS YOUR PHONE NUMBER AND EXTENSION? _____

DATE OF CALL _____ TIME OF CALL _____

Then tell the caller, "I have retained the Law Offices: DEBT REDUCTION LAW CENTER to handle this claim. Please direct all future calls to them at **(510) 451-4450**.

ADDITIONAL CALLS FROM THE SAME CREDITOR

Date _____ Caller's Name _____ Tel: ( ) _____

Date _____ Caller's Name _____ Tel: ( ) _____

Date _____ Caller's Name _____ Tel: ( ) _____

Date _____ Caller's Name _____ Tel: ( ) _____

Date _____ Caller's Name _____ Tel: ( ) _____

If a creditor keeps calling back, also ask for their supervisor's name.

This form may be faxed to (510) 835-0137, or mailed to the Debt Reduction Law Center at 1011 Clay Street, Oakland, CA 94607.

Client Name File # (if available)