

UNITED STATES BANKRUPTCY COURT FOR THE EASTERN DISTRICT OF VIRGINIA Debtor against which claim is asserted: (Check only ONE debtor below)		PROOF OF CLAIM
<input type="checkbox"/> On-Site Sourcing, Inc. 09-10816-RGM	<input type="checkbox"/> DocuForce Financial Corp. 09-10817-RGM	<input checked="" type="checkbox"/> On-Site LA, Inc. 09-10818-RGM
NOTE: This form should not be used to make a claim for an administrative expense arising after the commencement of the case. A request for payment of an administrative expense may be filed pursuant to 11 U.S.C. § 503.		
Name of Creditor (the person or other entity to whom the debtor owes money or property):		<input type="checkbox"/> Check this box if you are sure that this claim amends a previously filed claim. <input checked="" type="checkbox"/> Court Claim Number (if known): Filed on:
Name and address where notices should be sent: Angel Video Reprographics 1226 S. Indiana St. Los Angeles, Ca. 90023 Telephone number: (323) 488-0328		
Name and address where payment should be sent (if different from above): Same Telephone number: Same		<input type="checkbox"/> Check this box if you are sure that anyone else has filed a claim relating to your claim. Attach copy of statement giving particulars. <input type="checkbox"/> Check this box if you are the debtor or trustee in this case.
1. Amount of Claim as of Date Case Filed: \$ 28,871.93 If all or part of your claim is secured, complete item 4 below; however, if all of your claim is unsecured, do not complete item 4. If all or part of your claim is entitled to priority, complete item 5. <input type="checkbox"/> Check this box if claim includes interest or other charges in addition to the principal amount of claim. Attach itemized statement of interest or charges.		5. Amount of Claim Entitled to Priority under 11 U.S.C. § 507(a). If any portion of your claim falls in one of the following categories, check the box and state the amount. Specify the priority of the claim.
2. Basis for Claim: Services performed (See instruction #2 on reverse side.)		<input type="checkbox"/> Domestic support obligations under 11 U.S.C. § 507(a)(1)(A) or (a)(1)(B)
3. Last four digits of any number by which creditor identifies debtor: n/a 3a. Debtor may have scheduled account as: n/a (See instruction #3a on reverse side.)		<input type="checkbox"/> Wages, salaries, or commissions (up to \$10,950*) earned within 180 days before filing of the bankruptcy petition or cessation of the debtor's business, whichever is earlier - 11 U.S.C. § 507(a)(4).
4. Secured Claim (See instruction #4 on reverse side.) <input type="checkbox"/> Check the appropriate box if your claim is secured by a lien on property or a right of setoff and provide the requested information. Nature of property or right of setoff: <input type="checkbox"/> Real Estate <input type="checkbox"/> Motor Vehicle <input type="checkbox"/> Other Describe: Value of Property: \$ _____ Annual Interest Rate: % Amount of arrearage and other charges as of time case filed included in secured claims, If any: \$ _____ Basis for perfection: _____ Amount of Secured Claim: \$ _____ Amount Unsecured: \$ _____		<input type="checkbox"/> Contributions to an employee benefit plan - 11 U.S.C. § 507(a)(5) <input type="checkbox"/> Up to \$2,425* of deposits toward purchase, lease, or rental of property or services for personal, family, or household use - 11 U.S.C. § 507(a)(7) <input type="checkbox"/> Taxes or penalties owed to governmental units - 11 U.S.C. § 507(a)(8). <input type="checkbox"/> Other - Specify applicable paragraph of 11 U.S.C. § 507 (n) _____. Amount entitled to priority: \$ _____
6. Credits: The amount of all payments on this claim has been credited for the purpose of making this proof of claim. 7. Documents: Attach redacted copies of any documents that support the claim, such as promissory notes, purchase orders, invoices, itemized statements of running accounts, contracts, judgments, mortgages, and security agreements. You may also attach a summary. Attach redacted copies of documents providing evidence of perfection of a security interest. You may also attach a summary. (See instruction 7 and definition of "redacted" on reverse side.) DO NOT SEND ORIGINAL DOCUMENTS. ATTACHED DOCUMENTS MAY BE DESTROYED AFTER SCANNING. If the documents are not available, please explain:		*Amounts are subject to adjustment on 4/1/10 and every 3 years thereafter with respect to cases commenced on or after the date of adjustment.
Date: 4-13-2009 Signature: The person filing this claim must sign it. Sign and print name and title, if any, of the creditor or other person authorized to file this claim and state address and telephone number if different from the notice address above. Attach copy of power of attorney, if any. Miguel Dominguez Owner		FOR COURT USE ONLY

Penalty for presenting fraudulent claim: Fine of up to \$500,000 or imprisonment for up to 5 years, or both. 18 U.S.C. §§ 152 and 3571.

RECEIVED
APR 17 2009
BMC GROUP

On-Site Sourcing, Inc.



00110

CLERK
U.S. BANKRUPTCY COURT
ALEXANDRIA DIVISION

2009 APR 16 P 3:40

FILED

INSTRUCTIONS FOR PROOF OF CLAIM FORM

The instructions and definitions below are general explanations of the law. In certain circumstances, such as bankruptcy cases not filed voluntarily by the debtor, there may be exceptions to these general rules.

Items to be completed in Proof of Claim form**Court, Name of Debtor, and Case Number:**

Fill in the federal judicial district where the bankruptcy case was filed (for example, Central District of California), the bankruptcy debtor's name, and the bankruptcy case number. If the creditor received a notice of the case from the bankruptcy court, all of this information is located at the top of the notice.

Creditor's Name and Address:

Fill in the name of the person or entity asserting a claim and the name and address of the person who should receive notices issued during the bankruptcy case. A separate space is provided for the payment address if it differs from the notice address. The creditor has a continuing obligation to keep the court informed of its current address. See Federal Rule of Bankruptcy Procedure (FRBP) 2002(g).

1. Amount of Claim as of Date Case Filed:

State the total amount owed to the creditor on the date of the Bankruptcy filing. Follow the instructions concerning whether to complete items 4 and 5. Check the box if interest or other charges are included in the claim.

2. Basis for Claim:

State the type of debt or how it was incurred. Examples include goods sold, money loaned, services performed, personal injury/wrongful death, car loan, mortgage note, and credit card. If the claim is based on the delivery of health care goods or services, limit the disclosure of the goods or services so as to avoid embarrassment or the disclosure of confidential health care information. You may be required to provide additional disclosure if the trustee or another party in interest files an objection to your claim.

3. Last Four Digits of Any Number by Which Creditor Identifies Debtor:

State only the last four digits of the debtor's account or other number used by the creditor to identify the debtor.

3a. Debtor May Have Scheduled Account As:
Use this space to report a change in the creditor's name, a transferred claim, or any other information that clarifies a difference between this proof of claim and the claim as scheduled by the debtor.

4. Secured Claim:

Check the appropriate box and provide the requested information if the claim is fully or partially secured. Skip this section if the claim is entirely unsecured. (See DEFINITIONS, below.) State the type and the value of property that secures the claim, attach copies of lien documentation, and state annual interest rate and the amount past due on the claim as of the date of the bankruptcy filing.

5. Amount of Claim Entitled to Priority Under 11 U.S.C. §507(a):

If any portion of your claim falls in one or more of the listed categories, check the appropriate box(es) and state the amount entitled to priority. (See DEFINITIONS, below.) A claim may be partly priority and partly non-priority. For example, in some of the categories, the law limits the amount entitled to priority.

6. Credits:

An authorized signature on this proof of claim serves as an acknowledgment that when calculating the amount of the claim, the creditor gave the debtor credit for any payments received toward the debt.

7. Documents:

Attach to this proof of claim form redacted copies documenting the existence of the debt and of any lien securing the debt. You may also attach a summary. You must also attach copies of documents that evidence perfection of any security interest. You may also attach a summary. FRBP 3001(c) and (d). If the claim is based on the delivery of health care goods or services, see instruction 2. Do not send original documents, as attachments may be destroyed after scanning.

Date and Signature:

The person filing this proof of claim must sign and date it. FRBP 9011. If the claim is filed electronically, FRBP 5005(a)(2), authorizes courts to establish local rules specifying what constitutes a signature. Print the name and title, if any, of the creditor or other person authorized to file this claim. State the filer's address and telephone number if it differs from the address given on the top of the form for purposes of receiving notices. Attach a complete copy of any power of attorney. Criminal penalties apply for making a false statement on a proof of claim.

DEFINITIONS**Debtor**

A debtor is the person, corporation, or other entity that has filed a bankruptcy case.

Creditor

A creditor is a person, corporation, or other entity owed a debt by the debtor that arose on or before the date of the bankruptcy filing. See 11 U.S.C. §101 (10).

Claim

A claim is the creditor's right to receive payment on a debt owed by the debtor that arose on the date of the bankruptcy filing. See 11 U.S.C. §101 (5). A claim may be secured or unsecured.

Proof of Claim

A proof of claim is a form used by the creditor to indicate the amount of the debt owed by the debtor on the date of the bankruptcy filing. The creditor must file the form with the clerk of the same bankruptcy court in which the bankruptcy case was filed.

Secured Claim Under 11 U.S.C. §506(a)

A secured claim is one backed by a lien on property of the debtor. The claim is secured so long as the creditor has the right to be paid from the property prior to other creditors. The amount of the secured claim cannot exceed the value of the property. Any amount owed to the creditor in excess of the value of the property is an unsecured claim. Examples of liens on property include a mortgage on real estate or a security interest in a car.

A lien may be voluntarily granted by a debtor or may be obtained through a court proceeding. In some states, a court judgment is a lien. A claim also may be secured if the creditor owes the debtor money (has a right to setoff).

Unsecured Claim

An unsecured claim is one that does not meet the requirements of a secured claim. A claim may be partly unsecured if the amount of the claim exceeds the value of the property on which the creditor has a lien.

Claim Entitled to Priority Under 11 U.S.C. §507(a)

Priority claims are certain categories of unsecured claims that are paid from the available money or property in a bankruptcy case before other unsecured claims.

Redacted

A document has been redacted when the person filing it has masked, edited out, or otherwise deleted, certain information. A creditor should redact and use only the last four digits of any social-security, individual's tax-identification, or financial-account number, all but the initials of a minor's name and only the year of any person's date of birth.

Evidence of Perfection

Evidence of perfection may include a mortgage, lien, certificate of title, financing statement, or other document showing that the lien has been filed or recorded.

INFORMATION**Acknowledgment of Filing of Claim**

To receive acknowledgment of your filing, you may either enclose a stamped self-addressed envelope and a copy of this proof of claim or you may access the court's PACER system (www.pacer.nsc.uscourts.gov) for a small fee to view your filed proof of claim.

Offers to Purchase a Claim

Certain entities are in the business of purchasing claims for an amount less than the face value of the claims. One or more of these entities may contact the creditor and offer to purchase the claim. Some of the written communications from these entities may easily be confused with official court documentation or communications from the debtor. These entities do not represent the bankruptcy court or the debtor. The creditor has no obligation to sell its claim. However, if the creditor decides to sell its claim, any transfer of such claim is subject to FRBP 3001(e), any applicable provisions of the Bankruptcy Code (11 U.S.C. §101 *et seq.*), and any applicable orders of the bankruptcy court.

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(804) 644-1700
Proposed Counsel to the Debtors

**IN THE UNITED STATES BANKRUPTCY COURT
FOR THE EASTERN DISTRICT OF VIRGINIA
ALEXANDRIA DIVISION**

In re:)	Case No. 09-10816
)	Jointly Administered
ON-SITE SOURCING, INC., et al., ¹)	Chapter 11
)	
Debtors.)	
)	

**NOTICE OF COMMENCEMENT OF CHAPTER 11 BANKRUPTCY CASE,
MEETING OF CREDITORS AND FIXING OF CERTAIN DATES**

On February 4, 2009, the above-captioned debtors and debtors-in-possession (the "Debtors") filed voluntary petitions for relief under Chapter 11 of title 11 of the United States Code, 11 U.S.C. § 101 through 1330 (the "Bankruptcy Code"). The Debtors, and their respective addresses, case numbers and federal tax identification numbers are listed below.

You may be a creditor of the Debtors. **This notice lists important deadlines.** You may want to consult an attorney to protect your rights. You will not receive notice of all documents filed in this case. All documents filed with the Court, including lists of the Debtors' property and debts, are or will be available for inspection at the Office of the Clerk of the Bankruptcy Court for the Eastern District of Virginia, Alexandria Division or online at <http://www.vaeb.uscourts.gov/>, using a PACER password (to obtain a PACER password, go to the PACER website, <http://pacer.psc.uscourts.gov/>). In addition, such documents are available for viewing free of charge at www.bmcgroup.com/onsite.

NOTE: Neither the staff of the bankruptcy clerk's office or BMC Group can give legal advice.

<u>DEBTORS</u>	<u>ADDRESS</u>	<u>CASE NO.</u>	<u>EID #</u>
ON-SITE SOURCING, INC.,	2011 Crystal Drive Suite 200 Arlington VA 22202	09-10816	54-1648470
DOCUFORCE FINANCIAL CORP	2011 Crystal Drive Suite 200 Arlington VA 22202	09-10817	20-4723072
ON-SITE LA, INC.,	550 South Hope Street Suite 800 Los Angeles CA 90071	09-10818	20-2584409

¹ The debtors in these proceedings are: On-Site Sourcing, Inc., DocuForce Financial Corp., and On-Site LA, Inc.

JOINT ADMINISTRATION OF CASES. Upon a motion by the Debtors, the Bankruptcy Court entered an order on February 10, 2009 authorizing the joint administration of the above-captioned chapter 11 cases pursuant to Rule 1015 of the Federal Rules of Bankruptcy Procedure and consolidating these chapter 11 cases for procedural purposes only under Case No. 09-10816 and directing that the joint caption of these chapter 11 cases for procedural purposes only under Case No. 09-10816 and directing that the joint caption of these chapter 11 cases read *In re On-Site Sourcing, Inc., et al.* Pursuant to Rule 1015-1 of the Local Rules of Bankruptcy Practice and Procedure of the United States Bankruptcy Court for the Eastern District of Virginia and the Motion of the Debtors for an Order Directing Joint Administration of their Related Chapter 11 Cases, interested parties may file an objection to joint administration within ten days after the meeting of creditors to be held pursuant to section 341 of the Bankruptcy Code.

DATE, TIME AND LOCATION OF MEETING OF CREDITORS. A meeting of the Debtors' creditors shall be conducted on **March 19, 2009 at 1:00 p.m.** prevailing Eastern Time at the following location:

Office of the U.S. Trustee, 115 S. Union Street, Room 208, Alexandria, VA 22314

The Debtors' representative, as specified in Rule 9001(5) of the Federal Rules of Bankruptcy Procedure, is required to appear at the meeting of creditors on the date and at the place set forth above for the purpose of being examined under oath. Attendance by creditors at the meeting is welcomed, but not required. At the meeting, the creditors may examine the Debtors and transact such other business as may properly come before the meeting. The meeting may be continued or adjourned from time to time by notice at the meeting, without further written notice to the creditors.

DEADLINE TO FILE A PROOF OF CLAIM. Pursuant to Local Rule 3003-1 the deadline to file proofs of claim for all creditors (except a governmental unit) is **June 17, 2009** and the deadline for a governmental unit is **August 3, 2009**. Do not file proofs of claim with the Bankruptcy Court.

DEADLINE TO FILE A COMPLAINT TO DETERMINE DISCHARGEABILITY OF CERTAIN DEBTS. **May 18, 2009**

COUNSEL FOR THE DEBTORS

Michael A. Condyles
Kutak Rock LLP
1111 E. Main St., Suite 800
Richmond, VA 23219-3500
(804) 343-5251
Email: michael.condyles@kutakrock.com

ATTORNEY FOR UNITED STATES TRUSTEE

W. Clarkson McDow, Jr.
Office of the U.S. Trustee
115 South Union Street
Alexandria, VA 22314
703-557-7176

COMMENCEMENT OF CASE. Petitions for reorganization under chapter 11 of the Bankruptcy Code have been filed in this Court by the Debtors listed above, and an order for relief has been entered. Chapter 11 allows a debtor to reorganize or liquidate pursuant to a plan. A plan is not effective unless confirmed by the court. You may be sent a copy of the plan and a disclosure statement telling you about the plan, and you might have the opportunity to vote on the plan. You will be sent a notice of the date of the confirmation hearing, and you may object to confirmation of the plan and attend the confirmation hearing. The debtors will remain in possession of the debtors' property and may continue to operate any business.

LEGAL ADVICE. Neither the staff of the bankruptcy clerk's office nor BMC Group can give legal advice. Consult a lawyer to determine your rights in this case.

CREDITORS MAY NOT TAKE CERTAIN ACTIONS. A creditor is anyone to whom a debtor owes money or property. Under the Bankruptcy Code, a debtor is granted certain protection against creditors. In most instances, the filing of the bankruptcy case automatically stays certain collection and other actions against the debtor and the debtor's property. Under certain circumstances, the stay may be limited to 30 days or not exist at all, although the debtor can request the court to extend or impose a stay. Prohibited collection actions are listed in Bankruptcy Code § 362. Common examples of prohibited actions include contacting the debtor by telephone, mail or otherwise to demand repayment; taking actions to collect money or obtain property from the debtor; repossessing the debtor's property; and starting or continuing lawsuits or foreclosures. If you attempt to collect a debt or take other action in violation of the Bankruptcy Code, you may be penalized. Consult a lawyer to determine your rights in this case.

CLAIMS. A Proof of Claim is a signed statement describing a creditor's claim. Schedules of creditors will be filed pursuant to Bankruptcy Rule 1007. You may look at the schedules that will be filed at the Office of the Clerk of the Bankruptcy Court or online at <http://www.vaeb.uscourts.gov/>, using a PACER password (to obtain a PACER password, go to the PACER website, <http://pacer.psc.uscourts.gov/>), or at www.bmcgroup.com/onsite. If your claim is scheduled and is not listed as disputed, contingent, or unliquidated, it will be allowed in the amount scheduled unless you filed a Proof of Claim or you are sent further notice about the claim. A creditor who desires to rely on the schedules has the responsibility for determining that the claim is listed accurately. Whether or not your claim is scheduled, you are permitted to file a Proof of Claim. If your claim is not listed at all or if your claim is listed as disputed, contingent, or unliquidated, then you must file a Proof of Claim or you might not be paid any money on your claim and may be unable to vote on a plan. A secured creditor retains rights in its collateral regardless of whether that creditor files a Proof of Claim. Filing a Proof of Claim submits the creditor to the jurisdiction of the bankruptcy court, with consequences a lawyer can explain. For example, a secured creditor who files a Proof of Claim may surrender important nonmonetary rights, including the right to a jury trial. Proof of claim forms are available in the clerk's office of any bankruptcy court or from the Court's web site at <http://www.vaeb.uscourts.gov/>. Please note that you must specify case for which you are filing the claim. Do not file proofs of claim with the Bankruptcy Court. BMC Group, Inc. is the claims agent in these cases and Proof of Claim forms are also available at their website at www.bmcgroup.com/onsite. BMC Group, Inc. can provide a proof of claim form if you cannot obtain one from your local bankruptcy court. Completed Proof of Claim Forms should be sent to BMC Group, Inc. rather than filed with the Court at the following address:

On-Site Sourcing, Inc., et al
Attn: BMC Group, Claims Processing
PO Box 2005
Chanhassen, MN 55317-2005

DISCHARGE OF DEBTS. Confirmation of chapter 11 plan may result in a discharge of debts, which may include all or part of your debt. See Bankruptcy Code § 1141(d). A discharge means that you may never try to collect the debt from the Debtors, except as provided in the plan. If you believe that a debt owed to you is not dischargeable under Bankruptcy Code § 1141(d)(6)(A), you must start a lawsuit by filing a complaint in the bankruptcy clerk's office by May 18, 2009. A complaint objecting to discharge must be filed no later than the first date set for the hearing on confirmation pursuant to Bankruptcy Rule 4004. Notice of the date set for the hearing on confirmation will be sent separately. The bankruptcy clerk's office must receive the complaint and any required filing fee by that deadline.

CASE MANAGEMENT ORDER. On February 10, 2009, this Court entered the Interim Order Establishing Notice, Case Management, and Administrative Procedures. These procedures provide for electronic noticing and describe certain service procedures. Copies of the case management procedures may be obtained by contacting counsel for the Debtors or at the Court's web site at <http://www.vaeb.uscourts.gov/>.

BANKRUPTCY CLERK'S OFFICE. Any paper you file in these bankruptcy cases should be filed at the bankruptcy clerk's office at the address listed below. You may inspect all papers filed, including the list of the Debtors' property and debts and the list of the property claimed as exempt, at the bankruptcy clerk's office. In addition, such documents may be viewed online at <http://www.vaeb.uscourts.gov/>, using a PACER password (to obtain a PACER password, go to the PACER website, <http://pacer.psc.uscourts.gov/>), or at www.bmcgroup.com/onsite.

CREDITORS WITH A FOREIGN ADDRESS. Consult a lawyer familiar with United States bankruptcy law if you have any questions regarding your rights in this case.

LOCAL RULE DISMISSAL WARNING. Chapter 11 cases may be dismissed for failure to timely file lists, schedules and statements or attend the meeting of creditors. *See* Local Rules 1007-1 and 2003-1.

For the Court:

William C. Redden
Clerk of the United States Bankruptcy Court
United States Bankruptcy Court for the
Eastern District of Virginia, Alexandria Division
Dated: February 25, 2009

Address of the Clerk of the Bankruptcy Court

Clerk of the United States Bankruptcy Court
United States Bankruptcy Court for the
Eastern District of Virginia, Alexandria Division
200 S. Washington St.
Alexandria, VA 22314-5405

Public Office Hours:

9:00 a.m. to 4:00 p.m.
Monday thru Friday

Michael A. Condyles (VA 27807)
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Proposed Counsel to the Debtors

**IN THE UNITED STATES BANKRUPTCY COURT
FOR THE EASTERN DISTRICT OF VIRGINIA
ALEXANDRIA DIVISION**

In re:)	Case No. 09-10816
)	Jointly Administered
ON-SITE SOURCING, INC., et al., ¹)	Chapter 11
)	
Debtors.)	
)	

NOTICE OF AUCTION AND SALE HEARING

PLEASE TAKE NOTICE THAT that on February 23, 2009, the United States Bankruptcy Court for the Eastern District of Virginia, Alexandria Division (the "Bankruptcy Court") entered the Order (A) Approving Bid Procedures Relating to Sale of Substantially All of the Debtors' Assets; (B) Scheduling a Hearing to Consider the Sale; (C) Approving the Form and Manner of Notice of Sale by Auction; (D) Establishing Procedures for Noticing and Determining Cure Amounts; and (E) Granting Related Relief (the "Bid Procedures Order") [Docket No. 87].

PLEASE TAKE FURTHER NOTICE that the Bid Procedures Order granted certain relief requested in the Motion of the Debtors for Entry of Orders (I) (A) Establishing Bid Procedures Related to the Sale of Substantially All of the Debtors' Assets, (B) Scheduling a Hearing to Consider the Sale, (C) Approving the Form and Manner of Notice of Sale by Auction, (D) Establishing Procedures for Noticing and Determining Cure Amounts and (E) Granting Related Relief; and (II) (1) Approving Asset Purchase Agreement and Authorizing the Sale Free

and Clear of All Liens, Claims, Encumbrances and Interests, (2) Authorizing the Assumption and Sale and Assignment of Certain Executory Contracts and Unexpired Leases and (3) Granting Related Relief (the "Motion").

PLEASE TAKE FURTHER NOTICE that pursuant to the Bid Procedures Order, the Debtors will conduct an auction (the "Auction") for the sale of substantially all of the Debtors' assets (the "Purchased Assets") free and clear of all liens, claims, encumbrances and interests on **March 27, 2009, at 10:00 a.m. Eastern Time** at the offices of Kutak Rock LLP, 1101 Connecticut Avenue, Suite 1000, Washington, DC 20036. Any bidder desiring to submit a bid to purchase the Purchased Assets must submit a qualifying bid pursuant to the bid procedures (the "Bid Procedures") set forth in the Motion and the Bid Procedures Order by **March 23, 2009 at 5:00 p.m. Eastern Time.**

PLEASE TAKE FURTHER NOTICE that all bids shall be subject to higher and better bids at the Auction in accordance with the Bid Procedures and the Bid Procedures Order. The results of the Auction will be presented to the Bankruptcy Court for approval at the Sale Hearing.

PLEASE TAKE FURTHER NOTICE THAT your rights may be affected. You should read these papers carefully and discuss them with your attorney, if you have one in these chapter 11 cases. If you do not have an attorney, you may wish to consult one.

PLEASE TAKE FURTHER NOTICE THAT THE SALE HEARING TO CONSIDER RELIEF REQUESTED IN THE MOTION WITH RESPECT TO APPROVAL OF THE SALE TO THE SUCCESSFUL BIDDER WILL BE HELD ON **March 31, 2009, AT 10:00 A.M. EASTERN TIME** BEFORE THE HONORABLE ROBERT G. MAYER AT THE UNITED STATES BANKRUPTCY COURT FOR THE EASTERN DISTRICT OF VIRGINIA,

¹ The debtors in these proceedings are: On-Site Sourcing, Inc., DocuForce, Inc. and On-Site LA, Inc.

ALEXANDRIA DIVISION, 200 S. WASHINGTON STREET, ALEXANDRIA, VA 22314-5405.

ON-SITE SOURCING, INC., et al.

Dated: February 24, 2009

/s/ Peter J. Barrett

Michael A. Condyles (VA 27807)

Loc Pfeiffer (VA 39632)

Peter J. Barrett (VA 46179)

KUTAK ROCK LLP

Bank of America Center

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Proposed Counsel to the Debtors

**IN THE UNITED STATES BANKRUPTCY COURT
FOR THE EASTERN DISTRICT OF VIRGINIA
ALEXANDRIA DIVISION**

In re:)	Case No. 09-10816
)	Jointly Administered
ON-SITE SOURCING, INC., et al., ¹)	Chapter 11
)	
Debtors.)	
)	

**NOTICE OF BAR DATE FOR FILING PROOFS OF CLAIM
AND PROOFS OF INTEREST**

NOTICE IS HEREBY GIVEN that pursuant to Local Bankruptcy Rule 3003-1 the deadline set by the court under Federal Rule of Bankruptcy Procedure 3003(c) for filing proofs of claim and interest is **June 17, 2009** (the "Bar Date"). Claims not filed by the Bar Date with BMC Group, Inc. at **On-Site Sourcing, Inc., et al, Attn: BMC Group, Claims Processing, PO Box 2005, Chanhassen, MN 55317-2005** will not be allowed and will be forever barred, with the following exceptions:

1. Governmental units shall have until **August 3, 2009**, to file proofs of claim.
2. Claims and interests listed on the debtor's schedules and **not** listed as disputed, contingent, or unliquidated. (Note: a creditor who desires to rely on the schedules of creditors has the responsibility for determining that the claim is listed accurately.)
3. Unsecured claims of the type specified in Federal Rule of Bankruptcy Procedure 3002(c)(3) which arise or become allowable as a result of a judgment if the judgment is for the recovery of money or property or avoids an interest in property shall be filed within 30 days after the judgment becomes final or the Bar Date set forth above, whichever is later.
4. Claims of the type specified in Federal Rule of Bankruptcy Procedure 3002(c)(4) arising from the rejection of an executory contract or unexpired lease shall be filed within 30

¹ The debtors in these proceedings are: On-Site Sourcing, Inc., DocuForce Financial Corp., and On-Site LA, Inc.

days after entry of the order approving such rejection or the Bar Date set forth above, whichever is later.

Please note that you must specify case for which you are filing the claim. Do not file proofs of claim with the Bankruptcy Court.

For the Court:

William C. Redden

Clerk of the United States Bankruptcy Court

United States Bankruptcy Court for the

Eastern District of Virginia, Alexandria Division

Dated: February 25, 2009

UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF VIRGINIA
ALEXANDRIA DIVISION

In re:

ON-SITE SOURCING, INC., ET AL.,¹

Debtors.

)
)
)
) Case No. 09-10816-RGM
) Chapter 11
) Jointly Administered
)
)
)

**NOTICE OF MOTION FOR ORDER APPROVING
INFORMATION SHARING PROCEDURES FOR THE
OFFICIAL COMMITTEE OF UNSECURED CREDITORS**

PLEASE TAKE NOTICE that the Official Committee of Unsecured Creditors (the "Committee"), duly appointed pursuant to section 1102 of title 11 of the United States Code, 11 U.S. C. §§ 101-1532, as amended (the "Bankruptcy Code") by the Office of the United States Trustee ("U.S. Trustee") [Docket No. 85], by counsel, pursuant to Bankruptcy Code § 1103 has filed the *Motion for Order Approving Information Sharing Procedures for the Official Committee of Unsecured Creditors* requesting the entry of an Order approving certain information sharing procedures related to the transmittal and sharing of documents and information by the Committee or its counsel to creditors in these proceedings.

Your rights may be affected. You should read these papers carefully and discuss them with your attorney, if you have one in this bankruptcy case. (If you do not have an attorney, you may wish to consult one.)

¹ The Debtors in these administratively consolidated cases are On-Site Sourcing, Inc., DocuForce Financial Corp. and On-Site LA, Inc.

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(540) 777-3065
(540) 510-3050 Fax

*Proposed Counsel for Official Committee of Unsecured Creditors
of On-Site Sourcing, Inc., et al.*

If you do not wish the court to grant the relief sought in the motion, or if you want the court to consider your views on the motion, then, on or before **April 7, 2009**, you or your attorney must:

1. File with the Court, at the address shown below, a written response with supporting memorandum as required by Local Bankruptcy Rule 9013-1(H). **Unless a written response and supporting memorandum are filed and served by the date specified, the Court may deem any opposition waived, treat the motion as conceded, and issue an order granting the requested relief without further notice or hearing.** If you mail your response to the court for filing, you must mail it early enough so the court will receive it on or before **April 7, 2009**.

**William C. Redden, Clerk
United States Bankruptcy Court
200 S. Washington Street
Alexandria, Virginia 22314-5405**

You must also deliver a copy to:

**Craig B. Young, Esquire
Jonathan L. Gold, Esquire
LeCLAIRRYAN, A Professional Corporation
225 Reinekers Lane, Suite 700
Alexandria, Virginia 22314**

**Michael E. Hastings, Esquire
Brandy M. Rapp, Esquire
LeCLAIRRYAN, A Professional Corporation
1800 Wachovia Tower, Drawer 1200
Roanoke, Virginia 24006**

2. Attend the hearing scheduled for **April 14, 2009, at 11:00 a.m.** to be held at the United States Bankruptcy Court, 200 S. Washington Street, Alexandria, Virginia 22314. **If you or your attorney do not attend the hearing, the Court may grant the relief requested in the Motion.**

If you or your attorney do not take these steps, the Court may deem any opposition waived, treat the Motion as conceded, and issue an order granting the requested relief without further notice or hearing.

Dated: March 20, 2009

OFFICIAL COMMITTEE OF UNSECURED
CREDITORS OF ON-SITE SOURCING, INC., et al.

/s/ Michael E. Hastings
Counsel

Craig B. Young (Virginia Bar No. 22633)
Jonathan L. Gold (admitted *pro hac vice*)
LECLAIRRYAN, A Professional Corporation
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*Proposed Counsel for the Official Committee Of
Unsecured Creditors of On-Site Sourcing, Inc., et al.*

UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF VIRGINIA
ALEXANDRIA DIVISION

2009 APR 16 P 3:39
FILED
US BANKRUPTCY COURT
ALEXANDRIA DIVISION

In re:)
)
)
ON-SITE SOURCING, INC., ET AL.,¹) Case No. 09-10816-RGM
) Chapter 11
Debtors.) Jointly Administered
)
)
_____)

**MOTION FOR ORDER APPROVING
INFORMATION SHARING PROCEDURES FOR THE
OFFICIAL COMMITTEE OF UNSECURED CREDITORS**

The Official Committee of Unsecured Creditors of On-Site Sourcing, Inc., et al. (the "Committee"), by counsel, hereby moves the Court for the entry of an order, pursuant to Sections 105(a), 107(b), and 1102(b)(3)(A) of Title 11 of the United States Bankruptcy Code (the "Bankruptcy Code") and Rule 9018 of the Federal Rules of Bankruptcy Procedure (the "Bankruptcy Rules"), approving certain information sharing procedures related to the transmittal and sharing of

¹ The Debtors in these administratively consolidated cases are On-Site Sourcing, Inc., DocuForce Financial Corp. and On-Site LA, Inc.

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LECLAIRRYAN, A Professional Corporation
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Roanoke, Virginia 24006
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*Proposed Counsel for Official Committee of Unsecured Creditors
of On-Site Sourcing, Inc., et al.*

documents and information by the Committee or its counsel to creditors in these proceedings. In support of this Motion, the Committee respectfully states the following:

Background

1. On February 4, 2009 (the "Petition Date"), On-Site Sourcing, Inc., et al. (the "Debtors") commenced these reorganization cases by filing voluntary petitions for relief under Chapter 11 of the Bankruptcy Code.

2. The Debtors are continuing in possession of their property and are operating and managing their businesses, as debtors-in-possession, pursuant to Bankruptcy Code §§ 1107 and 1108.

3. On February 19, 2009, the United States Trustee appointed the Committee.

4. This Court has jurisdiction over this matter pursuant to 28 U.S.C. §§ 157 and 1334. This is a core proceeding pursuant to 28 U.S.C. § 157(b)(2). Venue is proper in this district pursuant to 28 U.S.C. § 1408.

5. Since its inception, the Committee has been active in discussions with the Debtors and Debtors' Counsel and other professionals in these proceedings regarding the Debtors' financial and operational issues.

6. The Committee, through its Counsel, has received, and expects that it will continue to receive, certain information, documents and disclosures (collectively referred to herein as "information") from the Debtors and the Debtors' professionals. Some of the information received by the Committee may be of a confidential nature, and the Committee anticipates that it will continue to receive confidential information in the performance of its statutory duties. The Committee also anticipates that it may receive requests for information from creditors and parties-in-interest in these proceedings.

7. Important to these proceedings, the Debtors' businesses involve providing electronic data support to law firms and corporate clients, including forensics and data recovery, discovery support, and document review services using proprietary technology. Accordingly, some of the information received by the Committee and its Counsel and information expected to be received by the Committee and its Counsel is or will be proprietary, confidential and/or secret information that would be detrimental to the Debtors if such information is shared or made available to the Debtors' creditors.

Overview of Section 1102(b)(3)

8. Bankruptcy Code § 1102(b)(3)(A) states, in relevant part, that a creditors committee appointed under Bankruptcy Code § 1102(a) "shall provide access to information for creditors who (i) hold claims of the kind represented by that committee; and (ii) are not appointed to the committee."

9. Despite this directive, Bankruptcy Code § 1102(b)(3)(A) does not indicate how a committee should provide access to "information". More important, it does not indicate the nature, scope or extent of the information that a committee should provide to creditors that it represents. There does not appear to be any legislative history to Bankruptcy Code § 1102(b)(3) that would shed light on these issues.

10. The Committee has analyzed and considered its obligations under Bankruptcy Code § 1102(b)(3) and has formulated information sharing procedures that comply with that section and are narrowly tailored such that they will not chill the flow of information from the Committee to stakeholders in these cases.

11. The Committee believes that the broad language of Bankruptcy Code § 1102(b)(3)(A) potentially raises the issue of whether a creditors committee could be required to

share a debtor's confidential information with any creditor. It is also concerned with the prospect that a creditors committee could be required to share with any creditor information subject to the attorney-client privilege or some other state- or federally-recognized privilege. While there is nothing in the statute that requires such results, given the importance of the issue and in an abundance of caution, the Committee has concluded that it is appropriate to establish clear procedures regarding the treatment of confidential and privileged information.

Proposed Information Sharing Procedures

12. The Committee believes that the following procedures (the "Information Sharing Procedures") are appropriate under the circumstances and should be approved:

- A. Sharing of Public Information. The Committee, by and through its Counsel, will share any non-confidential or public information upon request. Specifically,
 - (i) the Committee, by and through its Counsel, shall maintain a copy of all pleadings submitted in the Debtors' proceedings and provide a copy of same to any individual or entity that makes a written request for the same.
 - (ii) The Committee, by and through its Counsel, shall be available to parties requesting details regarding the status of the Debtors' proceedings. Any party wishing to obtain information regarding the status of the Debtors' proceedings may do so by calling the undersigned Counsel for the Committee.
- B. Sharing of Confidential and Privileged Information. The Committee shall have no obligation to share any confidential information, privileged information or non-public information.
 - (i) For purposes of these procedures (and this Motion), the term "Confidential Information" shall mean any nonpublic information of the Debtors, including, without limitation, information concerning the Debtors' assets, liabilities, business operations, projections, analyses, compilations, studies, and other documents prepared by the Debtors or their advisors or other agents, that is furnished, disclosed or made known to the Committee. Confidential Information

shall include (a) any notes, summaries, compilations, memoranda or similar written materials disclosing or discussing Confidential Information; (b) any written Confidential Information that is discussed or presented orally; and (c) any other Confidential Information conveyed to the Committee orally that the Debtors or their advisors or other agents advise the Committee should be treated as confidential.

- (ii) For the purposes of these procedures (and this Motion), the term "Privileged Information" shall mean information subject to the attorney-client privilege or any other state- or federally-recognized privilege, whether such privilege is solely controlled by the Committee or is a joint privilege with the Debtors or some other party.
- (iii) Whether information held by the Committee constitutes Confidential Information or Privileged Information shall be determined at the sole discretion of the Committee.

- C. Form of Information Requests. Any request for information to the Committee shall be made to the Committee's Counsel by contacting the undersigned Counsel for the Committee at the address or phone number listed at the end of this Motion.
- D. Dispute Resolution Procedures. In the event a party seeks information from the Committee and the Committee fails or refuses to produce the same, such party shall be entitled to seek an Order directing the production of the same from this Court. Any request filed with the Court shall specifically reference the information sought and shall be served upon all parties requesting notice in the Debtors' proceedings.

Grounds for Relief Requested

13. As set forth above, the Committee is seeking an Order approving the Information Sharing Procedures set forth above. Such procedures allow for the sharing of public information and preclude the sharing of Confidential Information, Privileged Information, and non-public information. Such relief will protect the Committee and the Debtors' estates by clarifying the information that may be provided to interested parties and by confirming that the refusal to provide

Confidential Information, Privileged Information and non-public information does not violate Bankruptcy Code § 1102(b)(3).

14. The Information Sharing Procedures set forth above both comply with Bankruptcy Code § 1102(b)(3) and serve to protect Confidential Information and Privileged Information shared or to be shared by interested parties in these proceedings.

15. There is nothing in Bankruptcy Code § 1102(b)(3)(A) itself, nor in the legislative history thereto, that gives any indication that the Committee is required to provide Confidential Information or Privileged Information to its constituent creditors. Court decisions considering relief under Bankruptcy Code § 1102(b)(3)(A) are sparse, but courts uniformly appear to have granted some form of relief upon request by committees or debtors. *See, e.g., In re Refco, Inc.*, 336 B.R. 187 (Bankr. S.D.N.Y. 2006) (directing Committee to share non-privileged information to unsecured creditors upon agreement by the creditor that it would not further divulge confidential information or trade secrets); *In re Calpine*, Case No. 05-60200 (Bankr. D. Del. December 20, 2005) (Lifland, J.) (providing for information sharing procedures identical to those in *In re Refco*); *In re Amcast Automotive of Indiana, Inc.*, Case No. 05-33322 (Bankr. S.D. Ind. December 1, 2005) (Otte, J.) (providing for information sharing procedures identical to those requested herein); *In re FLYi, Inc.*, Case No. 05-20011 (Bankr. D. Del. November 7, 2005) (Walrath, J.) (approving Committee request to limit access to confidential and non-public information notwithstanding § 1102(b)(3) obligations).

16. In addition, Bankruptcy Code § 107(b)(1) provides that “on request of a party in interest, the Bankruptcy Court shall ... protect an entity with respect to a trade secret or confidential research, development, or commercial information.” (emphasis added). Bankruptcy Rule 9018 supports this section, stating “[o]n motion or on its own initiative, with or without notice, the court

may make any order which justice requires (1) to protect the estate or any entity in respect of a trade secret or other confidential research, development, or commercial information” As a result, under Bankruptcy Code § 107(b)(1) and Bankruptcy Rule 9018, this Court is empowered to protect confidential information and privileged information from disclosure to general creditors.

17. The Committee believes that Information Sharing Procedures limiting the sharing of Confidential Information and Privileged Information are certainly appropriate in these cases. The dissemination of confidential information to third parties could be problematic for the Debtors’ estates.

18. The Committee believes that if there is a risk that the Committee might be obligated to turn over Confidential Information or Privileged Information to any creditor, the Debtors might be discouraged from providing information to the Committee. The inability of the Committee to gain access to Confidential Information or Privileged Information, in turn, could limit the ability of the Committee to fulfill its statutory obligations under the Bankruptcy Code.

19. The relief requested in this Motion would not mean that the Committee will not be providing information to its constituents pursuant to Bankruptcy Code § 1102(b)(3). The Committee, through the procedures proposed herein, will make available to creditors a variety of public information concerning the Debtors, including pleadings filed with this Court, the Debtors’ Schedules and Statement of Financial Affairs, and the Debtors’ monthly operating reports. Of course, in addition, in the event the Debtors request a vote on a Plan of Reorganization from its creditors, the Debtors will provide such creditors with additional information in a Disclosure Statement that satisfies the requirements of Bankruptcy Code § 1125(b). Therefore, notwithstanding the relief requested herein, the Debtors’ creditors will have more than sufficient information to satisfy the purposes of Bankruptcy Code § 1102(b)(3)(A).

WHEREFORE, the Committee respectfully requests that this Court enter an Order, substantially in the form attached hereto as Exhibit A, (a) granting the relief requested herein, and (b) granting such other relief as is appropriate.

Dated: March 20, 2009

OFFICIAL COMMITTEE OF UNSECURED
CREDITORS OF ON-SITE SOURCING, INC., et al.

/s/ Michael E. Hastings
Counsel

Craig B. Young (Virginia Bar No. 22633)
Jonathan L. Gold (admitted *pro hac vice*)
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*Proposed Counsel for the Official Committee Of
Unsecured Creditors of On-Site Sourcing, Inc., et al.*

UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF VIRGINIA
ALEXANDRIA DIVISION

In re:)	
)	
)	
ON-SITE SOURCING, INC., ET AL., ¹)	Case No. 09-10816-RGM
)	Chapter 11
Debtors.)	Jointly Administered
_____)	

**ORDER APPROVING INFORMATION SHARING
PROCEDURES OF OFFICIAL COMMITTEE OF UNSECURED CREDITORS**

This matter came before the Court upon the Motion² of the Official Committee of Unsecured Creditors (the "Committee"), pursuant to Sections 105(a), 107(b), and 1102(b)(3)(A) of Title 11 of the United States Bankruptcy Code (the "Bankruptcy Code") and Rule 9018 of the Federal Rules of Bankruptcy Procedure (the "Bankruptcy Rules"), for the entry of an order approving certain Information Sharing Procedures related to the transmittal of information gathered by the Committee or its counsel to creditors in these proceeding. The Court having reviewed the Motion, the Court finds: (i) the Court has jurisdiction over this matter pursuant to 28 U.S.C. §§ 157

¹ The Debtors in these administratively consolidated cases are On-Site Sourcing, Inc., DocuForce Financial Corp. and On-Site LA, Inc.

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Roanoke, Virginia 24006
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(540) 510-3050 Fax

*Proposed Counsel for Official Committee of Unsecured Creditors
of On-Site Sourcing, Inc., et al.*

and 1334; (ii) venue is proper in this district pursuant to 28 U.S.C. § 1408; (iii) this is a core proceeding pursuant to 28 U.S.C. § 157(b)(2); and (iv) notice and opportunity for objections has been provided to the Debtors, the United States Trustee, and all parties in interest who have requested notice in this case and counsel of record; and after due deliberation the Court having determined that the relief requested in the Motion is in the best interests of the Debtors, their estates, and their creditors, and good and sufficient cause having been shown;

IT IS HEREBY ORDERED THAT:

1. The Motion is GRANTED.
2. The Committee's obligations to unsecured creditors pursuant to Bankruptcy Code § 1102(b)(3)(A) shall be satisfied by complying with the following Information Sharing Procedures:
 - A. Sharing of Public Information. The Committee, by and through its Counsel, will share any non-confidential or public information upon request. Specifically,
 - (i) the Committee, by and through its Counsel, shall maintain a copy of all pleadings submitted in the Debtors' proceedings and shall provide a copy of the same to any individual or entity that has made written request for the same.
 - (ii) The Committee, by and through its Counsel, shall be available to parties requesting details regarding the status of the Debtors' proceedings. Any party wishing to obtain information regarding the status of the Debtors' proceedings may do so by calling the Counsel for the Committee.
 - B. Sharing of Confidential and Privileged Information. The Committee shall have no obligation to share any confidential information, privileged information or non-public information.
 - (i) For the purposes of these procedures (and this Order), the term "Confidential Information" shall mean any nonpublic information of the Debtors, including, without limitation, information concerning the Debtors' assets, liabilities, business operations, projections, analyses, compilations, studies, and other documents prepared by the Debtors or their advisors or other agents, which is furnished, disclosed or

² Capitalized terms not otherwise defined herein have the meanings given to them in the Motion.

made known to the Committee. Confidential Information shall include (a) any notes, summaries, compilations, memoranda or similar written materials disclosing or discussing Confidential Information; (b) any written Confidential Information that is discussed or presented orally; and (c) any other Confidential Information conveyed to the Committee orally that the Debtors or their advisors or other agents advise the Committee should be treated as confidential.

- (ii) For the purposes of these procedures (and this Order), the term "Privileged Information" shall mean information subject to the attorney-client privilege or any other state- or federally-recognized privilege, whether such privilege is solely controlled by the Committee or is a joint privilege with the Debtors or some other party.
 - (iii) Whether information held by the Committee constitutes Confidential Information or Privileged Information shall be determined by the sole discretion of the Committee.
- C. Form of Information Requests. Any request for information to the Committee shall be made in care of its Counsel by contacting the Counsel for the Committee.
- D. Dispute Resolution Procedures. In the event that a party seeks information from the Committee and the Committee fails or refuses to produce the same, such party shall be entitled to seek an Order directing the production of the same from this Court. Any request filed with the Court shall specifically reference the information sought and shall be served upon all parties requesting notice in the Debtors' proceedings.

3. The Court shall retain jurisdiction to hear and determine all matters arising from or related to the implementation and/or interpretation of this Order.

ENTERED:

UNITED STATES BANKRUPTCY JUDGE

WE ASK FOR THIS:

/s/ Michael E. Hastings

Craig B. Young (Virginia Bar No. 22633)
Jonathan L. Gold (admitted *pro hac vice*)
LECLAIRRYAN, A Professional Corporation
225 Reinekers Lane, Suite 700
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*Proposed Counsel for the Official Committee Of
Unsecured Creditors of On-Site Sourcing, Inc., et al.*

Local Rule 9022-1(C) Certification

Pursuant to the *Final Order Establishing Notice, Case Management and Administrative Procedures* entered on March 9, 2009 [Docket No. 119], I hereby certify that the foregoing Proposed Order has been served upon all necessary parties.

/s/ Michael E. Hastings

Counsel

KUTAK ROCK LLP
Michael A. Condyles (VA 27807)
Loc Pfeiffer (VA 39632)
Peter J. Barrett (VA 46179)
Bank of America Center
1111 East Main Street, Suite 800
Richmond, Virginia 23219-3500
(804) 644-1700
Proposed Counsel to the Debtors

FILED
2009 APR 16 P 3:39
U.S. BANKRUPTCY COURT
ALEXANDRIA DIVISION

**IN THE UNITED STATES BANKRUPTCY COURT
FOR THE EASTERN DISTRICT OF VIRGINIA
ALEXANDRIA DIVISION**

In re:)	Case No. 09-10816
)	Jointly Administered
ON-SITE SOURCING, INC., et al., ¹)	Chapter 11
)	
Debtors.)	Date Filed: February 4, 2009
)	

NOTICE OF ELECTRONIC FILING PROCEDURE

The above case, which has been filed in this court, can be accessed electronically via the Court's Internet site at <http://www.vaeb.uscourts.gov> or <http://www.vaeb.uscourts.gov/ecfnew/ecf.htm>. In compliance with Federal Rule of Bankruptcy Procedure 9011 and in accordance with the Local Bankruptcy Rule 5005-2 authorizing the Clerk to promulgate and revise the Court's Electronic Case Files Policy, the registered participant's password shall constitute the signature of that person; therefore, security of a registered participant's password is the responsibility of that person. **An original signed copy of the filing shall be retained in the registered participant's files in accordance with the Administrative Procedures.**

Parties with legal representation **must** file documents in accordance with the following:

1. The requirements for filing, viewing and retrieving case documents are: A personal computer running Internet Explorer or Firefox, Adobe Acrobat 4.0 or later software to convert documents from a word processor format to a portable document format (PDF), and an Internet Service Provider (ISP) using Point-to-Point Protocol (PPP). The URL address is www.vaeb.uscourts.gov and a password is needed to access this system. Please contact the Court for further assistance. If you are **unable** to comply with these requirements, **then**
2. You must file a "Request for Waiver to File by Computer Diskette or Conventionally" as provided for in the Electronic Case Files Policy to indicate your inability to file through

¹ The debtors in these proceedings are: On-Site Sourcing, Inc., DocuForce Financial Corp., and On-Site LA, Inc.

use of the Internet component of CM/ECF. If the Court authorizes you to file by diskette, then

3. You must submit your documents on a diskette using PDF format. The Adobe Acrobat software will provide this format. Further instruction may be found in Adobe's manual. Use a separate diskette for each filing. Submit the diskette in an envelope with the case name, case number, type and title of document, and the file name on the diskette. **An original signed copy of the filing shall be retained in the registered participant's files in accordance with the Electronic Case Files Policy.** If you are unable to comply with these requirements or the requirements set forth in item number 1, or the requirement set forth in item number 2, above, then
4. You must submit your documents on a diskette using one of the following formats: Word, WordPerfect, or DOS text (ASCII). **An original signed copy of the filing shall be retained in the registered participant's files in accordance with the Electronic Case Files Policy.** If you are unable to comply with this requirement, the requirements set forth in items number 2 or 3, or the requirements set forth in item number 1, above, then
5. You then may file conventionally on unstapled, unbound, 8 1/2" x 11" single-sided paper. Documents must be submitted with full signature(s), and will be scanned by the Clerk's Office. The scanned file will constitute the original signature(s). **Include your "Request for Waiver to File by Computer Diskette or Conventionally" with your filing.**

Important Note: All parties without legal representation, except governmental units and institutional entities described in Electronic Case Files Policy 2(A)(2)(b), may file documents conventionally in accordance with the Local Bankruptcy Rules.

For the Court:
William C. Redden
Clerk of the United States Bankruptcy Court
United States Bankruptcy Court for the
Eastern District of Virginia, Alexandria Division
Dated: February 25, 2009

total
\$ 28,871.90

ANGEL VIDEO Reprographics

Invoice

PROFESSIONAL ON-SITE COPYING

1226 S. Indiana St.

Los Angeles, CA 90023

Phone #

(323) 488-0328

Fax #

(323) 981-6945

Date	Invoice #
3/7/2008	11511

Bill To
On-Site E. Discovery Sal Garcia 550 S. Hope St. Suite # 800 Los Angeles, CA. 90071

Delivery To
On-Site E. Discovery Sal Garcia 550 S. Hope St. Suite # 800 Los Angeles, CA. 90071

P.O. No.	Terms	Due Date	Rep	Contact-Name	Order Date
43782	Net 15	3/22/2008	ML	Sal Garcia	Feb-29-2008
Quantity	Description			Rate	Amount
1	On-Site Set-Up Charge Fee (Scanner)			100.00	100.00
1,018	P. Scanned (Color)			1.00	1,018.00
325	P. Scanned (B&W)			0.15	48.75
1	On-Site Set-Up Charge Fee (Copier)			0.00	0.00
220	On-Site Copies (Attorney Courtney Chavez Took Copies)			0.15	33.00
JOB # LA00248101					
On-Site Location : HIDTA 1340 W. Sixth St. Los Angeles, CA.					
ANG JOB # 08-2391					

THANK YOU FOR USING ANGEL VIDEO REPROGRAPHICS !

Subtotal \$1,199.75

WE RECOGNIZE THAT SOME OF OUR CLIENT MAY BE BILLING THESE EXPENSES TROUGH THEIR CUSTOMERS, IN ANY CASE, ANGEL VIDEO CLIENTS REMAIN RESPONSABLE TO PAY WITHIN OUR TERMS REGARLESS OF THEIR RECEIVABLES.

Sales Tax (8.25%) \$0.00

Total \$1,199.75

Payments/Credits \$0.00

Balance Due \$1,199.75

E-mail

angelvideorepr4231@sbcglobal.net

ANGEL VIDEO Reprographics

Invoice

PROFESSIONAL ON-SITE COPYING

1226 S. Indiana St.

Los Angeles, CA 90023

Phone #

(323) 488-0328

Fax #

(323) 981-6945

Date	Invoice #
3/22/2008	11530

Bill To
On-Site E. Discovery Edgar Jimenez 550 S. Hope St. Suite # 800 Los Angeles, CA. 90071

Delivery To
On-Site E. Discovery Edgar Jimenez 550 S. Hope St. Suite # 800 Los Angeles, CA. 90071

P.O. No.	Terms	Due Date	Rep	Contact-Name	Order Date
OCWD	Net 15	4/6/2008	ML	Edgar Jimenez	March-14-2008
Quantity	Description			Rate	Amount
1	On-Site Set-Up Charge Fee			100.00	100.00
15,965	P. Scanned			0.135	2,155.28
320	Mileage (4 Round Trips)			0.40	128.00
On-Site Location: Santa Ana RWQCB 3737 Main St. Suite 500 Riverside, CA. 92501					
ANG JOB # 08-2410					
THANK YOU FOR USING ANGEL VIDEO REPROGRAPHICS !				Subtotal	\$2,383.28
WE RECOGNIZE THAT SOME OF OUR CLIENT MAY BE BILLING THESE EXPENSES TROUGH THEIR CUSTOMERS, IN ANY CASE, ANGEL VIDEO CLIENTS REMAIN RESPONSABLE TO PAY WITHIN OUR TERMS REGARLESS OF THEIR RECEIVABLES.				Sales Tax (8.25%)	\$0.00
				Total	\$2,383.28
				Payments/Credits	\$0.00
				Balance Due	\$2,383.28

E-mail
angelvideorepr4231@sbcglobal.net

ANGEL VIDEO Reprographics

Invoice

PROFESSIONAL ON-SITE COPYING

1226 S. Indiana St.

Los Angeles, CA 90023

Phone #

(323) 488-0328

Fax #

(323) 981-6945

Date	Invoice #
4/30/2008	11554

Bill To
On-Site E. Discovery Luis/Sal Garcia 550 S. Hope St. Suite # 800 Los Angeles, CA. 90071

Delivery To
On-Site E. Discovery Luis/Sal Garcia 550 S. Hope St. Suite # 800 Los Angeles, CA. 90071

P.O. No.	Terms	Due Date	Rep	Contact-Name	Order Date
43994	Net 15	5/15/2008	ML	Luis/Sal	April-17-2008
Quantity	Description			Rate	Amount
1	Produce DVD From Mini DVC			15.00	15.00
	ANG JOB # 08-2434				

THANK YOU FOR USING ANGEL VIDEO REPROGRAPHICS !

WE RECOGNIZE THAT SOME OF OUR CLIENT MAY BE BILLING THESE EXPENSES TROUGH THEIR CUSTOMERS, IN ANY CASE, ANGEL VIDEO CLIENTS REMAIN RESPONSABLE TO PAY WITHIN OUR TERMS REGARLESS OF THEIR RECEIVABLES.

Subtotal	\$15.00
Sales Tax (8.25%)	\$0.00
Total	\$15.00
Payments/Credits	\$0.00
Balance Due	\$15.00

E-mail

angelvideorepr4231@sbcglobal.net

ANGEL VIDEO Reprographics

Invoice

PROFESSIONAL ON-SITE COPYING

1226 S. Indiana St.

Los Angeles, CA 90023

Phone #

(323) 488-0328

Fax #

(323) 981-6945

Date	Invoice #
7/1/2008	11598

Bill To
On-Site E. Discovery Ramon Rivera 550 S. Hope St. Suite # 800 Los Angeles, CA. 90071

Delivery To
On-Site E. Discovery Ramon Rivera 550 S. Hope St. Suite # 800 Los Angeles, CA. 90071

P.O. No.	Terms	Due Date	Rep	Contact-Name	Order Date
44354	Net 15	7/16/2008	ML	Ramon Rivera	June-24-2008
Quantity	Description			Rate	Amount
2	On-Site Set-Up Charge Fee (3 & 4 Stations)			100.00	200.00
18,097	P. Scanned			0.15	2,714.55
370	Mileage (5 Round Trips)			0.50	185.00
On-Site Location: 15615 Alton Parkway Suite 175 Irvine, CA.					
ANG JOB # 08-2478					

THANK YOU FOR USING ANGEL VIDEO REPROGRAPHICS !

WE RECOGNIZE THAT SOME OF OUR CLIENT MAY BE BILLING THESE EXPENSES TROUGH THEIR CUSTOMERS, IN ANY CASE, ANGEL VIDEO CLIENTS REMAIN RESPONSABLE TO PAY WITHIN OUR TERMS REGARLESS OF THEIR RECEIVABLES.

Subtotal \$3,099.55

Sales Tax (8.25%) \$0.00

Total \$3,099.55

Payments/Credits \$0.00

Balance Due \$3,099.55

E-mail

angelvideorepr4231@sbcglobal.net

ANGEL VIDEO Reprographics

Invoice

PROFESSIONAL ON-SITE COPYING

1226 S. Indiana St.

Los Angeles, CA 90023

Phone #

(323) 488-0328

Fax #

(323) 981-6945

Date	Invoice #
7/23/2008	11611

Bill To
On-Site E. Discovery Sal Garcia 550 S. Hope St. Suite # 800 Los Angeles, CA. 90071

Delivery To
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P.O. No.	Terms	Due Date	Rep	Contact-Name	Order Date
44403	Net 15	8/7/2008	MD/ML	Sal Garcia	07/16/2008
Quantity	Description			Rate	Amount
3	Produce DVD From Mini DV. On-Site eDiscovery Job#IL00255682 ANG JOB # 08-2491			15.00	45.00

THANK YOU FOR USING ANGEL VIDEO REPROGRAPHICS !

WE RECOGNIZE THAT SOME OF OUR CLIENT MAY BE BILLING THESE EXPENSES TROUGH THEIR CUSTOMERS, IN ANY CASE, ANGEL VIDEO CLIENTS REMAIN RESPONSABLE TO PAY WITHIN OUR TERMS REGARLESS OF THEIR RECEIVABLES.

Subtotal	\$45.00
Sales Tax (8.25%)	\$0.00
Total	\$45.00
Payments/Credits	\$0.00
Balance Due	\$45.00

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Date	Invoice #
7/27/2008	11613

Bill To
On-Site E. Discovery Ray R. / Sal G. 550 S. Hope St. Suite # 800 Los Angeles, CA. 90071

Delivery To
On-Site E. Discovery Ray R. / Sal G. 550 S. Hope St. Suite # 800 Los Angeles, CA. 90071

P.O. No.	Terms	Due Date	Rep	Contact-Name	Order Date
44442	Net 15	8/11/2008	ML	Ray / Sal	07/24/2008
Quantity	Description			Rate	Amount
1	Set-Up Charge			100.00	100.00
1,822	P. Scanned			0.15	273.30
56	Mileage			0.45	25.20
On-Site Location: 201 S. Anaheim, Ste. 1101 Anaheim, Ca.					
Onsite3 Discovery Job # IL00256137					
ANG JOB # 08-2493					
THANK YOU FOR USING ANGEL VIDEO REPROGRAPHICS !				Subtotal	\$398.50
WE RECOGNIZE THAT SOME OF OUR CLIENT MAY BE BILLING THESE EXPENSES TROUGH THEIR CUSTOMERS, IN ANY CASE, ANGEL VIDEO CLIENTS REMAIN RESPONSABLE TO PAY WITHIN OUR TERMS REGARDLESS OF THEIR RECEIVABLES.				Sales Tax (8.25%)	\$0.00
				Total	\$398.50
				Payments/Credits	\$0.00
				Balance Due	\$398.50

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Los Angeles, CA 90023

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Fax #

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Date	Invoice #
8/13/2008	11620

Bill To
On-Site E. Discovery Sal Garcia 550 S. Hope St. Suite # 800 Los Angeles, CA. 90071

Delivery To
On-Site E. Discovery Sal Garcia 550 S. Hope St. Suite # 800 Los Angeles, CA. 90071

P.O. No.	Terms	Due Date	Rep	Contact-Name	Order Date
44515	Net 15	8/28/2008	MD.	Sal Garcia	08/11/2008
Quantity	Description			Rate	Amount
10	Produce DVD From VHS.			20.00	200.00
	Reference # IL00257124				
	ANG JOB # 08-2500				

THANK YOU FOR USING ANGEL VIDEO REPROGRAPHICS !

WE RECOGNIZE THAT SOME OF OUR CLIENT MAY BE BILLING THESE EXPENSES TROUGH THEIR CUSTOMERS, IN ANY CASE, ANGEL VIDEO CLIENTS REMAIN RESPONSABLE TO PAY WITHIN OUR TERMS REGARLESS OF THEIR RECEIVABLES.

Subtotal	\$200.00
Sales Tax (8.25%)	\$0.00
Total	\$200.00
Payments/Credits	\$0.00
Balance Due	\$200.00

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Invoice

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Los Angeles, CA 90023

Phone #

(323) 488-0328

Fax #

(323) 981-6945

Date	Invoice #
8/14/2008	11623

Bill To
On-Site E. Discovery Sal Garcia 550 S. Hope St. Suite # 800 Los Angeles, CA. 90071

Delivery To
On-Site E. Discovery Sal Garcia 550 S. Hope St. Suite # 800 Los Angeles, CA. 90071

P.O. No.	Terms	Due Date	Rep	Contact-Name	Order Date
44525	Net 15	8/29/2008	MD.	Sal Garcia	08/13/2008
Quantity	Description			Rate	Amount
2	Produce CD's from micro audio cassette OnSite eDiscovery Reference # LA2057250 ANG JOB # 08-2503			25.00	50.00
THANK YOU FOR USING ANGEL VIDEO REPROGRAPHICS !				Subtotal	\$50.00
WE RECOGNIZE THAT SOME OF OUR CLIENT MAY BE BILLING THESE EXPENSES TROUGH THEIR CUSTOMERS, IN ANY CASE, ANGEL VIDEO CLIENTS REMAIN RESPONSABLE TO PAY WITHIN OUR TERMS REGARLESS OF THEIR RECEIVABLES.				Sales Tax (8.25%)	\$0.00
				Total	\$50.00
				Payments/Credits	\$0.00
				Balance Due	\$50.00

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Los Angeles, CA 90023

Phone #

(323) 488-0328

Fax #

(323) 981-6945

Date	Invoice #
8/21/2008	11627

Bill To
On-Site E. Discovery Sal Garcia 550 S. Hope St. Suite # 800 Los Angeles, CA. 90071

Delivery To
On-Site E. Discovery Sal Garcia 550 S. Hope St. Suite # 800 Los Angeles, CA. 90071

P.O. No.	Terms	Due Date	Rep	Contact-Name	Order Date
44550	Net 15	9/5/2008	MD.	Sal Garcia	08/18/2008
Quantity	Description			Rate	Amount
4	Produce MiniDVC from VHS (2 VHS converted into 4 MiniDVC) On-Site eDiscovery reference #IL00257529 ANG JOB # 08-2507			30.00	120.00
THANK YOU FOR USING ANGEL VIDEO REPROGRAPHICS !				Subtotal	\$120.00
WE RECOGNIZE THAT SOME OF OUR CLIENT MAY BE BILLING THESE EXPENSES TROUGH THEIR CUSTOMERS, IN ANY CASE, ANGEL VIDEO CLIENTS REMAIN RESPONSABLE TO PAY WITHIN OUR TERMS REGARDLESS OF THEIR RECEIVABLES.				Sales Tax (8.25%)	\$0.00
				Total	\$120.00
				Payments/Credits	\$0.00
				Balance Due	\$120.00

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1226 S. Indiana St.

Los Angeles, CA 90023

Phone #

(323) 488-0328

Fax #

(323) 981-6945

Date	Invoice #
9/7/2008	11635

Bill To
On-Site E. Discovery Ray Rivera / Monty Gibo 550 S. Hope St. Suite # 800 Los Angeles, CA. 90071

Delivery To
On-Site E. Discovery Ray Rivera / Monty Gibo 550 S. Hope St. Suite # 800 Los Angeles, CA. 90071

P.O. No.	Terms	Due Date	Rep	Contact-Name	Order Date
IL00257950	Net 15	9/22/2008	MD/ML	RayR/Monty G.	08/25/2008

Quantity	Description	Rate	Amount
2	On-Site Set-Up Charge Fee	100.00	200.00
48,458	P. Scanned	0.15	7,268.70
72	On-Site Square feet (24 x 36 = 12)	0.00	0.00
14	On-Site Square feet (18 x 22 = 5)	0.00	0.00
330	Mileage (5 round trips)	0.40	132.00
On-Site Location: 1241 E. Dyer R. Santa Ana, Ca.			
ANG JOB # 08-2515			

THANK YOU FOR USING ANGEL VIDEO REPROGRAPHICS !

WE RECOGNIZE THAT SOME OF OUR CLIENT MAY BE BILLING THESE EXPENSES TROUGH THEIR CUSTOMERS, IN ANY CASE, ANGEL VIDEO CLIENTS REMAIN RESPONSABLE TO PAY WITHIN OUR TERMS REGARLESS OF THEIR RECEIVABLES.

Subtotal \$7,600.70

Sales Tax (8.25%) \$0.00

Total \$7,600.70

Payments/Credits \$0.00

Balance Due \$7,600.70

E-mail

angelvideorepr4231@sbcglobal.net

ANGEL VIDEO Reprographics

Invoice

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1226 S. Indiana St.

Los Angeles, CA 90023

Phone #

(323) 488-0328

Fax #

(323) 981-6945

Date	Invoice #
9/27/2008	11660

Bill To
On-Site E. Discovery Ramon Rivera 550 S. Hope St. Suite # 800 Los Angeles, CA. 90071

Delivery To
On-Site E. Discovery Ramon Rivera 550 S. Hope St. Suite # 800 Los Angeles, CA. 90071

P.O. No.	Terms	Due Date	Rep	Contact-Name	Order Date
44664	Net 15	10/12/2008	MD.	Ramon Rivera	Sep-17-2008
Quantity	Description			Rate	Amount
2	On-Site Set-Up Charge Fee (2 Stations)			100.00	200.00
38,334	P. Scanned			0.15	5,750.10
520	Mileage (5 round trips)			0.40	208.00
On-Site Location: 3737 Main St. Suite 500,. Riverside, CA. 92501					
ANG JOB# 08-2540					
THANK YOU FOR USING ANGEL VIDEO REPROGRAPHICS !				Subtotal	\$6,158.10
WE RECOGNIZE THAT SOME OF OUR CLIENT MAY BE BILLING THESE EXPENSES TROUGH THEIR CUSTOMERS, IN ANY CASE, ANGEL VIDEO CLIENTS REMAIN RESPONSABLE TO PAY WITHIN OUR TERMS REGARLESS OF THEIR RECEIVABLES.				Sales Tax (8.25%)	\$0.00
				Total	\$6,158.10
				Payments/Credits	\$0.00
				Balance Due	\$6,158.10

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1226 S. Indiana St.

Los Angeles, CA 90023

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Date	Invoice #
11/17/2008	11690

Bill To
On-Site E. Discovery Ramon Rivera 550 S. Hope St. Suite # 800 Los Angeles, CA. 90071

Delivery To
On-Site E. Discovery Ramon Rivera 550 S. Hope St. Suite # 800 Los Angeles, CA. 90071

P.O. No.	Terms	Due Date	Rep	Contact-Name	Order Date
44928	Net 15	12/2/2008	MD.	Ramon Rivera	Nov-11-2008
Quantity	Description			Rate	Amount
3	On-Site Set-Up Charge Fee (1st. Day 3 Stations-2nd. Day 2 Stations)			100.00	300.00
16,101	P. Scanned (B&W_Color_&_11x17)			0.15	2,415.15
1	On-Site Set-Up Charge Fee (Over size Station)			0.00	0.00
58	On-Site Square feet Scanned (18x24=2_31x37=2_36x48=3)			3.00	174.00
13	CD ROM(s) Burned			10.00	130.00
1	DVDROM(s) Burned			15.00	15.00
96	Mileage			0.40	38.40
Reference Number IL00261156					
On-Site Location: 701 N. Santa Anita Ave. Arcadia, CA.					
ANG JOB # 082570					

THANK YOU FOR USING ANGEL VIDEO REPROGRAPHICS !

WE RECOGNIZE THAT SOME OF OUR CLIENT MAY BE BILLING THESE EXPENSES THROUGH THEIR CUSTOMERS, IN ANY CASE, ANGEL VIDEO CLIENTS REMAIN RESPONSABLE TO PAY WITHIN OUR TERMS REGARDLESS OF THEIR RECEIVABLES.

Subtotal \$3,072.55

Sales Tax (8.25%) \$0.00

Total \$3,072.55

Payments/Credits \$0.00

Balance Due \$3,072.55

E-mail

angelvideorepr4231@sbcglobal.net

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1226 S. Indiana St.

Los Angeles, CA 90023

Phone #

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Fax #

(323) 981-6945

Date	Invoice #
12/7/2008	11695

Bill To
On-Site E. Discovery Ramon Rivera 550 S. Hope St. Suite # 800 Los Angeles, CA. 90071

Delivery To
On-Site E. Discovery Ramon Rivera 550 S. Hope St. Suite # 800 Los Angeles, CA. 90071

P.O. No.	Terms	Due Date	Rep	Contact-Name	Order Date
45005	Net 15	12/22/2008	MD.	Ramon Rivera	Nov-24-2008
Quantity	Description			Rate	Amount
3	On-Site Set-Up Charge Fee			100.00	300.00
26,340	P. Scanned (B&W)			0.15	3,951.00
390	P. Scanned (Color)			0.15	58.50
280	Mileage (4 Round Trips)			0.40	112.00
IL00261625					
On-Site Location: 1241 E. Dyer Rd. # 120 Santa Ana, CA.					
ANG JOB # 082575					

THANK YOU FOR USING ANGEL VIDEO REPROGRAPHICS !

Subtotal \$4,421.50

WE RECOGNIZE THAT SOME OF OUR CLIENT MAY BE BILLING THESE EXPENSES TROUGH THEIR CUSTOMERS, IN ANY CASE, ANGEL VIDEO CLIENTS REMAIN RESPONSABLE TO PAY WITHIN OUR TERMS REGARLESS OF THEIR RECEIVABLES.

Sales Tax (8.25%) \$0.00

Total \$4,421.50

Payments/Credits \$0.00

Balance Due \$4,421.50

E-mail

angelvideorepr4231@sbcglobal.net

ANGEL VIDEO Reprographics

Invoice

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1226 S. Indiana St.

Los Angeles, CA 90023

Phone #

(323) 488-0328

Fax #

(323) 981-6945

Date	Invoice #
1/19/2009	11723

Bill To
On-Site E. Discovery Manuel/Ramon Rivera 550 S. Hope St. Suite # 800 Los Angeles, CA. 90071

Delivery To
On-Site E. Discovery Manuel/Ramon Rivera 550 S. Hope St. Suite # 800 Los Angeles, CA. 90071

P.O. No.	Terms	Due Date	Rep	Contact-Name	Order Date
45162	Net 15	2/3/2009	MD.	Manuel/Ramon	Jan-15-2009
Quantity	Description			Rate	Amount
6	Produce micro audio cassette from micro audio cassette			18.00	108.00
	Job # LA00263382				
	ANG JOB # 092603				
THANK YOU FOR USING ANGEL VIDEO REPROGRAPHICS !				Subtotal	\$108.00
WE RECOGNIZE THAT SOME OF OUR CLIENT MAY BE BILLING THESE EXPENSES TROUGH THEIR CUSTOMERS, IN ANY CASE, ANGEL VIDEO CLIENTS REMAIN RESPONSABLE TO PAY WITHIN OUR TERMS REGARLESS OF THEIR RECEIVABLES.				Sales Tax (8.25%)	\$0.00
				Total	\$108.00
				Payments/Credits	\$0.00
				Balance Due	\$108.00

E-mail
angelvideorepr4231@sbcglobal.net