PARTNER KIT

Runway Partner Kit

A short document to keep on file or forward to a co-counsel, trustee or CRO: how the process works, what we need, how data is protected, and how fees are handled.

From: Runway (getrunway.co) · **For:** debtor's counsel, Chapter 7 and Subchapter V trustees, creditors' committee counsel, turnaround and restructuring advisors, and chief restructuring officers.

1. How we work with counsel

- **One point of contact.** We talk to you first, and to the debtor, trustee or other parties only when you say so.
- **Fast triage.** Within one business day of a referral we tell you whether there is likely a market, and what would stop a sale.
- **Motion-ready packet.** Asset description, marketing record, bid summary, privacy analysis and a form of declaration, drafted for your edits.
- **Built around your milestones.** We work to DIP budget dates, plan deadlines and sale-order schedules rather than our own timetable.
- **Transparent economics.** No upfront cost. No referral fees. Any fee is disclosed in the papers and approved where required.

2. What we need from you

1. **Party names.** Debtor entity names, court and case number if filed, and key secured lenders, for a conflicts check.
2. **Situation and deadlines.** Chapter, petition date, DIP or cash collateral milestones, and any sale or plan deadlines already set.
3. **A systems list.** Which tools the company uses (email, chat, ticketing, CRM/ERP, document stores) and roughly how many years of history.

4. **Known restrictions.** Privacy policies, customer contracts with confidentiality or data-use clauses, and anything regulated (health, financial, student data).
5. **Decision-makers.** Who has to sign off: the debtor, trustee, DIP lender, committee, and whether a consumer privacy ombudsman may be needed.

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3. Confidentiality and de-identification

- **NDA before data.** A mutual NDA with the estate (and counsel) before we see anything beyond a systems list.
- **Scoping and exclusions.** Privileged material, regulated records, and anything a contract or privacy policy restricts are carved out up front.
- **De-identification.** Names, contact details, account numbers and free-text identifiers are removed or replaced before any copy leaves your control.
- **Redacted samples only.** Prospective buyers see small redacted samples under NDA. Full delivery happens only after the court order.
- **Deletion and certification.** Working copies are deleted at project end, and we certify deletion in writing for the file.

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4. Timeline

1. **Day 0–1: Triage.** Conflicts check, first read on marketability and obstacles.
2. **Week 1: NDA and inventory.** Systems inventory, contract and privacy-policy screen with you.
3. **Weeks 1–3: De-identify and market.** Redacted samples, outreach to multiple buyers, written bids.
4. **Weeks 3–4: Motion.** You file the § 363(b) motion or trustee's motion with our declaration and marketing record.
5. **Weeks 6–8: Hearing and close.** Notice period (often 21 days), hearing, order, delivery, payment to the estate.

Timing depends on the court, the parties and the data. Expedited schedules are sometimes possible; we'll tell you what's realistic at triage.

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5. Economics

No cost to the estate upfront. We do not pay or accept referral fees. Any fee to Runway is disclosed in the sale motion and subject to court approval where required.

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6. Common questions

Do you pay referral fees?
No. We don't pay or accept referral fees. That keeps your recommendation independent and avoids disclosure and ethics problems in the case.

Who files the motion?
Debtor's counsel (or the trustee in Chapter 7) files. We provide the factual material and a form of declaration for your review; we don't practice law or appear on behalf of the estate.

Will you contact my client directly?
Not without your go-ahead. You decide when, and whether, we speak with the debtor, trustee, lender or committee.

What if the privacy policy prohibits transfers of personal information?
We usually structure the deal so no personal information transfers at all, by licensing a de-identified copy. Where § 363(b)(1) is implicated, we prepare material for a consumer privacy ombudsman.

What size companies make sense?
Usually businesses with 20 or more employees and several years of history in tools like email, chat, ticketing and CRM. Smaller cases can work if the records are unusually rich.

Does the estate give up its records?
No. The usual structure is a non-exclusive license of a de-identified copy. The estate keeps its systems and original records.

How are you paid?
From the transaction, as disclosed in the sale papers and subject to court approval where required. Nothing is due upfront from the estate.

Contact

offer@getrunway.co · https://getrunway.co/partners/

General information for professionals, not legal advice. Outcomes depend on the facts, the court and the parties.