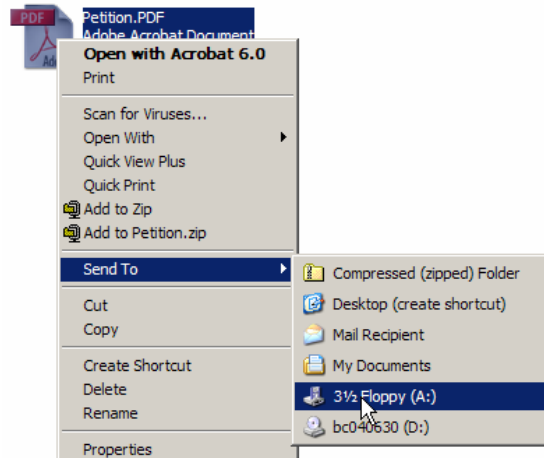


Best Case Solutions
P.O. Box 32
Evanston, IL 60204
Toll-free: 1.800.492.8037
Facsimile: 1.847.492.8038
E-mail: info@bestcase.com
Web: www.bestcase.com

Sending Electronic Files to Disk

Instructions for sending a PDF file of the petition and Text file of the Creditor Address Matrix to a floppy disk

1. Enter your case information. If you have already created the electronic files you want to send to disk, go to Step 3.
2. **Start the ECF Wizard:**
 - a. In the Forms and Schedules menu, click the **ECF** button in the top toolbar.
 - b. The Select Filing Type window will open. Select **Complete Petition (all forms and schedules)**, and, if applicable, check or uncheck the box to include the Chapter 13 Plan. Click the **Prepare Filing** button to create your PDF files.
3. After the files have been created, the ECF Manager appears. (If you have already created the electronic files, click the **ECF Manager** button at the bottom of the Forms and Schedules menu.)
4. If you want to view a file, highlight it and click the **View File** button. When finished, go back to the ECF manager and click the **Explore** button to open the folder where the electronic files are located in Windows Explorer.
5. Make sure that a blank, formatted floppy disk is inserted into your floppy disk drive.
6. Right-click on the file you wish to send to disk, and select **Send To/3½ Floppy (A:)** (**A:**). The file will be copied to the floppy disk.



7. Repeat steps 5-6 for each file you want to send to disk.
8. To confirm that your files have been successfully sent to disk, click the drop-down arrow to the right of the “Address” window and select **3½ Floppy (A:)**. Your files should appear in the window below.

