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# Creating a Proof of Claim or Involuntary Petition PDF File in Best Case<sup>®</sup> Bankruptcy

## To Create a PDF File of a Proof of Claim or Involuntary Petition in Best Case Bankruptcy:

1. **If you created the Proof of Claim or Involuntary Petition outside of a client file:** Close all open windows in Best Case so you just have a blank gray screen in Best Case. At the top of the screen, go to **File/Creditor Forms/Proof of Claim or Involuntary Petition**. This will open a window listing the forms.
2. **If you created the Proof of Claim in a client file:** Open the Forms and Schedules menu for your client, double-click on the Supplemental forms folder, highlight the Proof of Claim, and click **Open**. This will open a window listing the Proof of Claims for creditors relating to this client.
3. With your new form highlighted, click the **Print** button in the bottom corner of the screen.
4. The Print Documents dialog box appears. Click in the **Preview** button on the right side of the box.
5. The form appears with the first page of the first document displayed in preview mode. Click the Adobe Acrobat button in the Print Preview toolbar, which allows you to **create a PDF file** of the document in the preview window.



FORM B10 (Official Form 10) (12/03)

United States Bankruptcy Court - Middle District of Alabama		PROOF OF CLAIM
Name of Debtor <b>Joseph Sample</b>	Case Number	
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 box if you are aware that anyone else has filed a proof of

6. After clicking the PDF button in the Print Preview tool bar, you will be asked for a **file name and location**. Insert your file name and click **Save**. The PDF of your Proof of Claim or Involuntary Petition will appear for your review. When you are finished reviewing the file close the PDF, and then exit the Print Preview screen
  - Note: The **default file location is C:\ECF\<client name>**, which is the recommended directory because that's where other PDF documents will be stored. Saving all of this client's ECF files in one place will make it easier for you to find them when you need to upload them to the court's site.

