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## Creating a Motion to be Filed Using CM/ECF

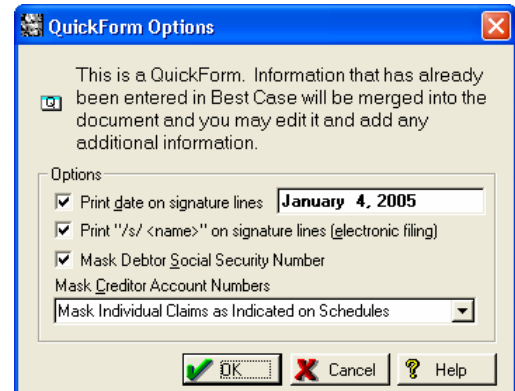
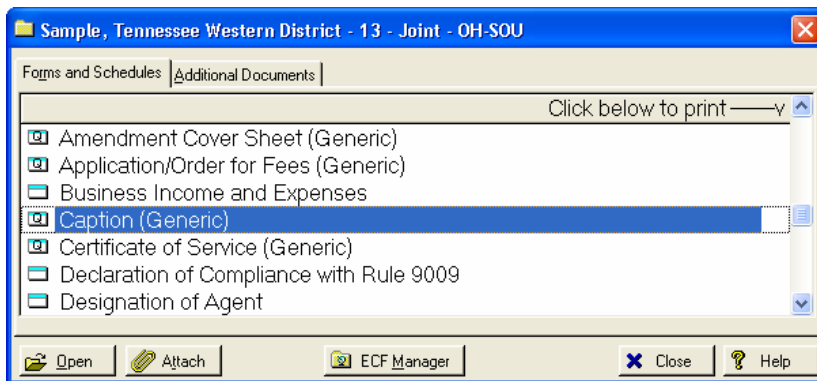
For Electronically Filing Motions in Best Case Bankruptcy

More ECF Instructions are available at  
[www.bestcase.com/ecfresource.htm](http://www.bestcase.com/ecfresource.htm)

These instructions describe how to create motions for electronic filing using our Best Case Editor feature. You can either save the motion to a form in Best Case to be included with your main PDF, or you can create a separate PDF of the motion.

### Step I: Creating the Motion

1. From the Forms and Schedules Menu, open the Supplemental Forms folder, highlight the “Caption (Generic)” form and click **Open**. In the next window, select your Quickform options and click **OK**.

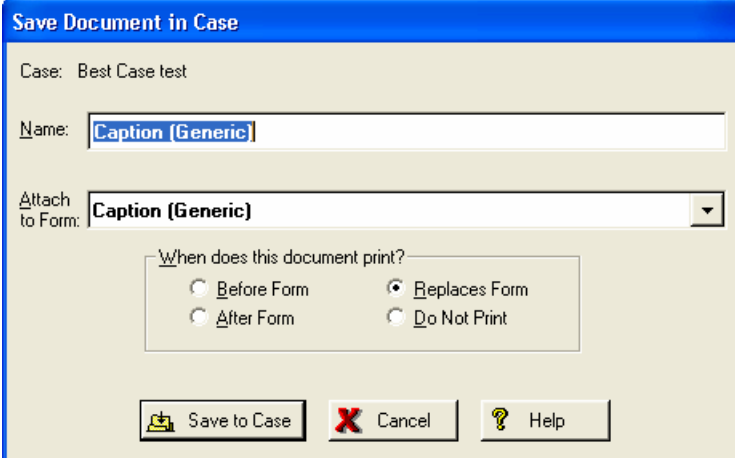


2. A prompt appears asking if you want signature lines in the document. Choose **Yes** or **No**
3. **Type Your Text:** The document will open in the Best Case Editor, a built-in word processor in Best Case Bankruptcy. Notice that the caption has been inserted for you. Modify the form and type the text of the motion.
  - **NOTE:** If you have a motion already created in Word, you can cut and paste the text directly into the Best Case Editor and modify the text appropriately.

### Step II: Saving the Document to Your Case

1. In the top-left corner of the Best Case Editor window, select **File**.
2. From the drop-down list, select **Save**.

3. A “Save Document in Case” window opens with 3 options:
  - a. **Name:** Allows you to change the name of your motion to something more applicable (e.g. “Motion”)
  - b. **Attach to Form:** If you will be filing this document as part of an initial petition or with a group of other documents, click the drop-down arrow to the right of the form field and select the document you want to attach the document to. If you will be filing the motion separately, you do not need to do anything here.
  - c. **When does this document print?** For an initial filing or a group of documents, select whether you want the motion to appear before or after the document to which it is attached. If filing only the motion, select “Replaces Form.”



4. Click the button labeled “Save to Case”.
5. Close the Best Case Editor to return to the List of Forms and Schedules.

### Step III: Creating PDF file(s) and Electronic Filing

1. To file your document(s), click the **ECF** button in the toolbar to launch the ECF Wizard.
2. Follow the steps in the ECF Wizard to create your PDF file(s) and save it (them) to your ECF Manager, where you can easily review all documents before filing.
  - **NOTE:** If you filed the case originally with another software program or on paper and want to do a post petition filing through the ECF Wizard, simply enter the case number in the Filing Information tab of the Voluntary Petition to get the post petition options in the ECF Wizard.
3. For initial case filings, click the **OneTouch®** button to upload your petition complete with motion, or for a post-petition filing, click the **ECF Express™** button and follow the on-screen instructions.