

Common Creditor Conversion - Matthew-Bender TopForm DOS versions

(If you have TopForm DOS version 5 -aka Forms of Bankruptcy - see below.)

1. Locate the Common Creditor List in your old software:
 - a. Click Start | Find Files (For Windows 2000 and XP, click Start | Search | Files or Folders).
 - b. The "Named" field should be **bfp.crd**.
 - c. Make sure it the "look in" field is My Computer and the "include subfolders" checkbox is checked.
 - d. Write down the path name for **bfp.crd** (usually located in BFP4).
 - e. Click **Find Now** (For Windows 2000 and XP, click **Search Now**). A file should appear in the window below the Find Files Window.
2. Open Best Case Bankruptcy.
3. Close the Welcome Window (if it appears).
4. Click Setup | Common Creditor List.
5. Click Import.
6. Click on the circle next to **TopForm DOS (BFP.CRD)** then click Import.
7. Use the window that appears to navigate to the path of the directory, written down in step 1d, above.
8. When **bfp.crd** appears in the big window on the left, double-click on it.
9. The Import process begins.

Forms of Bankruptcy and TopForm DOS 5.0, 5.1 and 5.2 Versions

You need to send us MASTCRED.DAT, usually found in:C:\FOB4\DATA OR <C:\BFP5\DATA>.

1. Locate the Common Creditor List in your old software:
 - a. Click Start | Find Files (For Windows 2000 and XP, click Start | Search | Files or Folders).
 - b. The "Named" field should be **MASTCRED.DAT**.
 - c. Make sure it the "look in" field is My Computer and the "include subfolders" checkbox is checked.
 - d. Click **Find Now** (For Windows 2000 and XP, click **Search Now**). A file should appear in the window below the Find Files Window.
2. **E-MAIL** (If you want to send us a disk, skip to #3).
 - a. Write down the path name for **MASTCRED.DAT** (usually found in C:\FOB4\DATA OR <C:\BFP5\DATA>).
 - b. Close Find Files.
 - c. Open e-mail program.
 - d. Click new mail or new message.

- e. Click Attach or Attachment, or click the Paper Clip (Please note that all e-mail systems add attachments differently. Contact Best Case if you have problems adding attachments.)
 - f. Navigate through the new window that appears to the directory where **EBLA.mdb** is located and double click on **EBLA.mdb**.
 - g. This should bring you back to the e-mail screen - have them type in a subject (i.e. Gilbert Law Office TopForm Common Creditor List).
 - h. Send to help@bestcase.com.
 - i. Click Attach or Attachment, or click the Paper Clip. (Please note that all e-mail systems add attachments differently. Contact Best Case if you have problems adding attachments.)
 - j. Navigate through the new window that appears to the directory where **MASTCRED.DAT** is located and double click on **MASTCRED.DAT**.
 - k. This should bring you back to the e-mail screen - type in a subject (i.e. Gilbert Law Office Topform Common Creditor List).
 - l. Then click on Send to send the e-mail.
3. **DISK** (If you want to e-mail us, see step 2 above).
- a. Place Disk in disk drive - (make sure you label the disk - i.e. Gilbert Law Office Topform Common Creditor List).
 - b. Right-click on the **MASTCRED.DAT** file in the Find Files window.
 - c. Right-clicking should give you the option to **Send to**
 - d. Select Send to | 3 1/2 Floppy A:
 - e. The step above should send **MASTCRED.DAT** to disk to double check that you did this successfully follow the next few steps.
 - f. Close find files.
 - g. Open My Computer.
 - h. Double Click on the A: drive with the disk in the drive.
 - i. If **MASTCRED.DAT** appears, Success.
 - j. Mail the disk to Mark Steeves at Best Case Solutions, Inc., P. O. Box 32, Evanston, IL 60204-0032.