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Best Case® Bankruptcy

Instructions for the Eastern District of North Carolina Custom Schedule C – Property Claimed As Exempt (Local Form No. 2)

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For law firms in the Eastern District of North Carolina, Best Case now includes your Custom Schedule C – Property Claimed As Exempt. The custom local form appears in the main Forms and Schedules Menu and prints instead of the standard federal Schedule C. Best Case Bankruptcy will automatically print the property claimed as exempt in the appropriate sections of the local form.

Editing the Form

1. The Custom Schedule C is provided as a RTF (rich text format) file so that it can easily be edited and saved as needed. First, make sure all case information is filled in. Mark just Schedule C to print in the Forms and Schedules Menu.
2. Click the **Print** button in the toolbar at the top of your screen. The Print Documents dialog box appears. Mark your printing choices, then click the **Edit Form** button.
3. The form appears on your screen in the Best Case Editor. You can add or remove text as needed. All editing options are described in the Best Case Editor Options help topic.

Saving (Replacing) the Edited Form to Print and/or Create a PDF File

1. To save changes to the custom Schedule C made within the Best Case Editor, choose **File/Save**.
2. The “Save Document in Case” window appears. By default, the name of the form is filled in for you and **Replaces Form** is marked as the print selection. Click the **Save to Case** button to save the edited form.
Note that changes that you make to the form apply to this case only, not to all cases.
3. **Close the Best Case Editor**. The edited form will then appear on the Forms and Schedules menu with “[Replaced]” at the beginning of the form title. Your edited document will print from the main Forms and Schedules Menu instead of the original form.
4. To **print the document or to create a PDF file**, make sure the replaced form is marked to print on the Forms and Schedules menu and click the **Print** button in the top toolbar. Select your printing options on the Print Documents dialog box. Next, click the **Print** button to print your forms to paper, or click the **ECFiling** button to create the PDF file.

Opening “Replaced” Documents with the Best Case Editor

1. Double-click on the form in the Forms and Schedules menu.
2. On the next window, click the **Edit** button if you want to edit the form with the Best Case Editor. The form will then open in the Best Case Editor, and you can make additional revisions to the form as needed.
3. If, instead, you want to return to the original entry screens after saving the form with the Best Case Editor, double-click on the form in the Forms and Schedules menu, and then click the **Options** button on the next window. On the next screen, type “**DRAFT**” in front of the form name, and click the “**Do Not Print**” button. Click **OK** on the next two screens, and then click the **Close** button. Double-click on the form title on the Forms and Schedules menu to open the entry screens.

Section 3, Personal or Household Goods– Table Formatting Options

In Section 3, Personal or Household Goods, Best Case Bankruptcy will print only those items you claim as exempt under NCGS 1C-1601(a)(4). If you would like the form to list all types of personal property, including those not exempt, then you can create a **Template of a Client File**. This is useful when you have many clients and you want to list the same pieces of personal property each time, e.g. Clothing & Personal, Kitchen Appliances, Stove, etc... You can use the **duplicate feature** to create a standard template file.

To make a template:

1. Create a client file called "Template." (You will also need to select a chapter of filing and type of debtor for the template. These can be changed for each new client's file.) Enter the common information.

For example, to always list "Clothing & Personal" in section 3 of the Debtor's custom Schedule C, first open Schedule B and click Insert. Select "4. Household Good and Furnishings," and enter "Clothing & Personal" under Description and Location of Property. Click the Exemptions tab, click Insert, and select NCGS 1C-1601(a)(4). *Leave the Exemption Amount, Market Value, Liens, etc. blank if you do not want to claim the property as exempt but you do want to list the items in section 4 of the custom Schedule C.*

2. Whenever you want to use the template, highlight it in the Client List Window and press the **Copy Client** button to copy the file.
3. Enter the client's name for New Client Name, then click **Duplicate**.
4. To change the type of debtor or chapter of filing, click the Notes button, then click the "File Setup Information" tab.
5. Select the proper jurisdiction, and change the chapter of filing and type of debtor to the correct answers, then click OK.

You will now have a new file containing any information that was entered into the template. Changes you make to the new file will not affect the template, and changes you make to the template won't affect the new client's file.

Disclaimer Regarding Exemptions

*We have provided the statutes and limits for **all 50 states** to save the user time, but in many cases the exemption laws are complex, subject to interpretation, or restricted to certain cases. Please review the exemption statutes before starting your work in Best Case Bankruptcy. **It is the responsibility of the attorney representing the debtor to select exemption statutes for each item of property and to ensure that all laws are complied with, statutes are applied correctly, and are up to date.***

***In addition, statutes are subject to change at any time.** Although we frequently update exemption changes, as an attorney practicing law in your state, you are in a better position to monitor these changes. You can use our Check for Updates feature to download any changes we have made to exemption statutes. **In between updates, you can edit the codes, descriptions, limits, or associations with property types for the exemptions in the Setup Menu.** Please refer to the Help Menu in your program or User's Guide for additional instructions.*

Please help us keep the exemption statutes current by informing Best Case of any changes in exemptions so we can incorporate the changes into the next release of Best Case Bankruptcy.