



Best Case® Bankruptcy Product Features

Faster, smarter and easier to use

Best Case Bankruptcy helps you more efficiently prepare and electronically file Chapters 7, 9, 11, 12, 13 and 15. Explore the innovative filing tools and many features that make Best Case the industry-leading bankruptcy software.



Intuitive Interface: Delivers ease of use and streamlined petition preparation

Point-and-click preparation – Easy-to-use drop down menus, icons, buttons, tabs and tables make data entry faster, more accurate and very efficient.

Straightforward entry screens – Walks users step-by-step through inputting the required data in the correct format and order.

Client list – Houses the client files in one location, it allows users to easily sort via case type, number and status, plus it delivers a snapshot of key case information.

Court-compliant forms and schedules menu – Provides the appropriate federal documents for a case in the court-specified order for simple preparation. Supplemental forms are provided in a separate folder. Complete forms list: www.bestcase.com/forms

Preview and summary screens – Delivers important case information at a glance.

Schedule links – Data entered into specific fields will be linked to the appropriate Schedule within Best Case where it is automatically populated with the information.

Case conversion flexibility – Change between Chapter 7 and 13 without affecting data integrity, and switch between single and joint debtor status easily.

Creditor address matrix – Creates a compiled list of all creditors specific to a case. It is assembled and alphabetized based on information entered in Schedules D, E and F, and is preformatted based on jurisdiction.

Additional Notice tab – Enter contact and notes concerning parties (outside of creditors) such as collection agencies, creditors attorneys and more. These parties are then included on the creditor address matrix and creditor list.

System Requirements:

Platform:

Windows® 7/XP/Vista with at least a Pentium®-class III (or equivalent) processor, 128 MB of RAM and 60 MB of free space

An Intel® Core™ 2 Duo Macintosh® with Boot Camp® or Parallels Desktop®

Requirements:

Internet Explorer® 7.0/8.0/9.0 with a high speed internet connection for electronic filing

Scanners must have a TWAIN driver for use with BestScan™

Word processing software is required for use with the Additional Documents Library



Setup Wizard: Before entering your first case walk through the Setup Wizard. It compiles your firm information, prepares the attorney compensation statement, links the primary filing jurisdiction to key features and forms including the creditor address matrix and OneTouch® and sets up the common creditor list for easier petition preparation.

Innovations in E-filing: Tools that make electronic filing easier and more accurate

Filing Tools:

OneTouch®: The fastest way to file – In a few clicks, OneTouch transmits an initial petition to the Court’s website and navigates through each task automating the following:

- Uploads all the required case documents
- Inputs the required case information into each page
- Logs the Court receipts and case number in the ECF Manager

OneTouch Form 23: Post-petition filing – Adding a new dimension to post-petition filing, Best Case creates and automates the filing of Form 23 and the Financial Management Certificate. This is required for discharge and is conveniently located in the Best Case Supplemental Forms folder.

ECF Express™: Simplifies post-petition filing – Unlike OneTouch, ECF Express is a manual filing process that allows you to make the decisions regarding which actions to perform. To save you time Best Case eliminates various data entry tasks by completing the following for you:

- Fills in statistical data
- Browses to ECF directory
- Shortcuts to Query and Docket screens

ECF Express Direct: Shortcut to CM/ECF actions – Eliminates steps in a post-petition filing by linking you directly to CM/ECF actions on the Court’s website including:
File Other/Miscellaneous

- File Motion
- File Plan
- Creditor Maintenance
- Query Case
- Docket Report
- Pay Fees
- Judge Trustee Assignment

Preparation Tools:

ECF Wizard: Prepares documents for filing – Converts all the data entered into Best Case into court-compliant documents for electronic filing. Enhanced flexibility allows you to add your own attachment to a form or schedule for an emergency or post-petition filing. Once created these files are saved and stored in the ECF Manager.

ECF Manager: Organize, store and edit files – Houses pre- and post-filing documents with the ability to:

- View, copy, rename, delete and erase documents before filing
- Access BestScan to scan and attach documents
- Choose from the following filing options: OneTouch, ECF Express or File B23
- Stores all previously filed documents with ECF receipts, logs and copies of any pdf docs or text files uploaded during the filing process
- Drag and drop capabilities
- Shortcut key to CM/ECF actions Query and Docket

Time-Saving Buttons: Expedites ECF tasks – With a click of the button, go from the ECF Express navigation bar to auto run a [Q] query or [Dkt] docket report, [\$] pay filing fees, or [JT] assign a Judge or Trustee.

Pay Now Express™: Submits filing fees online – Pay filing fees online.

BestScan™: Scan and attach documents for e-filing – The court’s preferred CM/ECF settings are applied to all scanned documents including jurisdiction specific titles including:

- PayStubs.pdf
- CCC.pdf for Certificate of Credit Counseling
- SignDec.pdf
- DecRe.pdf
- SSNStatement.pdf



“I absolutely love the OneTouch electronic filing system. It’s great to click one button and watch everything file in front of you.”

—Stephanie Gibbons, Mastrianni & Seguljic, LLC, Plainfield, CT

Means Test Calculator: Simplifying Form 22

CMI (Current Monthly Income) Details Calculator –

Choose from three options to average a debtor's income over the last six months. After calculating CMI, it generates an attachment with a record of the debtor's income sources.

Median/Means Test Tabs – These useful tabs breaks down the median/means test into smaller segments for easier completion.

Pop-up descriptions – Unsure about what to enter into a field? Hover over specific entry boxes to get critical details, insights and descriptions based on the code.

Charts and Tables – Instant access to current IRS allowances, national standards and Census Bureaus data.

I and J Jump Buttons – Open Schedules I, J and Form 22 simultaneously to share data between one another.

Preview Pane – Provides a running tally of CMI, presumption of abuse, disposable monthly income and amount over abuse.

Override Options – Enhanced flexibility allows you to override the living, health, housing and transportation allowance.

Enhanced Functionality: Increase accuracy and productivity

Common Creditor List – Build a comprehensive creditor database to access and insert information instantly.

Best Case Editor – Customize a variety of local, supplemental and official forms to add case-specific information, change dates, develop cover sheets and more.

Additional Documents Library – Create customized letters, envelopes and labels for mailings. Easily filter for targeted communications to creditors or your clients.

BestScan™: Scan and attach documents – The Court's preferred CM/ECF settings are applied to all scanned documents including jurisdiction specific titles. Use BestScan to attach documents to a schedule or cover sheet or replace your own form in Best Case.

Prorate Calculator for Schedule I – Converts all dollar amounts from the debtor's pay stub into monthly amounts as required by Schedule I.

Exemption Analyzer – Delivers eligibility status to help you determine which exemption table to apply to a client under the state residency requirements.

Case and Client Management Tools Search, track and manage data

Filter, Sort and Search – Find the case or client you are looking for instantly with a variety of enhanced search and filter functionalities.

Status/Notes Button – Keep track and manage cases easily with the following:

- Case Status – Create a log of various activities such as 341 meeting time and location and export dates to Outlook or other iCalendar compatible software
- Case Notes – Log vital case or client details
- Debtor/Joint Debtor – Enter SS#, Phone#, email and more
- Setup Information – Store important case information including file name, file number, attorney, paralegal, judge, trustee, jurisdiction etc.
- Important Dates – Access a list of key events based on the debtor's expected filing date and export to your calendar.
- User-Defined – Capture custom client data

Export Client List – Search and filter clients by a wide range of criteria then export to a .csv file.

Client Templates – Begin a new case with pre-populated data in the client file such as information specific to your jurisdiction.

Forms, Plans & More:

Custom Plans – More than 80 plans available! Best Case works closely with the courts to provide customers with district-specific plans.



Chapter 11 – Delivers all the mandatory federal forms with jurisdiction-specific formatting and data import features for creditor and property information.

Chapter 13 Plan Calculator – Develops the ideal repayment plan by computing the minimum monthly payment needed to repay creditors and number of months.

Available to add onto your Best Case license for an additional fee.

Entering Case Information: Time-saving data entry features

Keyboard macros – In a few keystrokes insert pre-defined text.

Address Helper™ – Automatically inserts the city and state when a ZIP code is entered.

Auto-population feature – Inserts a debtor's identification and case number into all appropriate forms and schedules.

None boxes – Checks none boxes automatically based on criteria.

Creditor address matrix – Pre-formatted based on jurisdiction.

Creditor Notes/POC Tab – Keep track of information related to particular creditors and check receipt of Proof of Claim.

Continuation sheets – Automatically tallied and calculated.

Summary of Schedules – Created based on data entered into schedules.

Common text blocks – Eliminates redundant data entry by placing large amounts of text instantly.

Client templates – Capture and save core information as a template.

AddressClipper™ – Copy and paste contact information within Best Case or other Windows® applications.

All Answers Tab – Shortcut to entry screens for Form 7 Statement of Financial Affairs.

Keyboard shortcuts – Forget the mouse, in a few keystrokes accomplish the same tasks including opening forms, printing, entering today's date, advancing screens and much more.



Spotlight is a free bi-monthly e-newsletter that features how-to articles and various tricks and shortcuts in Best Case Bankruptcy.

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Workflow Tools*

Enhance Best Case by incorporating the following add-on programs.

Credit Report Import – Easily import credit reports directly into Schedules in Best Case.

MyCaseInfo®2.0: Simplify the data entry process – MyCaseInfo is a secure, web-based client questionnaire specifically created to integrate with Best Case Bankruptcy. With its new, simplified interface and customizable questionnaire, MyCaseInfo makes it easy download data directly into Best Case saving your firm hours of data entry time.

MyECFMail: Making it easier to manage your ECF communications – This complete CM/ECF workflow solution automates and organizes your Court-related CM/ECF emails, attachments and upcoming calendar events. MyECFMail Case Viewer lets you access Docket Text, Proofs of Claim and other ECF activity in Best Case.

Loislaw – Link directly from Best Case to an online legal resource solution. Get access to primary law, treatises, public records and more.

**Workflow tools are available for an additional fee.*



For more information visit www.bestcase.com or call 1.800.492.8037