



Best Case Solutions
Wolters Kluwer Law & Business
P.O. Box 32
Evanston, IL 60204
Toll-free: 1.800.492.8037
Facsimile: 1.847.492.8038
E-mail: info@bestcase.com
Web: www.bestcase.com

Best Case® Bankruptcy ECF Quick Guide

Please refer to Best Case's online Help File, the User's Guide, or the ECF Resources page on our website for more instructions.

There are two parts to electronic filing: (1) creating electronic files and, (2) sending them to your court. Best Case Bankruptcy has the tools you need for both parts of electronic filing. So relax! This is easy.

First-time Filing: Getting a Case Number

1. Create Electronic Files with ECF Wizard

- From your client's Forms and Schedules menu, click the **ECF button** in the toolbar to open the ECF Wizard.
- Because this is a new case with no case number, you'll choose between a Complete or Skeletal (aka Emergency) Petition.
- For Chapter 13 cases**, decide if you want to file the plan now.
- Follow the on-screen prompts, and on the last screen click the **Prepare Filing** button to make forms. That's it!

2. Send Your Documents to the Court

- The ECF Manager appears and displays the electronic files.

File Name	Date	Time
Debtor.Txt	12/13/04	12:00
Petition.PDF	12/13/04	12:00
SAMPLE.TXT	12/13/04	12:00
Plan.PDF	12/13/04	12:00

- Click **OneTouch(tm) Case Filing** to log in*, then click **File Case** to upload files.
- Best Case connects to the court and submits your files, and a case number will be returned to you in moments!

3. Pay Filing Fees with Pay Now Express™

- From the ECF Manager screen, click **Pay Fees** and then click **Login Now**. ECF Express will select **Internet Payments Due** for your account.
- The U.S. Courts' Payment Collections web site appears next. Click **Pay Now** to submit your payment. That's it!

Note: this feature is only available in CM/ECF districts where the court offers Internet credit card payments. You can also make one payment for all your cases at the end of the day. See the on-line help file or Chapter 5 of the User's Guide.

4. Assign Judge and Trustee

- After you have received a case number, close and re-open the ECF Manager and then click the **ECF Express** button to log-in.
- When you see the Bankruptcy Events Menu, click the **JT** button to assign the judge and trustee and print your receipt.

Note: this feature is only available in CM/ECF districts where the court offers online judge/trustee assignment.

Filing Documents After Getting Case No.

1. Create Post-Petition Files with ECF Wizard

If you have a case number entered in the Voluntary Petition, you can make post-filing documents with the ECF Wizard. It is very similar to creating the initial documents, with just a few new options.

Select the Filing Type

Click ECF in the toolbar to open the ECF Wizard. Select the post-petition documents to file. Your options are:

- Chapter 13 Plan (First or Amended)
- Amendments
- Motion or supplemental form
- Emergency completion (balance of forms and schedules)

Forms to File

A simple checklist allows you to select the exact forms to include with your filing. This screen makes it easy to be sure you're sending only the necessary items!

Amendments

If you are filing an amendment, a screen appears with several printing choices. Choose the best options for your amendment.

Prepare PDF Document

On the last screen, make a note of the name of the PDF file you are creating, and then click **Prepare Filing**. That's it!

2. Send Documents to the Court

As with initial filings, the ECF Manager appears and displays the electronic files. For post-petition documents, click ECF Express.* Unlike OneTouch™, you will make the decisions about what actions to perform. That means you must click the links on the court's web site to proceed with the filing.

ECF Express does make filing easier, though. It logs you into the court's website, enters the case number when prompted, and selects the parties for you. Best of all, when you need to enter the PDF filename, just click the **Browse** button and ECF Express will display the files you made for your client!

If you have allowed your maintenance to lapse, the web services in Best Case are disabled, and you must click **Manual Filing to upload cases. Call our toll-free number to renew maintenance.*

***Chapter 13 features are included only with packages including the Chapter 13 Plan calculator.*