

# Best Case® Solutions

## Instructions for OneTouch Case Filing Form 23

July 2008

### OneTouch Filing Form 23

#### How Form 23 Varies by District

Some jurisdictions require the Financial Management Certificate to be attached to Form 23, some jurisdictions require only Form 23 to be filed and yet other jurisdictions do not require Form 23 to be filed at all. Consult the court in the jurisdiction you are filing in for local requirements.

#### **Preparing Form 23 for Electronic Filing:**

The option to OneTouch Form 23 is only available for cases that have already been issued a Case Number. If you are filing Form 23 in a jurisdiction that requires the Financial Management Certificate to be attached to Form 23, attach a pdf of the certificate to Form 23 before continuing.

1. Open the **Electronic Case Filing Preparation Wizard** by clicking the ECF lightning bolt in the Best Case tool bar or clicking the Prepare ECF Filing button in the lower left corner of the ECF Manager.
2. Select the radio button labeled **Form 23 - Post-Petition Financial Management Education** and click Next. *Note: This option will not be available for cases that have not been issued a case number or cases for which no case number has been entered. Case numbers may be entered in the Notes section.*
3. If you have not yet edited Form 23 you may do so from this window by clicking **Edit Debtor Form 23** (or **Edit Joint Form 23**). If you are filing in a jurisdiction that requires the Financial Management Certificate to be attached to Form 23, you may click the **Attachments...** button to insert the PDF of the certificate as an attachment. In joint bankruptcy filings some jurisdictions require both debtor and joint debtor Form 23s to be filed as a single PDF document. Other jurisdictions require each Form 23 to be filed as its own separate PDF. Any of these selections may be made by using the radio buttons in the lower right corner. Consult the court for local requirements. When finished click **Next**.
4. The PDF (or PDFs) will automatically be named appropriately by Best Case. You may change the date on the signature lines (defaults to current date) and opt to print the current date and time in the top margin. When finished click **Prepare Filing**.

#### **OneTouch Filing Form 23:**

When the above steps are completed a button labeled **File B23** will appear in the lower right corner of the ECF manager. Click this button to login to the court. A confirmation screen will appear that allows you to review the PDF documents and verify that your PDF documents are without error before filing. Best Case will automatically upload Form 23 to the court's web site and display the receipt at the end of filing. All html documents returned from the court's server and the PDF document(s) you have submitted will be moved to the Prior Filings tab of the ECF manager.