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# Post-Emergency Filing: Sending the Remaining Documents with CM/ECF

## Best Case Makes it Easy!

Use these instructions after you have electronically filed a skeleton petition

1. **Creating the PDF** (for forms other than QuickForms which are marked with a Q in the Forms and Schedules Menu):
  - a. **Start the ECF Wizard:** In the Forms and Schedules Menu, click the **ECF** button in the toolbar at the top of the window.
  - b. **Select the Filing Type:** Select **Emergency Completion (balance of forms and schedules)** from the list of post-petition filing options in the Select Filing Type screen.
  - c. Click next.
  - d. **Verify Forms to File:** By default, Best Case will select all forms in the main List of Forms and Schedules not sent with the initial filing. The Forms to File screen gives you a chance to verify that the right forms will be included and to select or deselect the forms with the balance of schedules as appropriate.
  - e. When you have selected all the forms you want to file, click the Prepare Filing button to create your PDF file(s) and advance to the ECF Manager.

2. **In the ECF Manager:** The ECF Manager contains a list of the electronic files created for this client. These files are saved in the default location C:\ECF\{Client's Name}. In this window, you can view or erase files, and upload your files to the court's website. To view a file, highlight it and click the **View File** button.

*NOTE: When you use the ECF Wizard to create a balance of schedules, the file name will always be Schedules.PDF. Other files to be uploaded separately will also be given easy to recognize names (e.g. Plan.PDF for a Chapter 13 Plan), so that you can spot them easily for review in the ECF Manager or when browsing for documents on the court's website.*

3. **Use ECF Express™ to file your Unfiled Forms:** When you are ready to upload your files, click the **ECF Express** button. ECF Express simplifies finishing emergency filings, uploading amendments, adding creditors, and submitting supplemental documents by automating certain portions of the process on the court's website. See the ECF Express™ documentation for details on filing post-petition documents.

