

Exercise 7:

Objective: Use the completed client file to prepare for electronic filing of this case.

Directions:

1. From the client list in Best Case Bankruptcy, select “New Client”.
2. From the list of exercises, select Exercise 7 and enter your name in the Index As field.
3. Use the “ECF” button in the toolbar to begin the Electronic Case Filing Preparation Wizard. This Wizard will guide you through the process of creating these documents in PDF format.
 - a. Select “Complete Petition” and click “Next”
 - b. On the following screen you will have the ability to change the date on the signature lines of your document or change the divisional office. If these choices are satisfactory, select “Prepare Filing”.
4. After processing, you will be brought to the ECF Manager where you can review your PDF files before uploading them to the court.

Alternative Jurisdiction Specific Directions:

Use the below directions to prepare for electronic filing using your jurisdiction’s specific requirements.

1. Close any open windows within the Best Case program until you see a blank gray screen.
2. Under the Setup drop-down menu, select Jurisdictions.
3. Click Install New Jurisdiction and highlight your local jurisdiction. Press “Select” once complete.
4. Open Exercise 7 and open the Voluntary Petition.
5. Under the Filing Information tab, select your local jurisdiction and press OK.
6. Complete steps 3 & 4 shown above.
 - a. You may notice several differences in the forms which were prepared for filing. Each district has unique requirements regarding the preparation of PDF documents for filing.
 - b. Additional forms may have been added, form order may be changed and certain forms may be created as a separate PDF file.