

**Exercise 7:**

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

**Directions:**

1. Click **New** to open the client list in Best Case Bankruptcy.
2. From the client list, select **New Client**.
3. From the list of exercises, select Exercise 7 and enter your name in the Index As field.
4. Open Form 22A Statement of Current Monthly Income/Mean Test.
  - a. A message will appear informing you that Best Case has updated the means test data to the latest figures. Case will not prepare a filing when the means test data is out of date.
  - b. Press OK and close Form 22
5. 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**.
6. 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 & 5 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.