



Best Case® Bankruptcy Student Essentials

BEST CASE EDUCATIONAL VERSION

This guide was created to get you up and running with Best Case Bankruptcy. Best Case is easy to use and is organized by a series of screens that prompt users to enter the required data for preparing a bankruptcy petition. The Best Case Educational Version provides you with an interactive way to learn real-world technology used by more law firms across the nation.

STEP 1: INSTALLATION

1. Insert the Best Case Educational Version CD or download the software from www.bestcase.com/edu/students
2. Click **Install Now**.
3. Follow the on-screen instructions to install the program.
4. After installation, launch Best Case Bankruptcy.
5. Enter your Institution name and accept the terms of the License Agreement to continue.

NOTE: Best Case is installed in the default location C:\BestCase_EDU

SYSTEM REQUIREMENTS:

- Minimum 128 MB RAM
- 60 MB of hard disk space
- Windows® 7, Vista or XP installed
- Internet Explorer® 7.0, 8.0 or 9.0 installed
- A PC-compatible computer with a Pentium®-class III (or equivalent) processor

STEP 2: CONFIGURATION

Once Best Case has been launched, the Setup Wizard prompts you to enter basic information. Complete the Wizard before you begin, as it helps to reduce redundant data entry and sets your preferences for all exercises you complete. Check with your instructor for any special directions for completing this area.

Complete the Setup Wizard:

1. **Set up Law Firm Information** — Enter your school's name, address, phone, fax and email.
2. **Set up Attorney List** — Enter your name as the attorney.
3. **Set up Jurisdictions** — The District of Columbia is the assigned jurisdiction for the sample exercises, but you can also choose to install your local jurisdiction file.
4. **Select Preferred Jurisdiction** — Select the default jurisdiction to apply to any new cases.
5. **Attorney Compensation Statement** — Specify what the attorney fee includes.
6. **Masked Account Numbers** — Choose either to provide full or partial account numbers on the creditor schedules and the Statement of Financial Affairs.
7. **Common Creditor List** — The Common Creditor List allows users to store and easily recall creditor names, addresses and contact information.
8. **Keyboard Macros** — Set up keyboard shortcuts to insert commonly used text, such as Ctrl + U for United States District Courts.
9. **AddressHelper™** — Enter the ZIP code and Best Case will automatically fill in the city and state. (Set as default mode)

NOTE: To access the Setup Wizard at a later time, select Setup > Setup Wizard from the menu bar in the upper left corner.



BEST CASE STUDENT EXERCISES

The Educational Version of Best Case comes preloaded with eight student exercises that your instructor may assign. These exercises were created to simulate preparing a petition for a Chapter 7 and Chapter 13 client. Accompanying worksheet instructions, with case information for each exercise, are available for download at the online Student Resource Center: www.bestcase.com/edu/students.

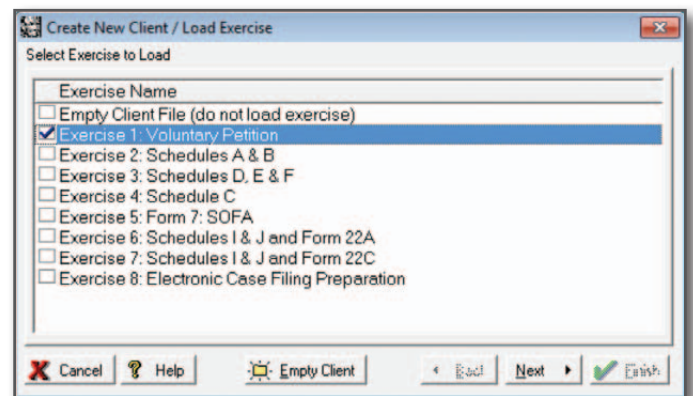
Student Exercises

The worksheet instructions provide the required client information for completing the exercises below. Each exercise pertains to a certain area of a bankruptcy petition.

- **Exercise 1 – Voluntary Petition:** Identify the Chapter of Filing, Type of Debtor and input the required client data.
- **Exercise 2 – Schedules A & B:** Enter the Real and Personal Property information provided into the Schedules.
- **Exercise 3 – Schedules D, E & F:** Complete the Secured and Unsecured Creditor claims.
- **Exercise 4 – Schedule C:** Choose an exemption for each piece of property, exemption tables provided.
- **Exercise 5 – Form 7 – Statement of Financial Affairs:** Input debtor income, creditor payment information, charitable contributions, losses and pertinent data.
- **Exercise 6 – Schedules I & J and Form 22A Means Test:** (Chapter 7 cases) Complete the income and expense information in Schedules I & J, then calculate the means test.
- **Exercise 7 – Schedules I & J and Form 22C Means Test:** (Chapter 13 cases) Complete the income and expense information in Schedules I & J, then calculate the means test.
- **Exercise 8 – Preparing for Electronic Filing:** Use the ECF Wizard to generate PDF files in the ECF Manager for e-filing.

Load and Complete a Student Exercise

1. Click the **New Client** button on the Client List window.
2. Select the desired exercise, click **Next**.
3. Edit the **New Index As** field and insert your name or student ID according to your instructor's direction.
4. Click **Finish**. This renames and saves your file to the Client List window.
5. Double-click to open the exercise you just created.
6. Select the corresponding **Form or Schedule** and complete the exercise as described on the worksheet.



Step 2: Select the desired Exercise and click **Next**.

Download Student Exercise Worksheets: www.bestcase.com/edu/students

BEST CASE SHORTCUTS: TIME-SAVING DATA ENTRY FEATURES

- **Creditors address matrix:** Pre-formatted based on jurisdiction.
- **Creditors Notes/POC Tab:** Keep track of information related to particular creditors and check receipt of Proof of Claim.
- **Continuation sheets:** Automatically tallied and calculated.
- **Summary of Schedules:** Created based on data entered into schedules.
- **Common text blocks:** Place large amounts of text with a keystroke.
- **AddressClipper™:** Copy and paste contact information within Best Case or other Windows® applications.
- **All Answers Tab:** Shortcut to entry screens for Form 7 – Statement of Financial Affairs.
- **Keyboard shortcuts:** Forget the mouse. In a few keystrokes accomplish the same tasks, including opening forms, printing, entering today's date, advancing screens and more.

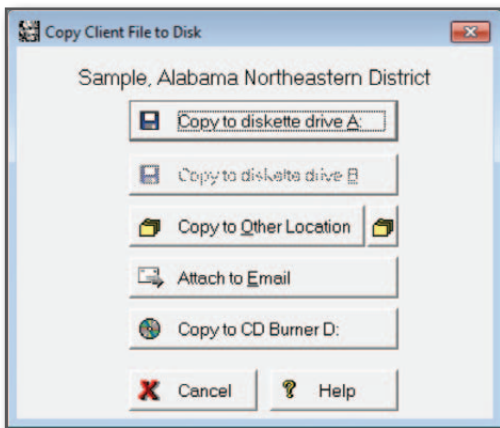
SHARING FILES WITH YOUR INSTRUCTOR

Your instructor may request you send them a completed Best Case exercise, import a file they provide or load a custom exercise they created to the list of exercises. Below are the simple steps to complete these tasks.

Send a Completed Exercise to Your Instructor:

1. Open the Client List window and highlight the exercise you want to send.
2. From the menu, select **File > Send Client to Disk**.
3. Select one of the following:
 - a. **Copy to Diskette Drive A**
 - b. **Copy to Other Location**

Tip: Select this option to save to a flash drive or email the file through a web-based email program.
 - c. **Attach to Email:** A new email message opens from your desktop email program with the exercise attached. The subject line is auto-filled with "Best Case Client: <name>" and the body of the email is pre-populated with the file name and path.
 - d. **Copy to CD Burner D:** The exercise is placed in the CD burning queue. On the following screen, select Burn to begin the CD burning process or select Close, to add more files to burn to the CD.



Step 3: Select where to save the exercise you are exporting.

Receive an Exercise from Your Instructor:

- If retrieving from **Email**, save or download the .bcb file from your email to a temporary location (e.g. your desktop).
 - If retrieving from **CD or Flash Drive**, insert the CD or flash drive into your computer.
1. From the Best Case Client List window, click **File > Restore Client From Disk**.
 2. Click **Restore From Other Location** to navigate to the location of your saved exercise or to the appropriate drive or directory. Click **OK** to select your location.
 3. From the list of client names, click the **check box** next to each exercise you want to import. To select all files press [Shift]+[spacebar].
 4. Click **Restore**. A pop-up window confirms you have successfully imported the exercise(s).

Import a Custom Exercise from Your Instructor

If you receive a custom exercise from your instructor by email or CD, simply save the file to your local exercise folder of Best Case: C:\BestCase_Edu\Educate\Exercise.

Best Case Training Resources

For additional technical support, access these helpful resources:

- **The Basics of Best Case Online Seminar**
www.bestcase.com/onlineseminars
 Join a Best Case expert for a 45-minute presentation walking through preparing a petition to electronically filing a case.
- **Web Tutorials**
www.bestcase.com/webtutorials
 Watch short, pre-recorded videos that walk you step-by-step through tasks necessary for almost every bankruptcy case.
- **Help File**
In Best Case press F1 or click the Help button
 Context-sensitive help is available throughout the program.

ONLINE BANKRUPTCY RESOURCES AND TOOLS

Student Resource Center

www.bestcase.com/edu/students

Step-by-Step Guides:

Download 16-page reference guides that walk you through applying the means test and electronic filing with Best Case.

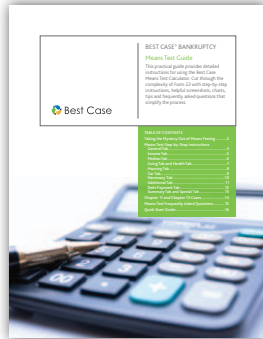
Student Exercises:

Download the worksheets for eight student exercises. These exercises were developed to simulate preparing a Chapter 7 and Chapter 13 petition.

Publications:

Best Case Scenarios – a magazine focused on industry happenings, insightful articles and what's new in Best Case.

Best Case Spotlight – a bimonthly e-publication featuring how-to articles and various tips, tricks and shortcuts.



Bankruptcy Websites

www.bestcase.com/resources

Bankruptcy Basics

www.uscourts.gov/bankruptcycourts/bankruptcybasics.html
Information covering the basics of bankruptcy law, provided by the U.S. Courts. Plus, access helpful videos.

Official Bankruptcy Forms

www.uscourts.gov/bkforms

The Administrative Office of the U.S. Courts posts the Federal Bankruptcy forms as PDF files, along with pending form changes.

Around the Circuits

www.bestcase.com/circuits

Provides recent Federal and Circuit Court decisions at your fingertips.

American Bankruptcy Institute

www.abiworld.org

Comprehensive legislative news related to bankruptcy statistics, judges' opinions, bankruptcy code and analysis.

BEST CASE ONLINE TOOLS – WWW.BESTCASE.COM/ONLINETOOLS

Get helpful date calculators and means testing information at your fingertips when connected to the internet.

- **Quick Median Income Test:** Enter the debtor's state, household size and average gross monthly income and the debtor will be compared to the state median income for the household size.
- **Holiday Calculator:** Enter a specific year (e.g. 2012) and the calculator will automatically return a list of the observance dates of all Federal Holidays for that year.
- **Date Calculator:** Add or subtract days, months and years to a specified date to identify time spans for the Statement of Financial Affairs, eligibility for a Homestead Exemptions Limit, etc.
- **Between Dates Calculator:** Enter a date range and instantly get the number of days between them; ideal for identifying the financial management requirement (180 days), etc.



Best Case Alumni Program — Arm yourself with the tools you need to advance your career. Purchase **Best Case Bankruptcy** within one year of your graduation date and receive a **15% discount**.

For more information visit: www.bestcase.com/edu/students