

INSTALLING BANKRUPTCYPRO

LegalPRO Systems, Inc.

DOWNLOADING



<http://www.legal-pro.com>

Go to legal-pro.com to download the software.

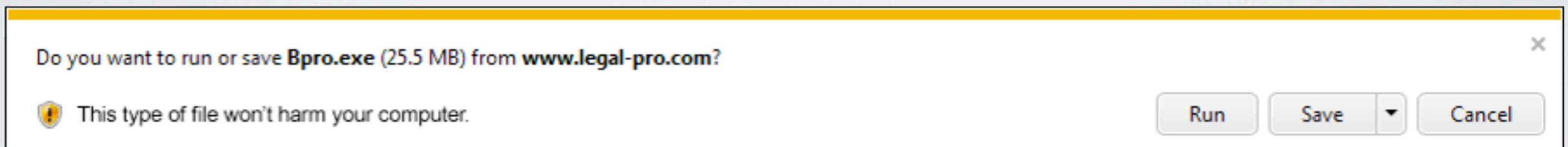
INSTALL & RUN



Bpro

BankruptcyPRO Setup

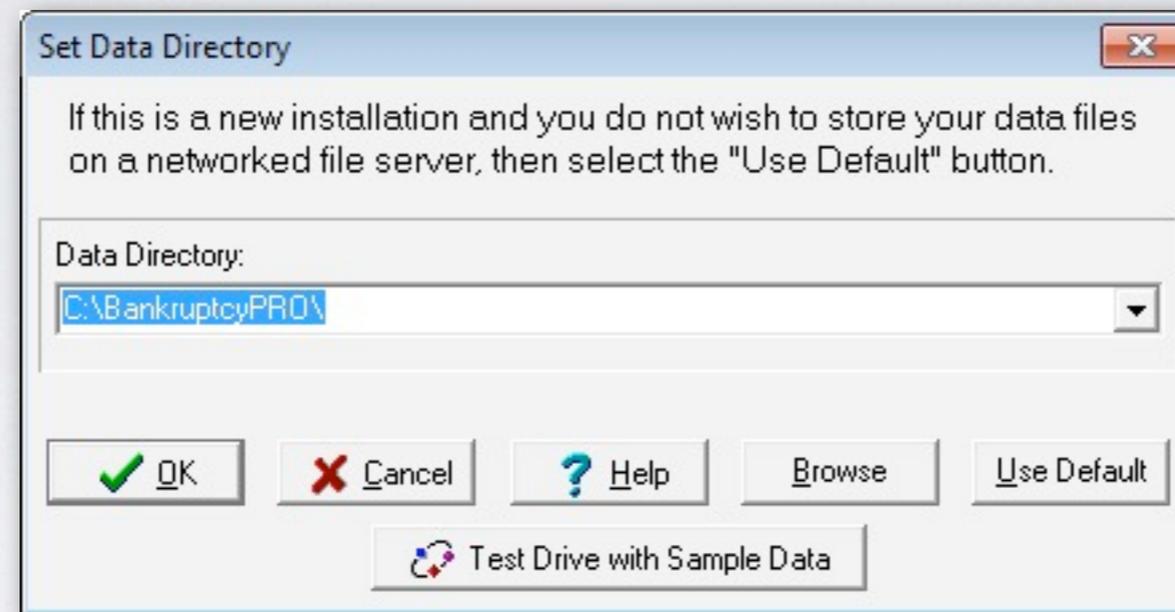
LegalPRO Systems, Inc.



You will get a series of messages after downloading.

Click “run” to proceed.

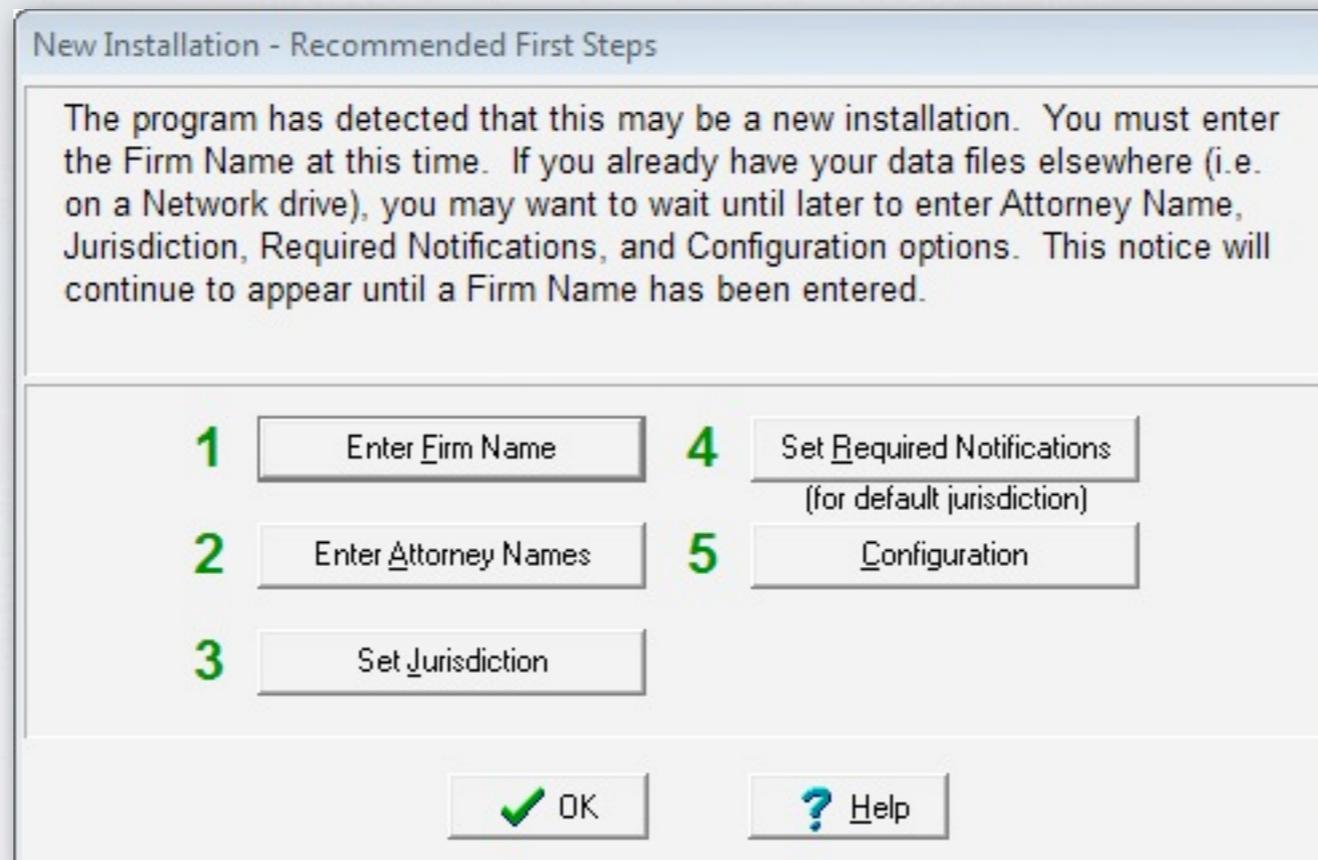
SELECT DATA DIRECTORY



By Default, BankruptcyPRO stores case data on the C drive.

However, if you have data located on a network you can browse to its location. If this is a brand new installation, with the data stored locally, choose "Use Default." Please call our office for detailed instructions on setting up a new installation of BankruptcyPRO in a network environment.

FIRST STEPS



Before using BankruptcyPRO you need to input some information about your firm.

Let's take a look at these introductory steps.

ENTER FIRM NAME

Firm Name & Address

For Petition | For Matrix

Name:

Address:

Phone:

Fax:

Helpful Hints:

- 1) Throughout the program you can press F5 to move from one page to the next.
- 2) In address fields, when you want to enter a city, state and zip code, you can type a string such as z12345. This will retrieve the city and state for this zip code from the zip code database.

Enter the firm name as you would like it to appear on the
Petition and Matrix.

ENTER FIRM NAME

Firm Name & Address

For Petition | For Matrix

Name:

Address:

Fax:

Zip Code Lookup

Search for Zip Code:

Zip Code	City, State	County	Preferred?
60586	Plainfield, IL	Will	Preferred
60598	Aurora, IL	DuPage	Preferred
60599	Fox Valley, IL	DuPage	Preferred
60601	Chicago, IL	Cook	Preferred
60602	Chicago, IL	Cook	Preferred
60603	Chicago, IL	Cook	Preferred
60604	Chicago, IL	Cook	Preferred

Helpful Hints:

- 1) Throughout the program you can press F5 to move from one page to the next.
- 2) In address fields, when you want to enter a city, state and zip code, you can type a string such as z12345. This will retrieve the city and state for this zip code from the zip code database.

On any area that an address is needed, enter z and the zip code (z12345) for an automatic display of the city, state and county. This time-saving feature works throughout BankruptcyPRO.

ENTER FIRM NAME

Firm Name & Address

For Petition For Matrix

Name: 

Address:

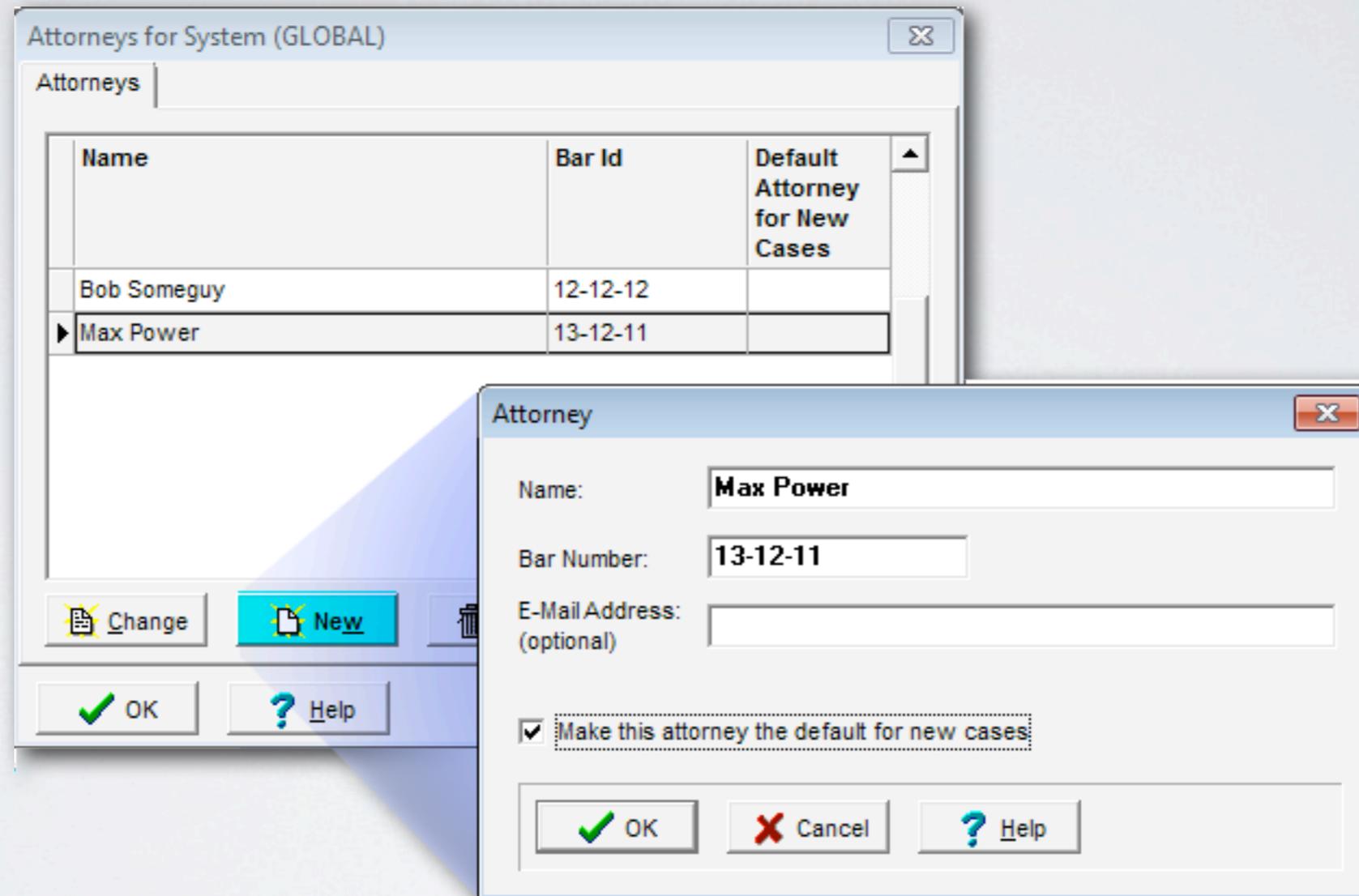
Note: On the matrix, lines are limited to 40 characters. If your firm name is long, you may have to put part of it in the address line(s).

Helpful Hints:

- 1) Throughout the program you can press F5 to move from one page to the next.
- 2) In address fields, when you want to enter a city, state and zip code, you can type a string such as z12345. This will retrieve the city and state for this zip code from the zip code database.

Clicking on “Paste” automatically fills in the For Matrix tab from information listed on For Petition.

ENTER ATTORNEY NAME(S)



You can enter multiple attorneys as well as set the default attorney for new cases.

SELECT JURISDICTION

Jurisdictions and Exemptions Setup

Jurisdiction | Exemptions

State Name	Fed Allowed?
Rhode Island	Yes
South Carolina	No
South Dakota	No
Tennessee	No
Texas	Yes
Utah	No

Change Search

State Information : Texas
Scheme: SX1101 Effective: 1/1/2011
State Name : Texas
 Uses Federal Exemptions
Group Limit, if any: \$30,000.00
 Group Limit Doubles On Joint Filing
 Don't ask about State Homestead Exemption

OK Cancel

Jurisdictions: Right-click on a jurisdiction to add to/remove from "Short List" (frequently used jurisdictions)
Default Jurisdiction: SOUTHERN DISTRICT OF TEXAS HOUSTON DIVISION
 Ask about using the Default Jurisdiction in new cases

State	District	Division	In "Short List"
TX	SOUTHERN DISTRICT OF TEXAS	HOUSTON DIVISION	Yes
TX	SOUTHERN DISTRICT OF TEXAS	LAREDO DIVISION	-
TX	SOUTHERN DISTRICT OF TEXAS	MCALLEN DIVISION	-
TX	SOUTHERN DISTRICT OF TEXAS	VICTORIA DIVISION	Yes

Change New Delete Set As Default Clear Default

OK Help

Select the Jurisdiction and set the default Jurisdiction for all future cases. This can remain or be changed on a case by case basis.

SET REQUIRED NOTIFICATIONS

Required Notifications for Jurisdiction

Required Notification

Name:

Address:

Phone:

Chapter 7 Chapter 12

Chapter 11 Chapter 13

12 Chapter 13

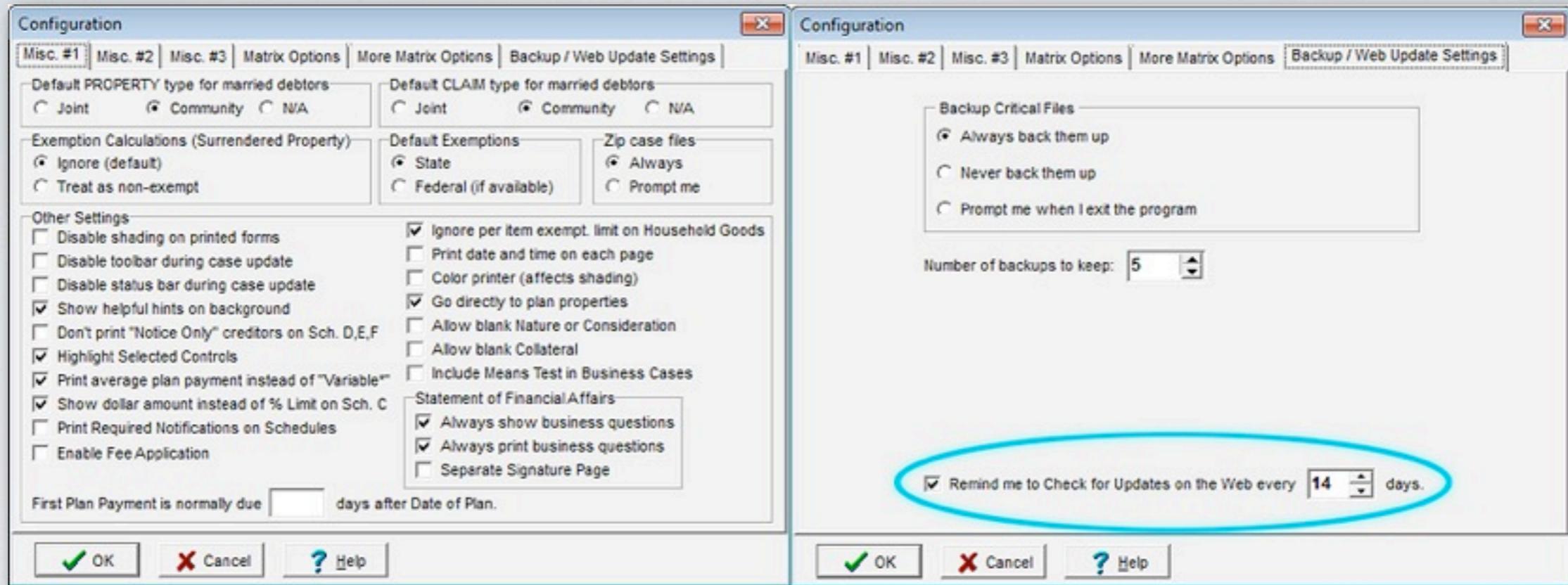
OK Cancel Help

Change New Delete

OK Help

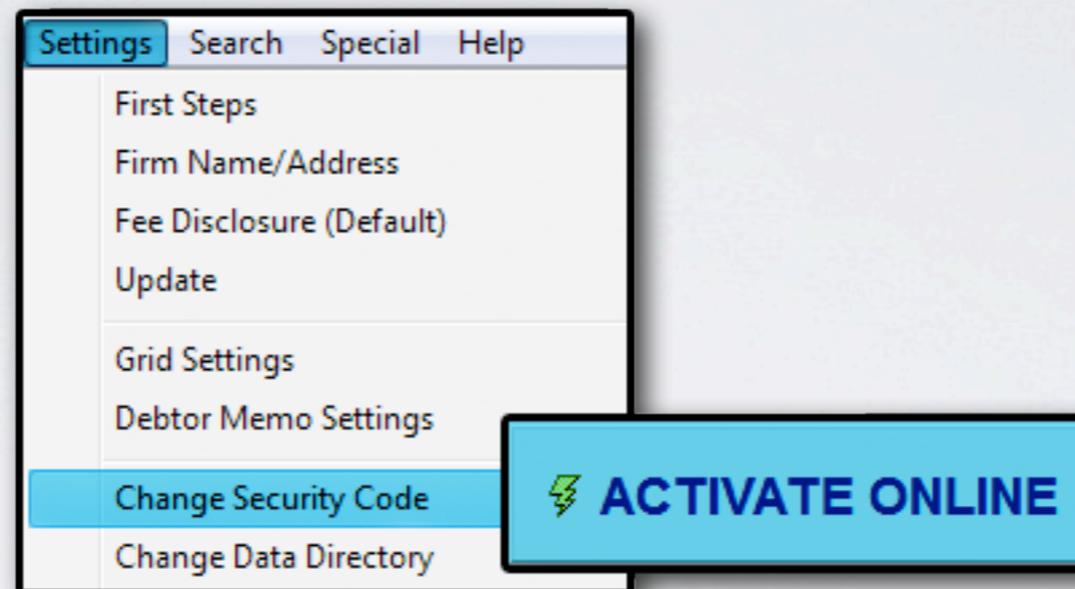
Required notifications (i.e. IRS, Attorney General) can be setup to automatically print on the creditor matrix for every case. These names and addresses can be obtained from your local Bankruptcy Clerk's office.

CONFIGURATION



The Configuration window has many settings that we will talk about later. However, to ensure you have the latest version, you can go to the “Backup/Web Update Settings” tab and change how often BankruptcyPRO reminds you to check for updates. We recommend setting the reminder interval to every 10-14 days.

ACTIVATE ONLINE



From the Settings menu, go to Change Security Code. This opens a window with a large “Activate Online” button on the left. Click on “Activate Online” to obtain the unlock code for the license you have purchased.

ACTIVATE ONLINE

The screenshot shows a web interface for activating BankruptcyPRO. On the left, there is a button with a lightning bolt icon and the text "ACTIVATE ONLINE". In the center, there is a red input field for an "Unlock Code" with the label "Enter Unlock Code:". Below this, a purple box displays the confirmed access details: "Your Confirmed Access is:", "Chapters: 7, 11, 12, 13", "Maximum Cases: 999999", "Maximum Users: 8", and "Expires: December 31, 2013". On the right, there are two buttons: "Print Unlock Code Request Form" (with a printer icon) and "Obtain Demo Mode Unlock Code". At the bottom left, there is a button with a padlock icon and the text "Validate and Apply Code". At the bottom right, there is a large green button with a checkmark icon and the text "Continue".

After activating online, you will see “Your Confirmed Access is:___” This will confirm you have activated BankruptcyPRO.

Click the Continue button and BankruptcyPRO is now ready for use!