

STARTING A NEW CASE

in BankruptcyPRO

BK PACKET AND RAPID IMPORT

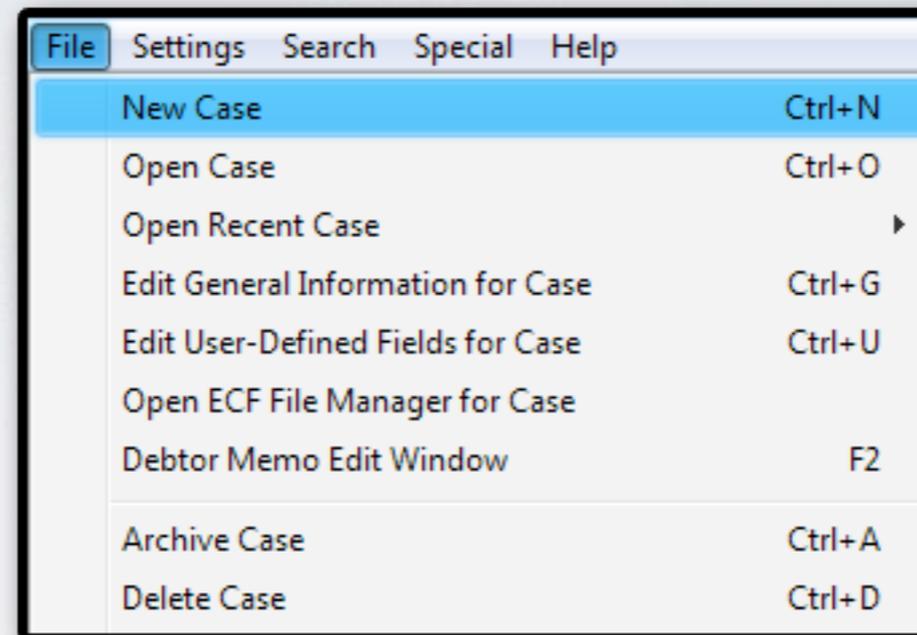
Rapid Import™

The online bankruptcy questionnaire.



BankruptcyPRO works with Rapid Import and BKPacket to download client case information into the program. You can direct your client to complete the online questionnaires with these companies then download the case information directly into BankruptcyPRO.

STARTING FROM SCRATCH



To start a new case, first go to “New Case” under the File menu.

BASIC INFORMATION



New Case

Projected Computer Case ID: 21

Chapter
 7 11 12 13 Non-BK Other

Type of Debtor
 Individual
 Joint
 Partnership
 Public Corporation
 Non-Public Corporation
 Municipality
 Other

Debtor Name:
(Last, First Middle) or (Last, Gen, First Middle)

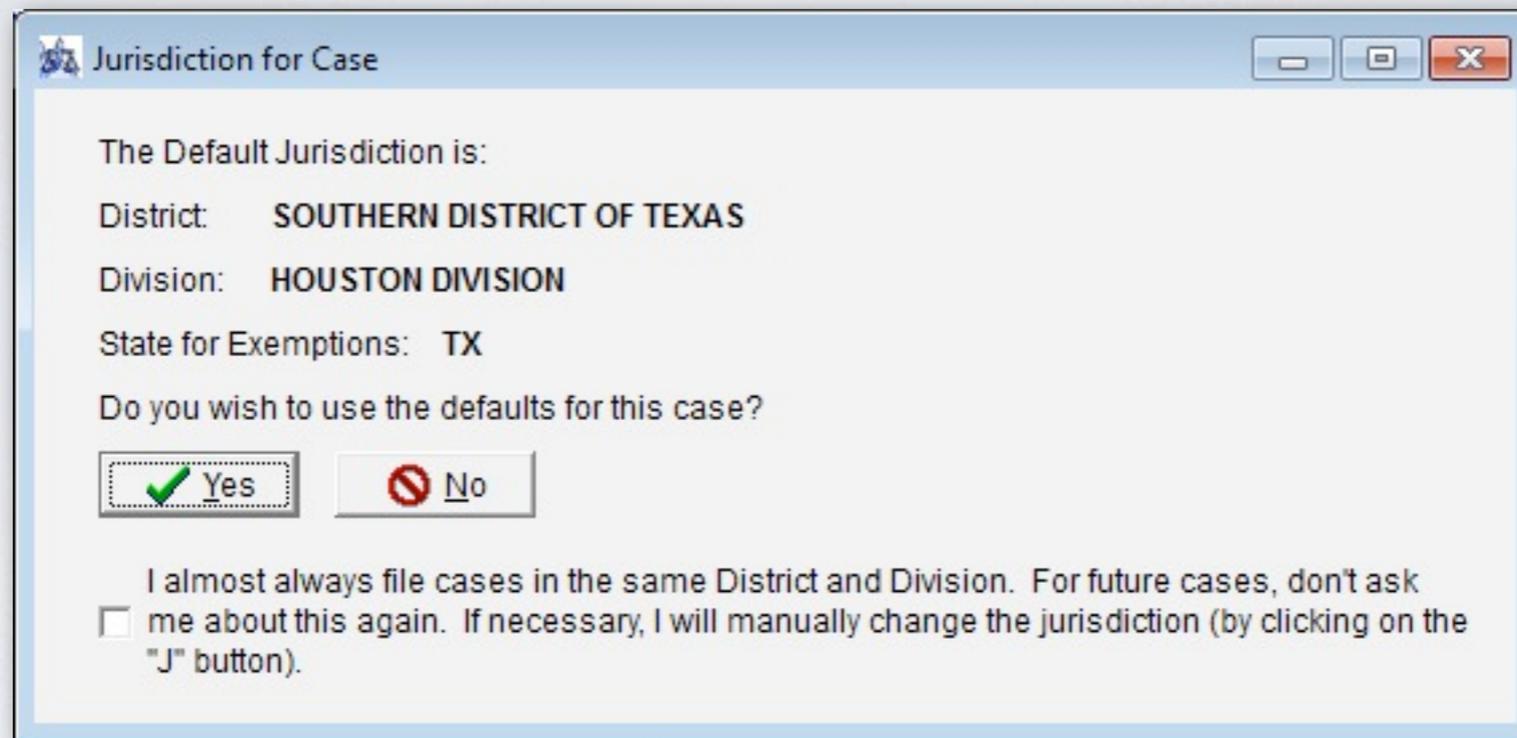
Case No: (if known)

Keywords for this case (optional):

Type in any keywords for this case separated by spaces.

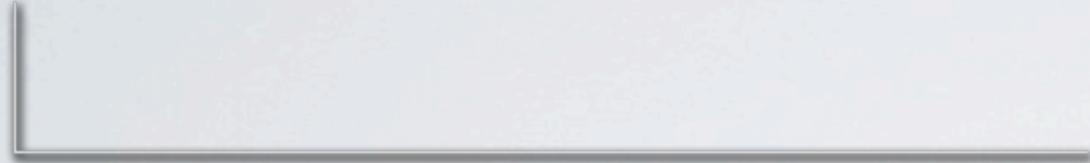
You will be prompted to provide basic information about the debtor and type of bankruptcy filing. Select the chapter and type of debtor. Please note the debtor's name must be entered last name first. Keywords can be added to easily filter on particular cases or for preparing custom reports.

SET JURISDICTION



A pop-up window will ask you to select the jurisdiction for the case. If you are using the default jurisdiction then click on the “Yes” button or select “No” to select a different jurisdiction.

SET JURISDICTION (J)



Set Jurisdiction (current case only)

Right-click on a jurisdiction to add to/remove from "Short List" (frequently used jurisdictions)

Show all jurisdictions

State	Scheme	District	Division
TX	SX1101	SOUTHERN DISTRICT OF TEXAS	HOUSTON DIVISION
TX	SX1101	SOUTHERN DISTRICT OF TEXAS	VICTORIA DIVISION
TX	SX1101	WESTERN DISTRICT OF TEXAS	SAN ANTONIO DIVISION
TX	SX1101	WESTERN DISTRICT OF TEXAS	WACO DIVISION

Use Latest Jurisdictions and Exemptions

Search

Select

Selected Jurisdiction is:
WESTERN DISTRICT OF TEXAS
SAN ANTONIO DIVISION

State for Exemptions:
 Texas

SX1101 SX1109

Allow Federal Exemptions (Override)

OK Cancel Next

These Scheme Codes refer to exemptions and will be discussed later.



If you decide to not use the default jurisdiction, you will see this dialog to select a different jurisdiction for your case. You can return here any time by clicking on the  button.

Set Jurisdiction (current case only)

Right-click on a jurisdiction to add to/remove from "Short List" (frequently used jurisdictions)

Show all jurisdictions

State	Scheme	District	Division	In "Short List"
AL	SX1101	MIDDLE DISTRICT OF ALABAMA	DOTHAN DIVISION	-
AL	SX1101	MIDDLE DISTRICT OF ALABAMA	MONTGOMERY DIVISION	
AL	SX1101	MIDDLE DISTRICT OF ALABAMA	OPELIKA DIVISION	
AL	SX1101	NORTHERN DISTRICT OF ALABAMA	ANNISTON DIVISION	
AL	SX1101	NORTHERN DISTRICT OF ALABAMA	BIRMINGHAM DIVISION	
AL	SX1101	NORTHERN DISTRICT OF ALABAMA	DECATUR DIVISION	

Use Latest Jurisdiction and Exemptions

State for Exemptions: SX1101 SX1109

Allow Federal Exemptions (Override)

Selected Jurisdiction is:
WESTERN DISTRICT OF TEXAS
SAN ANTONIO DIVISION

Add to "Short List"

Remove from "Short List"

Add ALL jurisdictions in the District to the "Short List"

Add ALL jurisdictions in the State to the "Short List"

Remove ALL jurisdictions from the "Short List"

The dialog automatically shows the jurisdictions you have used in your cases (the short list.) To use a jurisdiction not showing, check the "Show all jurisdictions" checkbox.

Set Jurisdiction (current case only)

Right-click on a jurisdiction to add to/remove from "Short List" (frequently used jurisdictions)

Show all jurisdictions

State	Scheme	District	Division	In "Short List"
AL	SX1101	MIDDLE DISTRICT OF ALABAMA	DOTHAN DIVISION	-
AL	SX1101	MIDDLE DISTRICT OF ALABAMA	MONTGOMERY DIVISION	-
AL	SX1101	MIDDLE DISTRICT OF ALABAMA	OPELIKA DIVISION	-
AL	SX1101	NORTHERN DISTRICT OF ALABAMA	ANNISTON DIVISION	-
AL	SX1101	NORTHERN DISTRICT OF ALABAMA	BIRMINGHAM DIVISION	-
AL	SX1101	NORTHERN DISTRICT OF ALABAMA	DECATUR DIVISION	-

Use Latest Jurisdictions and Exemptions

Search

Select

Selected Jurisdiction is:
WESTERN DISTRICT OF TEXAS
SAN ANTONIO DIVISION

State for Exemptions:
 Texas SX1101 SX1109

Allow Federal Exemptions (Override)

OK Cancel Next

If you wish to add a jurisdiction to your short list manually, use the right click option to do so. Jurisdictions used in your cases will be added to the short list automatically.

Set Jurisdiction (current case only)

Right-click on a jurisdiction to add to/remove from "Short List" (frequently used jurisdictions)

Show all jurisdictions

State	Scheme	District	Division
AL	SX1101	MIDDLE DISTRICT OF ALABAMA	MONTGOMERY DIVISION
TX	SX1101	SOUTHERN DISTRICT OF TEXAS	HOUSTON DIVISION
TX	SX1101	SOUTHERN DISTRICT OF TEXAS	VICTORIA DIVISION
TX	SX1101	WESTERN DISTRICT OF TEXAS	SAN ANTONIO DIVISION
TX	SX1101	WESTERN DISTRICT OF TEXAS	WACO DIVISION

Selected Jurisdiction is:
WESTERN DISTRICT OF TEXAS
SAN ANTONIO DIVISION

Set jurisdiction?

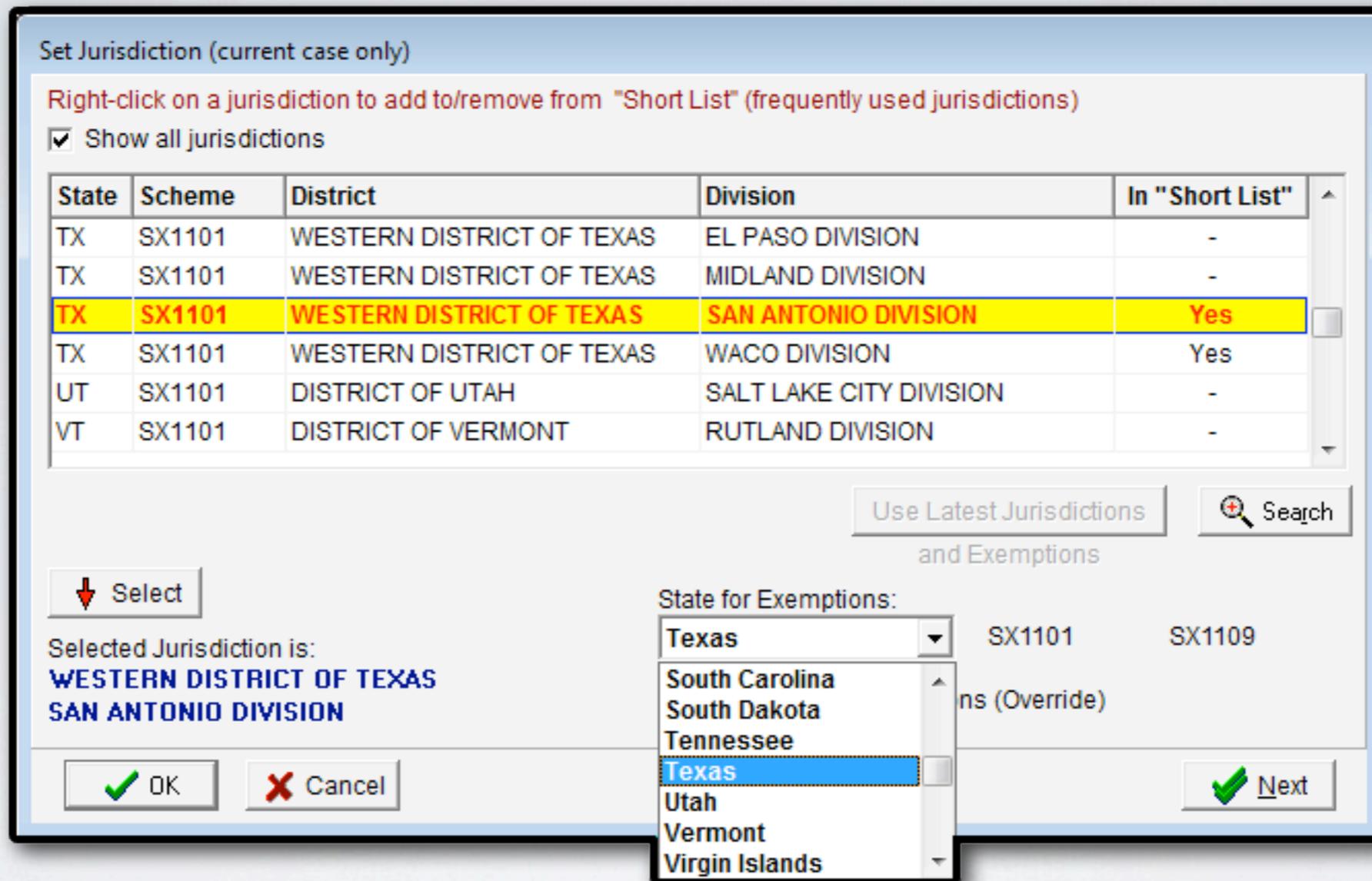
You are positioned on the following:
MIDDLE DISTRICT OF ALABAMA
MONTGOMERY DIVISION

Are you sure you want to use this jurisdiction?

Search

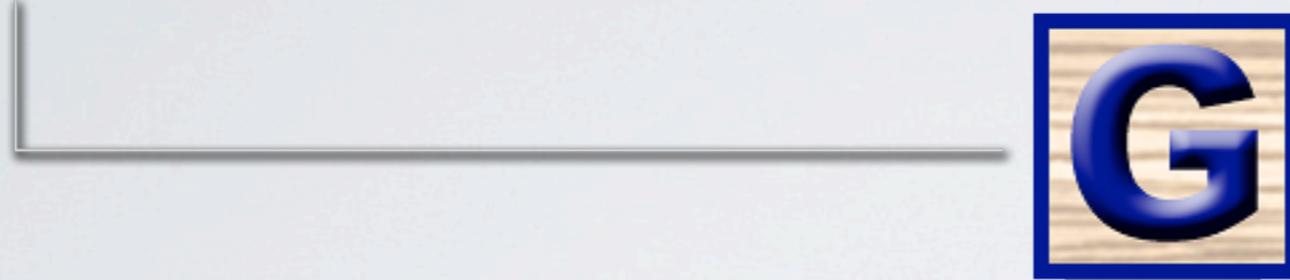
SX1109

To change the jurisdiction click on the select button. The arrow below the button tells you your current setting. The dialog box lets you know that you are changing the jurisdiction for the case.



When you select the jurisdiction, a pop-up asks you if you want to use the same state exemptions. State exemptions can also be found on the pull-down menu. This is useful if you need to use exemptions from another state.

GENERAL INFORMATION (G)



General Information

Basic | Joint Debtor | Contact/Misc. | Filing Fees | Aliases | Exhibit C | Exhibit D | Tenant

Debtor: **Eagle, A. Bald**
 (Last, First Middle) or (Last, Gen, First Middle)

Display: **A. Bald Eagle**
 (First Middle Last) or (First Middle Last, Gen)

Address

Copy To clipboard

Mailing address

Paste From debtor address

View Aliases

Case No. _____

Date Filed _____ 15

Type of Debtor

Individual

Joint

Partnership

Public Corporation

Non-Public Corporation

Municipality

Other

Chapter

7 12

11 13

Business Filing

Married

Status **Married**

Separate Households

Force Spouse column to print on Sch. I

Gender

Male Female

Venue/Additional

County **Bexar**

SSN/Tax ID 1 _____ 2. _____

OK Cancel Help Next

The General Information window houses the debtors names, addresses, type of debtor and chapter number. Note the method of inserting the debtors name versus the display name.

General Information

Basic | Spouse | Contact/Misc. | Filing Fees | Aliases | Exhibit C | Exhibit D | Tenant

Debtor: **Eagle, A. Bald**
(Last, First Middle) or (Last, Gen, First Middle)

Display: **A. Bald Eagle**
(First Middle Last) or (First Middle Last, Gen)

Address: **1234 Aerie Way**
San Antonio, TX 78209

Mailing address: **1234 Aerie Way**
San Antonio, TX 78209

County: **Bexar**

SSN/Tax ID 1: **135-79-2468** 2.

View Aliases

Case No.

Date Filed

Chapter
 7 12
 11 13

Type of Debtor
 Individual
 Joint
 Partnership
 Public Corporation
 Non-Public Corporation
 Municipality
 Other

Business Filing
 Married
 Status: **Married**
 Separate Households
 Force Spouse column to print on Sch. I

Gender
 Male Female

Venue/Additional

OK Cancel Help Next

SSN/Tax ID 1 **135-79-2468** 2.

Note how the Social Security Number is entered with dashes. Also, BOTH spaces are for the debtor's SSN or tax ID. Enter the full number, the program will redact it on the forms. You can use the z feature again (z|2345) for the address, it will look up the county.

JOINT DEBTOR TAB

General Information

Basic | **Joint Debtor** | Contact/Misc. | Filing Fees | Aliases | Exhibit C | Exhibit D | Tenant

Name of Joint Debtor: **Eagle, Harp E.**
(Last, First Middle) or (Last, Gen, First Middle)

Display of Joint Debtor: **Harp E. Eagle**
(First Middle Last) or (First Middle Last, Gen)

Address: **1234 Aerie Way**
San Antonio, TX 78201

From Debtor Address: [Empty]

County: **Bexar**

Mailing Address: [Empty]

From Debtor Mailing Address: [Empty]

SSN/Tax ID: **246-81-3579**

SSN/Tax ID: [Empty]

OK Cancel ? Help Next

The joint debtor tab contains the name, address and SSN of the joint debtor only. Again, the TWO open slots are for the joint debtor's SSN/Tax ID, to be added in the same formatting as the debtor.

CONTACT/MISC TAB

General Information

Basic | Joint Debtor | **Contact/Misc.** | Filing Fees | Aliases | Exhibit C | Exhibit D | Tenant

In-House Number: **11013**

Home Phone: (210) 777-7777 Has answering machine

Debtor Cell Phone: () - A. Bald Eagle

Debtor Work Phone: (210) 222-2222 Ext. OK to call at work

Debtor E-Mail:

Joint Debtor Cell Phone: () - Harp E. Eagle
Different Address

Joint Debtor Work Phone: (210) 333-3333 Ext. OK to call at work

Joint Debtor E-Mail:

Other Phone: (210) 444-4444 Ext. Type:

Debtor: Driver's License No. State Date of Birth

Joint Debtor: Driver's License No. State Date of Birth

Link ID: (Used to link this case to a client in DoingTIME)

OK Cancel Help Next



DoingTIME is our timekeeping and billing program. To find out more about DoingTIME and how it works with BankruptcyPRO, visit: www.legal-pro.com

Additional information is entered for the case here. The In-House number would be your file reference. This information can also be entered on the Debtor window on the list of cases.

FILING FEES

The screenshot shows a software window titled "General Information" with a tabbed interface. The "Filing Fees" tab is active. Under the "Filing Fee" section, the "Attached" radio button is selected. Below this, the "Installments" section contains a table with four rows for installments, each with a dollar amount of \$0.00 and a date field set to 15. A "Total" row shows \$0.00. A "Check one" section has "With Petition" selected. A checkbox at the bottom is unchecked. The window has "OK", "Cancel", "Help", and "Next" buttons at the bottom.

Installment	Amount	Check one	on or before:
1.	\$0.00	<input checked="" type="radio"/> With Petition	15
2.	\$0.00	<input type="radio"/> On or before:	15
3.	\$0.00		15
4.	\$0.00		15
Total:	\$0.00		

Print amounts on Proposed Order (required in some jurisdictions)

You can select how the filing fee will be paid.

ALIASES

General Information

Basic | Joint Debtor | Contact/Misc. | Filing Fees | Aliases | Exhibit C | Exhibit D | Tenant

All aliases for the Debtor and Joint Debtor (if applicable)

Role	Type	First Name	Middle	Last Name/Company Name	Gen
▶ Joint Debtor	fka	Harpy		Marx	

Change New Delete

Role: Joint Debtor First Name: Harpy
Type: fka Middle Name:
Last Name/Company Name: Marx
OK Cancel Generation: (Jr., Sr., II, III, etc.)

OK Cancel Help Next

Aliases for the debtor or joint debtor can be entered here.

EXHIBIT C

General Information

Basic | Joint Debtor | Contact/Misc. | Filing Fees | Aliases | Exhibit C | Exhibit D | Tenant

1. Identify and briefly describe all real or personal property owned by or in possession of the debtor that, to the best of the debtor's knowledge, poses or is alleged to pose a threat of imminent and identifiable harm to the public health or safety:

2. With respect to each parcel of real property or item of personal property identified in question 1, describe the nature and location of the dangerous condition, whether environmental or otherwise, that poses or is alleged to pose a threat of imminent and identifiable harm to the public health or safety:

Enter information about materials that are a risk to public health or safety. If this section does not apply to your client, click the “None” button.

EXHIBIT D

General Information

Basic | Joint Debtor | Contact/Misc. | Filing Fees | Aliases | Exhibit C | **Exhibit D** | Tenant

Debtor

Exhibit D is attached for Debtor

Select one of the the five statements below:

1. Credit counseling has been received and a certificate from the agency is attached

2. Credit counseling has been received, but a certificate from the agency has not been received

3. Temporary waiver requested. Exigent circumstances:

4. Credit counseling is not required because of:
 Incapacity Disability Active duty

5. Credit counseling requirement does not apply in this district

Joint Debtor

Exhibit D is attached for Joint Debtor

Select one of the the five statements below:

1. Credit counseling has been received and a certificate from the agency is attached

2. Credit counseling has been received, but a certificate from the agency has not been received

3. Temporary waiver requested. Exigent circumstances:

4. Credit counseling is not required because of:
 Incapacity Disability Active duty

5. Credit counseling requirement does not apply in this district

OK Cancel Help Next

BankruptcyPRO will prompt you to enter the data on this tab. Select the corresponding checkbox regarding the status of the credit counseling certificate(s.)

TENANT

General Information

Basic | Joint Debtor | Contact/Misc. | Filing Fees | Aliases | Exhibit C | Exhibit D | **Tenant**

Landlord has a judgment against the debtor for possession of debtor's residence.

Name and address of landlord that obtained judgment:

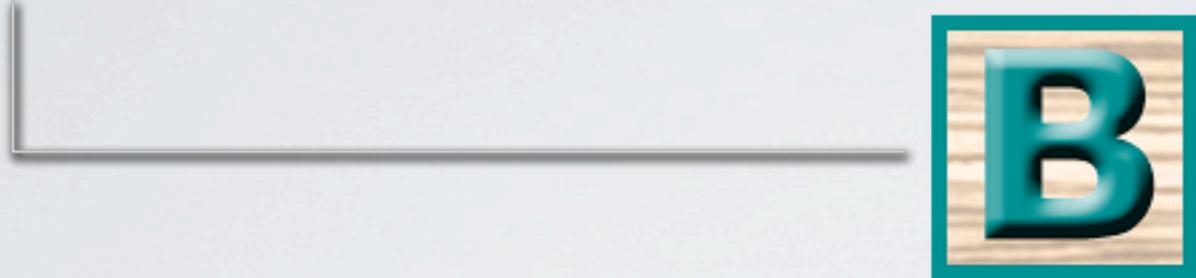
Debtor claims that under applicable nonbankruptcy law, there are circumstances under which the debtor would be permitted to cure the entire monetary default that gave rise to the judgment for possession, after the judgment for possession was entered, and

Debtor has included in the petition the deposit with the court of any rent that would become due during the 30-day period after the filing of the petition

Debtor certifies that he/she has served the Landlord with this certification. (11 U.S.C. § 362(l)).

Information regarding a Landlord's judgment can be added here. This information prints on the Petition form.

PRIOR BANKRUPTCY (B)



Prior/Pending Bankruptcies

Prior Bankruptcies None [PACER U.S. Party/Case Index](#)

1 Location filed: None Case Number: Date Filed:

2 Location filed: Case Number: Date Filed:

Pending Bankruptcy None

Name of Debtor: None Relationship:

Case Number: Judge:

Date Filed: District:

OK Cancel Help Next

The **B** Button contains information about prior or pending bankruptcies. Be sure to check “None” if appropriate. You can use the “PACER U.S. Party/Case Index” button to perform a search for previous bankruptcy filings.

CASE SUMMARY



Case Summary			
<input checked="" type="checkbox"/>	J	Jurisdiction	WESTERN DISTRICT OF TEXAS SAN ANTONIO DIVISION
<input checked="" type="checkbox"/>	G	General Information	Debtor: A. Bald Eagle Spouse: Harp E. Eagle Address: 1234 Aerie Way San Antonio, TX 78201 Type of Debtor: Joint Chapter: 13 Date Filed: 07/24/2012 Business?: No Default Judge/Trustees: _____ Trustee: Not Assigned Judge: Not Assigned Set Defaults Use Defaults U.S. Trustee: Not Assigned Atty: Legal Eagle
<input checked="" type="checkbox"/>	F	Attorney Fees	Paid: \$6,500.00 Owed: \$0.00 In Plan: (\$3,415.00) Total: \$3,085.00
<input checked="" type="checkbox"/>	B	Prior/Pending Bankruptcies	Prior: None Pending: None
<input checked="" type="checkbox"/>	D	Dependents	Number: 2
<input checked="" type="checkbox"/>	O	Occupation	Debtor: Entered Spouse: Entered Pay Order: Yes
<input checked="" type="checkbox"/>	A	Assets	Total Items: 12 Real Property (Sch. A): 1 Pers. Property (Sch. B): 11 \$118,910.00 \$80,000.00 \$38,910.00
<input checked="" type="checkbox"/>	C	Creditors	Total: 32 Secured (Sch. D): 3 Priority (Sch. E): 2 Unsec. (Sch. F): 27 \$304,111.00 \$205,000.00 \$2,437.00 \$96,674.00
<input checked="" type="checkbox"/>	E	Exec. Contracts (Sch. G)	Items: None
<input checked="" type="checkbox"/>	\$	Income/Budget	Income (Sch. I): \$17,841.33 Budget (Sch. J): \$3,728.00 Disposable: \$13,913.33
<input checked="" type="checkbox"/>	SOFA	Statement of Financial Affairs	No. of Questions Answered: 4
<input checked="" type="checkbox"/>	13	Plan	Not Current
<input checked="" type="checkbox"/>	MT	Means Test	One or more problems detected. Click here for details.

Print Summary
 Mask SSNs

The Case Summary is what you see when you initially open a case. The areas we have covered so far are checked.