

Collier TopForm® & File User Guide



This is a PDF version of the Help file included in the software. Please use the Help when possible, as it may be more current than this document.

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Getting Started

Introduction to Collier TopForm™ & File

Collier TopForm™ & File is a powerful Windows®-based application that enables you to efficiently fill out and transmit the forms required to commence a bankruptcy case. Collier TopForm & File is equipped with features that enable you to manage your cases effectively and efficiently.

Designed to operate on either single-station or networked computers, Collier TopForm & File contains all of the forms and schedules necessary to prepare filings for Chapter 7, 11, 12, and 13 cases. It also includes tools to help you analyze data you know about your client to determine whether he or she should file a Chapter 7 or a Chapter 13 case. Additionally, if you need to request a credit report for your client, you can use the Due Diligence tools available within Collier TopForm & File. The program also provides options for automatically e-filing cases with most courts. You can also print the documents associated with your cases.

System Requirements

Before you install Collier TopForm™ & File, make sure your system meets the following hardware and software requirements:

- **Computer and processor:** Intel® processor or compatible 1 GHz or faster processor (2 GHz or faster is recommended)
- **Memory:** 2 GB of RAM or higher
- **Hard Disk:** 2 GB (standalone and network client); 3 GB (network admin)

Note:

Additional disk space may be needed as updates are installed and cases are created.

- **Operating System:**
 - Windows XP (32-bit) SP3
 - Windows XP (64-bit) SP2
 - Windows Vista (32-bit and 64-bit) SP2
 - Windows 7 (32-bit and 64-bit) SP1
 - Windows 8 and Windows 8 Pro x64 and x32 / Windows 8.1 and Windows 8.1 Pro x64 and x32¹
 - Windows Server 2008 (32-bit and 64-bit) SP2
 - Windows Server 2008 R2 (64-bit) SP1
 - Windows Server 2012 / Windows Server 2012 SR2
- **PDF Viewer:** Adobe Reader version 9 or higher

Note:

An internet connection is also required in order to download updates to the program.

Professional Responsibility

The materials you have licensed are designed to assist you in your professional practice. It is still your responsibility to review the forms and to research the results to determine their accuracy and whether they are sufficient for your purposes. The materials and legal annotations contained herein are intended as a supplement to and not a substitute for your professional judgment.

All information provided in this documentation is general in nature and is provided for educational purposes only. It should not be construed as legal advice. For legal advice applicable to the facts of your particular situation, you should obtain the services of a qualified attorney licensed to practice in your state.

Contact LexisNexis

If you need assistance while using Collier TopForm™ & File, please use one of the following telephone numbers:

Reason for Calling	Department	Telephone Number
If you are having difficulty installing or using the software, or if you encounter an error message	Technical Support	1-800-223-5297 Note: Technical Support is available Monday through Friday, from 7 a.m. to 12 midnight ET. When calling for technical assistance, please be at the computer on which the program is running, and please have your account number ready.
If you have questions about your account	Customer Service	1-800-833-9844

Getting Help While Using Collier TopForm™ & File

You can access the Collier TopForm™ & File help file at any time while you use the product by clicking either the **Help** link in the **File** menu, or by clicking the **Help** icon () in the upper-right corner of the Collier TopForm & File window. The help file contains information that can help you use Collier TopForm & File.

The help file includes options for accessing information in it:

- Click the **Home** link in the Help window navigation bar to view the main "table of contents" for the help file. This displays a page that describes sections of the help file. You can click a folder and navigate to the specific help topic that most interests you.
- Enter a search term or phrase in the **Search** box and click **Search** to view topics that contain your search phrase. If the search phrase is found, a Search Results page is displayed, showing the different topics, grouped by category, that meet your criteria.

Note:

See [Form a Help Search Query](#) for detailed instructions on creating a help search query.

Printing or Saving Individual Help Pages

To print the help page you are viewing, click the **Print** icon () near the top-right corner of the page.

To save the help page as a PDF document, click the **PDF** icon () near the top-right corner of the page.

Resizing Text

To make the help text size larger, click the **Increase font size** icon (). To make the help text size smaller, click the **Decrease font size** icon (.

Additional Sources of User Information

While using Collier TopForm™ & File, you can find answers to questions you may have using the following resources:

- **Collier TopForm & File Help:** The Collier TopForm & File help file contains information on using the different tools available within the program. You can access the Collier TopForm & File help file either by clicking the **Help** link located in the **File** menu, or by clicking the larger **Help** button () in the upper-right corner of the program window. Additionally, to access context-specific help, click the smaller **Help** button () in the upper-right corner of any page or pod that includes such a button.
- **Form Guidance:** When you complete the various forms required by your bankruptcy filing, some of the forms may include guidance to help you understand what's required by the form. This material usually appears as the first dialog (or page) during the form interview question process, and it's titled something like <<Form 1 Guidance>>. This content is provided by LexisNexis experts on the bankruptcy process.
- **Form Interview Resources:** During form interviews, some questions include tips for answering specific questions. This information may appear in a yellow-colored "resource" pane just below the interview questions. Additionally, fields that have this type of help available are marked using a special Help button (), which appears to the right of the answer field. To view the resource in a pop-up dialog box, click this button.

If you have questions about basic Windows® functionality, such as moving and sizing windows, arranging overlapping windows, and navigating within windows, refer to your Windows documentation. You can also find helpful information by clicking the **Start** menu, located on the taskbar in the lower-left corner of your Windows desktop, and pointing to **Help**.

Security Notice

Collier TopForm™ & File is a software application that stores information on the user's computer systems through databases, text files, and forms. It is your responsibility to protect the stored information through appropriate information security and physical security policies and practices. Additionally, insofar as you may transmit forms containing personal information, it is your responsibility to protect such information during transmission.

How do I start Collier TopForm™ & File?

To begin creating, managing, and filing bankruptcy cases, you must first start the Collier TopForm™ & File program.

To do this:

1. On your Windows® desktop, click the **Start** menu. The start menu is displayed.
2. On the **Programs** menu, open the **LexisNexis** folder and then choose **Collier TopForm™ & File 12**. The application is launched.

How do I exit Collier TopForm™ & File?

When you finish your session, you can quit Collier TopForm™ & File using one of two methods.

To quit the program :

- Choose one of the following options:
 - From the **File** menu, choose **Exit**.
 - In the upper-right corner of the main window, click the **Exit** button.

About Importing Collier TopForm™ Bankruptcy 10.5.x Cases

If you are migrating from using Collier TopForm™ Bankruptcy Filing Program version 10.5.x, the first thing you'll notice is that this new version of Collier TopForm™ & File is completely new, both in appearance and in functionality. A lot of effort has been made to improve the program and streamline the process of completing a case from start to finish.

One of the major changes was to improve the way firm and client data flows between the program itself and the forms you must complete to file a case. With these new changes, you should only need to enter data once, and as you complete other forms, fields requiring the same information should automatically have this information filled in. This answer flow-through greatly decreases the time spent completing all of the required forms, schedules, and ancillary documents required as part of the filing process.

Collier TopForm & File 13 includes a tool to import settings and cases from Collier TopForm Bankruptcy 10.5. Every effort has been made to ensure that the tool imports and maps the data coming from version 10.5 to data used in version 13. However, not all data was able to be mapped correctly. For example, in Collier TopForm Bankruptcy 10.5, addresses (including *street*, *city*, *state*, and *zip*) were saved as one "chunk" of text. However, in Collier TopForm & File 13, addresses are saved as distinct pieces of data (e.g., *street* is one answer, *city* is another answer, and so forth). Because of this discrepancy between the two versions of the product, we were unable to map the single chunk of data coming from version 10.5 to its individual parts in version 13. Instead, the full address coming from version 10.5 is mapped to just the street address in version 13.

Because of these discrepancies, if you choose to import your cases from Collier TopForm Bankruptcy 10.5, you must review each of the forms and correct any data that was imported incorrectly. To help you identify which forms need to be reviewed after you've imported your cases, Collier TopForm & File creates a log file which lists these forms, along with the data that needs to be checked. You can find this log file in the *Logs* subfolder of the Collier TopForm & File program folder (for example, *C:\Users\YourUserName\Documents\LexisNexis\TopForm\Logs*).

Other Things to Note After You Import Your Cases

- When importing the data for Form 7, Collier TopForm & File may not be able to distinguish between debtor and co-debtor information. As such, you should review Form 7 for each case you imported and make corrections, if necessary.
- Once you have reviewed cases listed in the log file, you must review the data in each schedule. This step is required if you plan to electronically file or print these forms later. To view the schedules, open the case (either at the **File** menu or at the **Dashboard** menu), and then view the schedules at the **Forms** subtab.
- Additional data you may want to review includes phone numbers, dates, and social security numbers, all of which may not be formatted properly, as well as exemption laws, which may not have matching statute titles in version 13.

Please see [How do I import cases from Collier TopForm 10.5?](#) for instructions on importing your cases.

How do I import cases from Collier TopForm 10.5?

Caution:

- Before importing your existing cases into Collier TopForm™ & File, please review the help topic [About Importing Collier TopForm™ Bankruptcy 10.5.x Cases](#).
- Only those preferences and cases you worked with using Collier TopForm 10.5 and later will be available to be imported.

When you first upgrade from Collier TopForm Bankruptcy 10.5 and then launch Collier TopForm & File after installing it, you are prompted to import your preferences (such as firm and attorney information, as well as your master address list). You are also prompted to import those most recent cases you have worked on. You can import your data this first time you launch the product, or you can import it at a later time.

To import Collier TopForm Bankruptcy 10.5 cases into the current version of Collier TopForm & File:

1. To start the import process, complete one of the following steps:
 - If you are importing cases as the final step in the installation process and you are already viewing the **Import Data** dialog box, skip to Step 2.
 - If you are importing cases separate from the installation, choose **Import Data** from the Collier TopForm & File **File** menu. Then choose **Collier TopForm(TM) Bankruptcy 10.5** from the **Import data from** drop-down list.
2. Select the preferences you want to import in the **Preferences** section.
3. Select the cases you want to import in the **Cases** section.
4. Click **Import**.

If Collier TopForm & File [experiences problems while importing the data](#), it displays a message at the end of the process, indicating that it created a log file. This file lists the data that was either not imported, or it lists data that you'll need to review because data from Collier TopForm Bankruptcy 10.5 could not be mapped properly to fields in Collier TopForm & File 13. This log file is typically stored in the *Logs* subfolder of the Collier TopForm & File program folder (for example, *C:\Users\YourUserName\Documents\LexisNexis\TopForm\Logs*).
5. If necessary, review the log file and make the necessary data corrections in the listed forms.

Initial Filing Documents

The following table describes some of the different schedules and forms you may be required to complete for your bankruptcy filing:

Note:

- When you complete the various forms required by your bankruptcy filing, some of the forms may include guidance to help you understand what's required by the form. This material usually appears as the first dialog (or page) during the form interview question process, and it's titled something like "<< Form 1 Guidance >>". This content is provided by LexisNexis experts on the bankruptcy process.
- See [Additional Documents](#) for a list of other required forms.

Schedule Name	Description
Schedule A: Real Property	Real property refers to items such as houses, cabins, and land. All of the debtor's interests in real property except leasehold interests listed on Schedule G must be listed on Schedule A.
Schedule B: Personal Property	Personal property refers to items such as automobiles, boats, and clothing. All personal property of the debtor must be listed in Schedule B.
Schedule C: Property Claimed as Exempt	Schedule C summarizes the exemption status of the debtor's real and personal property. Information you enter while completing Schedule A and B automatically flows to and is displayed in Schedule C so that you can review and validate that you have taken the proper exemptions. Should you need to edit exemption assignments, you can do so directly in Schedule C.
Schedule D: Creditors Holding Secured Claims	<p>Schedule D details claims for which there is an outstanding past-due amount. All creditors holding secured claims against property of the debtor must be listed in Schedule D.</p> <p>This information is transferred to the Chapter 7 Statement of Intention Regarding Secured Debts form. Information about the choices available in completing this form is available in Collier Consumer Bankruptcy Practice Guide ¶6.12.</p> <p>The program feeds this information to Schedule H, where co-debtors on any debts of the debtor must be listed. Schedule H is discussed further in Collier Consumer Bankruptcy Practice Guide ¶6.07[4].</p>
Schedule E: Creditors Holding Unsecured Priority Claims	<p>Schedule E details creditors whose claims are unsecured. All creditors holding unsecured priority claims against the debtor must be listed in Schedule E.</p> <p>Detailed information about completing Schedule E is available in Collier Consumer Bankruptcy Practice Guide ¶6.07[2][b].</p>
Schedule F: Creditors Holding Unsecured Nonpriority Claims	Schedule F details creditors whose claims are unsecured. All creditors holding unsecured nonpriority claims against the debtor must be listed in Schedule F.
Schedule G: Executory Contracts and Unexpired Leases	Schedule G details executory contracts and unexpired leases and indicates whether they will be rejected or assumed and, possibly, additional information depending on jurisdiction. All executory contracts and unexpired leases of the debtor must be listed in Schedule G.
Schedule H: CoDebtors	Schedule H summarizes information related to co-debtors. Information entered while completing Schedules D, E, and F automatically flows to and is displayed in Schedule H

	for purposes of your review and validation. Should you need to add or refine co-debtor assignments to claims, you can do so directly in Schedule H.
Schedule I: Current Income of Individual Debtors	Schedule I details income of the debtors, and the income of all debtors must be listed in Schedule I. The schedule primarily requires numeric data related to the debtor and the debtor's spouse, if any.
Schedule J: Current Expenditure of Individual Debtors	Schedule J details expenses of the debtors and, when applicable, of the debtor's spouse, debtor's business, and debtor's spouse's business. All of the debtor's current expenses must be listed in Schedule J.
Summary of Schedules	<p>The Summary of Schedules outlines important details about your case, including the following:</p> <ul style="list-style-type: none"> ■ The schedules you have selected to include in your filing ■ The number of pages that will print for each schedule <p>Note: Until the entire case is complete, the total page count may not be accurate.</p> <p>Reviewing the Summary of Schedules is an important step in preparing an initial filing.</p>
Form 7: Statement of Financial Affairs	Form 7 must be filed in every case. The document contains 25 questions and subquestions that appear numbered as they are on the official form.
Form 8: Chapter 7 Individual Debtor's Statement of Intention	The debtor must complete the Form 8 — Statement of Intention for each property that is collateral for a secured debt. The information on Form 8 flows from Schedules D, E, F, and G. If upon reviewing the information reflected in Form 8 you discover any mistakes, you can post corrections here. When you do so, the program automatically updates the corresponding schedule accordingly.
Form 22: Statement of Current Monthly Income [and Means Test or Disposable Income Calculation]	Form 22 must be completed for certain individual debtors filing Chapter 7, for individual debtors filing Chapter 11, and for all debtors filing Chapter 13. The questions included in Form 22 vary depending on chapter type: Chapter 7 and 13 cases contain questions corresponding to the categories of information used in determining current monthly income and calculating the Means Test (for Chapter 7 cases) or determining Disposable Income (for Chapter 13 cases), and Chapter 11 cases contain questions for the gathering of current monthly income data.
Form 23: Debtor's Certification of Completion of Instructional Course Concerning Personal Financial Management	In all cases, Form 23 must be filed in order to alert the clerk that the debtor has satisfied the requirement of completing an instructional course in personal financial management.
Form 24: Certification to Court of Appeals by all Parties	Form 24 must accompany appeals, bankruptcy court judgments, orders, or decrees directly to the United States Court of Appeals.

Additional Documents

Based on certain case variables, additional information and documents may be required for a filing. For instance, filings for publicly traded corporations and partnerships must include details on stock as well as other financials. In such instances, this information constitutes the basis for documents in addition to those that would otherwise be prepared for an [initial filing](#).

Other types of bankruptcy forms are grouped in the following categories, by default:

- **Emergency Forms:** Emergency filings require documents that would otherwise be prepared for an initial filing as well as additional documents. As an aid in preparing emergency filings as quickly as possible, the program separately categorizes the necessary forms, displaying them together under the **Emergency Forms** folder in the **Forms** list.
- **Other Bankruptcy Forms:** Certain forms that apply to only certain types of cases may not be required as part of the initial filing. These types of forms are typically listed in the **Other Bankruptcy Forms** folder.
- **Jurisdictional Forms:** Some forms are required and provided by the jurisdiction in which you are filing. These forms are available in this list.

Sample Cases in Collier TopForm™ & File

When you install Collier TopForm™ & File, the program includes some sample data. Specifically, Collier TopForm & File installs the *Southern District of New York* jurisdiction. It also installs a sample firm (named *Jay & Jay*) with two sample representatives (named *John Jay* and *Jane G. Jay*). Finally, it installs two sample cases, *James Madison* and *James Monroe*.

You can review these cases and settings to see how to you can use the program to create your own bankruptcy cases. However, once you review these settings and cases, you may decide you want to remove them from the program:

- To remove the *Southern District of New York* jurisdiction, go to **Preferences > Jurisdiction Setup**, click the **Install Jurisdictions** tab, open the **New York** folder, and clear the **Southern District of New York** option. Then, click **Yes** to confirm the removal.
- To delete the firm and representative, go to **Preferences > Firm Setup** and click the **Delete** icon on the **Jay & Jay** tab. Click **Yes** to confirm the removal.
- To delete the cases, go to **File > View Cases**, locate the two cases in the list of cases, and click the **Delete** icon. Click **Yes** to confirm the removal.

¹ When launching Collier TopForm & File for the first time on Windows 8 /8.1 or Windows 8/8.1 Pro, you may receive a security warning about Collier TopForm & File being unrecognized. To continue and use the program, click **More Info** at this message, and then click **Run anyway**.

Setting Collier TopForm™ & File Preferences

How do I add a jurisdiction?

One of the first tasks you must complete after installing Collier TopForm™ & File is to indicate the jurisdictions in which you plan to file bankruptcy cases. By doing this, Collier TopForm & File knows which data sets (i.e., forms and other supporting material such as applicable exemption laws) to initially make available for your use, as well as assumes certain settings based on the chosen jurisdictions.

Additionally, because your practice domain may change, the program lets you add and remove jurisdictions at any time.

To add jurisdictional data sets:

1. From the **Preferences** menu, choose **Jurisdiction Setup**.
2. Click the **Install Jurisdictions** tab. A list of jurisdictions appears in the pane.
3. Choose the desired jurisdiction from the list by clicking the **Expand** button () beside the applicable state listing, then clicking the **Expand** icon beside the applicable district listing, and, where needed, selecting the district.
4. Once you select all of the applicable jurisdictions in which you practice, click **Save**. The jurisdictions are installed.

Once you install a jurisdiction, it is added to your list of installed jurisdictions. To configure it, click the **Configure Installed Jurisdictions** tab. (See [How do I configure jurisdiction settings?](#))

How do I configure jurisdiction settings?

Collier TopForm™ & File lets you specify whether you want to include explanatory text on the different schedules you complete. This setting is division specific, meaning that any changes you make to the settings for any single division will not carry over to other divisions within the same jurisdiction nor to other divisions within other jurisdictions.

To configure jurisdictional data sets:

1. From the **Preferences** menu, choose **Jurisdiction Setup**.
2. Click the **Configure Jurisdictions** tab. A list of jurisdictions appears in the pane.
3. Click the **Expand** icon () for the jurisdiction you want to configure.
4. Select **Print explanatory text on schedules** if your jurisdiction requires that the explanatory text contained in the Official Forms be included on the forms you submit. By default, this option is cleared to conserve paper.
5. Click **Save** to save your changes.

How do I create and install a custom jurisdiction?

You can copy the data set for a previously installed jurisdiction to create a custom jurisdictional data set. This may be helpful when, for instance, a court with which you file changes requirements between updates of the program. By copying the applicable jurisdiction data set and modifying it as necessary, you can prepare for the changes while still having access to the originally provided data set for use with cases initiated before the changes become effective.

To do this:

1. From the **Preferences** menu, choose **Jurisdiction Setup**.
2. Click the **Install Jurisdictions** tab. A list of jurisdictions appears in the pane.
3. Choose the jurisdiction you want to copy from the list by clicking the **Expand** button (+) beside the applicable state listing, then clicking the **Expand** button beside the applicable district listing, and, where needed, selecting the district.
4. If necessary, install the official jurisdiction by selecting it and clicking **Save**.
5. Click the **Copy As** link next to the jurisdiction name you want to copy. The Create Custom Jurisdiction/Division dialog box appears.
6. Enter a name for the custom jurisdiction in the **New jurisdiction/division name** box.
7. Click **Create**. The new jurisdiction is created and added to the list.

Note:

- Once the jurisdiction is created, you may need to rename it. To do this, click the **Rename** link next to the jurisdiction. With the existing name highlighted, type the new name and then click away from the name.
- To remove a custom jurisdiction, locate the jurisdiction in the list and click the **Delete** link next to it. If it has been specified for any cases you've created, you are prompted to confirm your action. Click **Yes** to confirm the removal. (See [How do I remove a jurisdiction?](#) for more information about deleting jurisdictions.)

Tip:

You can [customize the list of forms available for this jurisdiction](#), as well as [customize the eFiling preferences for it](#). Finally, you can [refine exemption law sets for the jurisdiction](#).

How do I remove a jurisdiction?

At times, you may want to remove a jurisdiction from Collier TopForm™ & File. When you uninstall a jurisdiction, any associations between the jurisdiction and cases are removed, which means you must assign a new jurisdiction to the case.

To do this:

1. From the **Preferences** menu, choose **Jurisdiction Setup**.
2. Click the **Install Jurisdictions** tab. A list of jurisdictions appears in the pane.
3. Choose the jurisdiction you want to remove from the list by clicking the **Expand** button () beside the applicable state listing, then clicking the **Expand** icon beside the applicable district listing, and, finally, clearing the selected district.
Once you clear the jurisdiction, if it has been specified for any cases you've created, you are prompted to confirm your action.
4. Click **Yes** to confirm the removal.
5. Click **Save** to save your changes.

How do I add a firm?

The nature of organizations that prepare bankruptcy filings can be as varied as the filings themselves. For instance, some organizations may consist of a single attorney, whereas other organizations may have multiple employees on staff. In yet other settings, a paralegal may prepare bankruptcy filings for multiple firms.

To address variations in practice setup, Collier TopForm™ & File provides for refinement of organizational information, allowing you to store name, contact, and professional information for multiple firms and staff members. Should a representative leave your firm or should you cease preparing filings for a firm, you can subsequently delete the corresponding firm.

To add a new firm:

1. Click the **Preferences** menu. The view changes to show the options for changing program preferences.
2. Click **Firm Setup**. The pane updates to include tabs showing specific firms with which you work.
3. Click the **Add New** tab.
4. Complete the information on the form and click **Save**. The firm information is saved and a section for adding a firm representative is added to the form.
5. [Enter the representative information](#) and click **Save**.
6. Repeat this process for each new firm you want to add.

How do I add a representative to a firm?

To address variations in practice setup, Collier TopForm™ & File provides for refinement of organizational information, allowing you to store name, contact, and professional information for multiple firms and staff members.

To add representatives to a firm:

1. From the **Preferences** menu, choose **Firm Setup**. The pane changes to show the firms you have created.
2. Click the tab for the firm you want to add a representative to.
3. If necessary, [enter or change the Firm Information](#).
4. In the **Representatives** section of the pane, enter the required information about the representative.
5. Click **Save**.

Note:

Click the **Expand** and **Collapse** buttons ( and ) to hide and show multiple representatives.

How do I remove a representative from a firm?

Should a representative leave your firm or cease preparing filings for a firm, you can subsequently delete the corresponding information from the repository of organizational data. When you remove a representative, it will be removed from any cases that are associated with it. You must then manually choose a different representative for the case.

To delete a representative from a firm:

1. From the **Preferences** menu, choose **Firm Setup**. The pane changes to show the firms you have created.
2. Click the tab for the firm from which you want to remove a representative.
3. In the **Representatives** list, locate the representative you want to delete.
4. Click the **Delete** button (✕) for the representative. A message appears, confirming that you want to complete the action.
5. Click **Yes**. The representative is removed from the firm's information.

Note:

Click the **Expand** and **Collapse** buttons (▶ and ▼) to show and hide the representatives.

How do I remove a firm?

To address variations in practice setup, Collier TopForm™ & File provides for refinement of organizational information, allowing you to store name, contact, and professional information for multiple firms and staff members. Likewise, should a representative leave your firm or should you cease preparing filings for a firm, you can subsequently delete the corresponding information from the repository of organizational data.

Caution:

If you remove a firm, any representatives associated with the firm will likewise be removed. Additionally, any cases associated with the firm (and its representatives) will need to be associated with a new firm (and representative).

To delete a firm from the Firm Setup:

1. From the **Preferences** menu, choose **Firm Setup**. The pane changes to show the firms you have created.
2. Click the tab for the firm you want to remove.
3. Click the **Delete** button (ⓧ) on the tab. A message appears, confirming that you want to remove the firm from the Firm Setup.
4. Click **Yes**. The firm is removed from the **Firm Setup** tab of **Preferences**.

How do I refine exemption law sets?

To ease the process of applying exemptions to your cases, Collier TopForm™ & File comes complete with a repository of exemption law information, which can be modified in order to reflect changes made by congress or your state legislature between updates of the program. You can add, edit, or remove exemption laws on a jurisdictional basis.

To do this:

1. From the **Preferences** menu, choose **Exemptions Setup**. The page changes to show the settings for exemptions.
2. Choose the jurisdiction for which you want to modify exemption law information from the **Jurisdiction** drop-down list.
3. Choose the exemption laws you want to view from the **Exemption laws** drop-down list.
4. In the entry table, modify the data set as desired:
 - To edit the **Description**, **Law**, **Exemption Amt.**, or **Maximum Amt.**, click in the desired area and enter your changes.
 - To add an exemption, enter it in the last row of the table.
 - To delete an exemption, click the row you want to delete and click the **Delete** link. Then click **OK** in the confirmation window, asking whether you want to delete the item.
5. To save your selection, click **Save**.

How do I create a master address list?

Collier TopForm™ & File lets you create lists of contact information for parties likely to be common across multiple claims or cases. You typically populate these contact lists as part of completing the schedules and forms for your cases. You can use the Master Address List to store contact information.

To create a master address list:

1. From the **Preferences** menu, choose **Master Addresses**. The pane changes to show the Master Address List.
2. In a blank address form, provide the information required.
3. Click **Save** to save your work.

Note:

To delete an address, click the in the upper-right corner of the form. To collapse a list so you can just view the name, click the **Collapse** button (▼).

How do I prepare the case matrix and mailing labels?

The matrix refers to the list of creditor names and addresses that must be filed with the court. At one time, these were prepared for copying on labels in a grid format, hence the term *matrix*. Most courts now use Optical Character Recognition (OCR) equipment to import the data and require a single column list.

Additionally, you can print the list of creditors onto mailing labels for correspondence you may have for the case.

To create a matrix / mailing label list:

1. From the **Preferences** menu, choose **Matrix/Mailings**. The pane changes to show the different matrix/ mailing label options.
2. Click either the **Matrix** tab or the **Mailing Labels** tab. The appropriate pane appears with the last jurisdiction you specified selected in the **Jurisdiction** drop-down list. (Select a different jurisdiction, if necessary.)
3. Specify related parameters, using the following information:
 - From the **Label format** drop-down list, choose the format of the labels that you will use for the matrix/ mailing label.
 - From the **Max. characters per line** drop-down list, choose the maximum number of characters allowed per line in matrix/ mailing label entries.
 - If the BANCAP option is selected, from the **Labels down** drop-down list, choose the number of labels running down the length of a sheet.
 - If the BANCAP option is *not* selected, from the **Order** drop-down list, select whether the matrix/ mailing label entries should be listed in **Vertical** or **Horizontal** order.
 - Select **All CAPS** if your jurisdiction requires names and addresses to be printed in all capital letters and without punctuation.
 - Select **Remove duplicates** if you want the program to automatically remove duplicate creditor listings.
 - Select **Include account number** if your jurisdiction requires that account numbers appear on the matrix/ mailing label.
 - Select **Start creditors on new page** to start the list of creditors on a new page.
 - If the BANCAP option is selected, select **Blank lines between labels** and indicate the number of blank lines you want between each label if you want extra space between each label.
 - Select **Debtor / Joint-Debtor / Attorney / Trustee** in the **Include** group to include each of these entities on the matrix/ mailing label.
 - Select **Schedule D / Schedule E / Schedule F / Schedule G** to include creditors listed in each of these schedules on the matrix/ mailing label and in the creditor.txt file (which is used when e filing).
 - Select **Include co-debtors** if you want co-debtors listed in Schedule H to appear on the matrix/ mailing label and in creditor.txt.
 - Select **Additional names** to include a list of names that are to be included on all matrices for the given jurisdiction and are not gathered elsewhere, such as names for the trustee or IRS.
 - Select **Equity security holders** to include equity security holder information.
4. Click **Save** to save your changes.

How do I manage jurisdictional form sets and case associations?

In certain instances, you may find that a form included as part of the form set for one jurisdiction is useful for filings in another jurisdiction in which the form is not officially required but is deemed otherwise acceptable by that court. In other instances, a jurisdiction may cease requiring a particular form or may change the chapters or debtor type for which a particular form is required. Collier TopForm™ & File lets you modify jurisdictional form sets and case associations to address such scenarios.

Caution:

When modifying jurisdictional form sets, it is your responsibility to ensure that the changes are deemed acceptable by the court in question.

To manage form sets:

1. From the **Preferences** menu, choose **Forms**.
2. Choose the jurisdiction whose forms you want you view from the **Jurisdiction** drop-down list. The list of forms on the right side is updated to show the forms available for that jurisdiction.
3. Click the **Initial Filing** type drop-down list to specify the location to which you want to copy forms. Your options include **Emergency Forms**, **Initial Filing Forms**, **Jurisdictional Forms**, and **Other Bankruptcy Forms**.

Note:

To create your own form category, click the **Edit** link. At the **Form Categories** dialog box, click the last row in the table and enter the new category name. To remove a custom category, select it and click the **Delete** link. Click **Close** to save your changes and close the dialog box.

4. In the **All available forms** list, browse to and select the form you want to include in the form list for the jurisdiction you selected previously.
5. Click the **Add Form** button () to add the form to the list.
6. Complete any of the following optional steps:
 - To move a form to a different location in the list, select it and click the **Move Up** button () or **Move Down** button (). The form is moved to the new location.
 - To remove a form from the list, select it and click the **Remove** link. The form is removed from the list.
7. In the **Display options for selected form** section, select any of the following options:
 - To make sure the forms are available for a specific type of debtor, select the appropriate options from the **Debtor type** group.
 - To make sure the forms are available for a specific type of filing, select the appropriate chapter from the **Chapter** group.
 - To make sure the forms are available based on the nature of the debt, select the appropriate option from the **Nature of debt** group.

Once you make these changes, each new case you create will have access to the forms you specified for each jurisdiction.

Note:

- By default, if at a later time you print or e-file the group of forms in this list, they will be grouped together in a single PDF file. If you want to separate the documents into smaller subgroups, you can insert file breaks, which indicate the first and last form included in each PDF file. To add a file break, select the last form you want included in the group of documents and click **Insert file break**. If you need to move the file break, select it and click the **Move Up** button () or the **Move Down** button (). To remove a file break, select it and click **Delete file break**.

- To restore the system preferences for the selected jurisdiction, click **Reset to program default**. Any changes you've made to the forms list will be removed.

How do I specify e-filing preferences?

You can specify default properties associated with electronic filing. These properties will be suggested when you start the electronic filing process for individual cases you are working on.

To do this:

1. From the **Preferences** menu, choose **eFiling**. The pane changes to show eFiling preferences.
2. Provide the following information:
 - Click **Jurisdiction** to specify the jurisdiction whose settings you want to modify.
 - In the **Court ECF login URL** field, enter the dedicated Internet address for filing electronically with your court.
 - In the **ID** field, enter the ID provided by the court for purposes of electronic filing.
 - In the **Password** field, enter the password corresponding to your ECF ID, and then re-enter it again in the **Re-enter password** field.
 - In the **Signature code** field, enter the code that will be used for all e-signatures.
 - Select **Acknowledge and accept compliance responsibility with redaction requirements** to indicate that you understand the redaction requirements associated with filing.
3. Click **Save** to save your changes.

How do I change the filing fees associated with the cases I file?

At times, you may need to update the filing fee amount required to file cases within the court. For example, if the court changes its fees between releases of Collier TopForm™ & File, you can update the amounts within the program so that the data you are using is current.

To do this:

1. From the **Preferences** menu, choose **Filing Fees**. The pane changes to show the different amounts for filing each type of plan. Text above the fee table indicates the effective date of the existing fees.
2. Enter the new fee amount for the type of filing you want to update.
3. Click **Save** to save your changes.

Note:

You can click **Reset to last court-defined amounts** to restore the fees to match what was available at the effective date.

Creating and Working with Bankruptcy Cases

How do I create a new bankruptcy case?

Starting a new bankruptcy case involves choosing a filing type, validating case settings, providing background information, and then generating the documents necessary to submit the filing. Collier TopForm™ & File lets you create Chapter 7, 11, 12, and 13 filings.

To create a new case:

1. At the Collier TopForm™ & File window, click **Start New Case**, located in one of the following places:
 - **File** menu
 - Empty case page (**Case** menu)
 - **Dashboard** page

The window changes to show a form where you can provide the case information.

2. Review the fields on the form and make any necessary changes by either typing directly in the field or selecting from the corresponding drop-down list or group of related options, as applicable.
3. Once the information has been entered, click **Create Case**. You are taken to the **Case** tab, with the **Home** tab showing.
4. [Enter the information about the debtor.](#)
5. [Complete the forms necessary for your client's case.](#)

About Importing Collier TopForm™ Bankruptcy 10.5.x Cases

If you are migrating from using Collier TopForm™ Bankruptcy Filing Program version 10.5.x, the first thing you'll notice is that this new version of Collier TopForm™ & File is completely new, both in appearance and in functionality. A lot of effort has been made to improve the program and streamline the process of completing a case from start to finish.

One of the major changes was to improve the way firm and client data flows between the program itself and the forms you must complete to file a case. With these new changes, you should only need to enter data once, and as you complete other forms, fields requiring the same information should automatically have this information filled in. This answer flow-through greatly decreases the time spent completing all of the required forms, schedules, and ancillary documents required as part of the filing process.

Collier TopForm & File 13 includes a tool to import settings and cases from Collier TopForm Bankruptcy 10.5. Every effort has been made to ensure that the tool imports and maps the data coming from version 10.5 to data used in version 13. However, not all data was able to be mapped correctly. For example, in Collier TopForm Bankruptcy 10.5, addresses (including *street*, *city*, *state*, and *zip*) were saved as one "chunk" of text. However, in Collier TopForm & File 13, addresses are saved as distinct pieces of data (e.g., *street* is one answer, *city* is another answer, and so forth). Because of this discrepancy between the two versions of the product, we were unable to map the single chunk of data coming from version 10.5 to its individual parts in version 13. Instead, the full address coming from version 10.5 is mapped to just the street address in version 13.

Because of these discrepancies, if you choose to import your cases from Collier TopForm Bankruptcy 10.5, you must review each of the forms and correct any data that was imported incorrectly. To help you identify which forms need to be reviewed after you've imported your cases, Collier TopForm & File creates a log file which lists these forms, along with the data that needs to be checked. You can find this log file in the *Logs* subfolder of the Collier TopForm & File program folder (for example, *C:\Users\YourUserName\Documents\LexisNexis\TopForm\Logs*).

Other Things to Note After You Import Your Cases

- When importing the data for Form 7, Collier TopForm & File may not be able to distinguish between debtor and co-debtor information. As such, you should review Form 7 for each case you imported and make corrections, if necessary.
- Once you have reviewed cases listed in the log file, you must review the data in each schedule. This step is required if you plan to electronically file or print these forms later. To view the schedules, open the case (either at the **File** menu or at the **Dashboard** menu), and then view the schedules at the **Forms** subtab.
- Additional data you may want to review includes phone numbers, dates, and social security numbers, all of which may not be formatted properly, as well as exemption laws, which may not have matching statute titles in version 13.

Please see [How do I import cases from Collier TopForm 10.5?](#) for instructions on importing your cases.

How do I import cases from Collier TopForm 10.5?

Caution:

- Before importing your existing cases into Collier TopForm™ & File, please review the help topic [About Importing Collier TopForm™ Bankruptcy 10.5.x Cases](#).
- Only those preferences and cases you worked with using Collier TopForm 10.5 and later will be available to be imported.

When you first upgrade from Collier TopForm Bankruptcy 10.5 and then launch Collier TopForm & File after installing it, you are prompted to import your preferences (such as firm and attorney information, as well as your master address list). You are also prompted to import those most recent cases you have worked on. You can import your data this first time you launch the product, or you can import it at a later time.

To import Collier TopForm Bankruptcy 10.5 cases into the current version of Collier TopForm & File:

1. To start the import process, complete one of the following steps:
 - If you are importing cases as the final step in the installation process and you are already viewing the **Import Data** dialog box, skip to Step 2.
 - If you are importing cases separate from the installation, choose **Import Data** from the Collier TopForm & File **File** menu. Then choose **Collier TopForm(TM) Bankruptcy 10.5** from the **Import data from** drop-down list.
2. Select the preferences you want to import in the **Preferences** section.
3. Select the cases you want to import in the **Cases** section.
4. Click **Import**.

If Collier TopForm & File [experiences problems while importing the data](#), it displays a message at the end of the process, indicating that it created a log file. This file lists the data that was either not imported, or it lists data that you'll need to review because data from Collier TopForm Bankruptcy 10.5 could not be mapped properly to fields in Collier TopForm & File 13. This log file is typically stored in the *Logs* subfolder of the Collier TopForm & File program folder (for example, *C:\Users\YourUserName\Documents\LexisNexis\TopForm\Logs*).
5. If necessary, review the log file and make the necessary data corrections in the listed forms.

How do I import cases from other bankruptcy filing programs?

You can import case data from other bankruptcy products, such as Bankruptcy, Best Case Bankruptcy, or EZ Filing. The data you are importing must be in a format Collier TopForm™ & File recognizes, including comma-separated or tab-separated.

To import cases from other bankruptcy filing programs into the current version of Collier TopForm & File:

1. Choose **Import Data** from the Collier TopForm & File **File** menu.
2. Choose the program you've been using from the **Import data from** drop-down list.
3. Click the **Browse** button next to the **Data file name** box to locate and select the data file you want to import.
4. Optionally, select **Do not import duplicate data** to keep Collier TopForm & File from importing duplicate data.
5. Click **Import**.

How do I import Collier TopForm™ & File cases from other users?

You can import a case file or multiple case files that have been exported from another computer on which Collier TopForm™ & File is running. This way, you can share copies of individual case files or groups of case files between users using Collier TopForm & File on different computers.

Caution:

Case importing/exporting does not support concurrent access to the same individual case files by multiple users on different machines, nor will it reconcile or merge changes made separately by users to copies of a case with the same file name. When importing, you will have the option to either override (replace) one of the copies using the same file name, or rename one of the case files with a different file name to retain changes made to both copies.

To import a case:

1. At the Collier TopForm & File window, click the **File** menu.
2. Choose **Import Data** from the list of options on the left.
3. Choose **TopForm Cases** from the **Import data from** drop-down list.
4. Click **Browse** next to the **Data file name** box, and then browse to and select the cases you want to import. (Once the files are selected, click **Open** to return to the TopForm Import window.)
5. In the list of cases to import, select the cases you want and click **Import**. The Import Case dialog box appears, providing options for how you want to import the case.
6. Choose the option you prefer:

Tip:

To perform the same action on all cases you are trying to import, select **Do this for X conflicts** and then select your option.

- **Import and Replace:** Replaces the existing case (local copy of the case) with the one you're trying to import.
- **Don't Import:** Leaves the existing, local copy of the case as it is and cancels the import process for the specified case.
- **Import but Keep Both Cases:** Lets you keep your existing, local copy of the case and import the new case by assigning a new name to it.

Note:

If you selected the option to import the case but keep the original, you probably want to rename the imported file to something meaningful. See [How do I rename a case?](#) for instructions on doing this.

How do I export Collier TopForm™ & File cases for users on other computers?

You can export a case file or multiple case files to be used on another computer on which Collier TopForm™ & File is running. Once you export a case, you will still be able to edit and work with the original case.

When cases are exported from Collier TopForm & File, the exported cases will include all of the data for the case except application preference settings, such as e-filing settings, forms preferences, exemptions and matrix/mailling label format settings.

Caution:

Case importing/exporting does not support concurrent access to the same individual case files by multiple users on different machines, nor will it reconcile or merge changes made separately by users to copies of a case with the same file name. When importing, you will have the option to either override (replace) one of the copies using the same file name, or rename one of the case files with a different file name to retain changes made to both copies.

To export a case:

1. At the Collier TopForm & File window, click the **Dashboard** menu.
2. In the **Cases** list, select the cases you want to export.
3. Click **Export**. A progress bar appears.
4. When prompted to enter a file name for the collection of exported cases, specify the location and name you want assigned and click **Save**. If the export was successful, you see a confirmation message.
5. Click **OK**.

When a case or group of cases is exported, it will be marked with this icon: . This icon will be visible until a case with the same file name has been re-imported. Additionally, the case status for an exported case will automatically change to "exported" and an "Important Date" entry indicating the date and time of export will automatically be added to the **Important Dates** field for the case.

See [How do I import Collier TopForm™ & File cases from other users?](#) for instructions on importing a case.

How do I rename a case?

At times, you may need to rename one of your cases.

To do this:

1. [Open the case you want to rename.](#)
2. Click on the case name, near the top of the window. The text becomes editable.
3. Type the new name.
4. Click away from name field. Your changes are saved.

How do I provide information about the debtor for a case?

Once you have validated case settings, you are ready to provide the necessary background information for the filing, such as the debtor's name and contact information and information on bankruptcy cases pending against the debtor.

Note:

If you complete the **Debtor Information (Voluntary Petition)**, the answers you enter there will automatically be used in this Debtor form. To access the **Voluntary Petition**, click the link at the bottom of the Debtor form, or click the **Forms** tab and select to complete it there.

To enter background information about the debtor:

1. [Open the case you want to edit.](#)
2. Click the **Home** tab. The view changes to show information about the debtor.
3. In the **Debtor** section of the page, enter the required information, such as the debtor's name and address information.
4. Click **Save** to save the information.

Note:

- You can associate externally created documents with the case by adding them at the **Case > Home** tab. See [Associate documents with this case](#) for information.
- If the debtor has used any aliases, save the debtor information, click the **Aliases** link, and [enter the appropriate information](#).

How do I use the different case wizards to pre-enter information?

When completing bankruptcy documents, a lot of information is repeated throughout the different documents. You can either enter this information as you complete these documents, or you can provide it while completing the **Debtor** form. Either way, the information will be available for each document or schedule that requires it.

Specific wizards you can complete include:

- Voluntary Petition
- Property & Exemptions (to be used for Schedules A, B, and C)
- Creditor & Claims (to be used for Schedules D, E, and F)

To do this:

1. [Open the case you want to edit.](#)
2. Click the **Home** tab. The view changes to show information about the debtor.
3. In the **Debtor** section of the page, under **Enter additional Debtor information**, click the link for the wizard you want to complete.
4. [Complete the wizard.](#)

How do I add aliases for a debtor?

You can enter alias names for a debtor or joint debtor.

To do this:

1. [Enter or edit information about the debtor or joint debtor.](#) (Make sure you save the information after you are finished.)
2. At the **Home** tab of the case, in the **Debtor** section of the page, click the **Aliases** link. The Debtor Aliases dialog box appears.
3. Choose whether the alias is for the debtor or joint debtor by choosing the correct option from the **Debtor type** drop-down list.
4. Choose the type of alias you are assigning from the **Alias type** drop-down list.
5. Enter the required information in the fields.
6. Click **Save** to save your changes.
7. Click the **Close** icon () to close the dialog box.

How do I edit information about an existing case?

In certain situations, you may find it necessary to change case settings after you've created it. For example, you may need to change the debtor type or nature of debt for a case. Collier TopForm™ & File allows for quick and easy modifications of case settings once you've created a new case.

To edit case data:

1. [Open the case you want to edit.](#)
2. While viewing the case, complete any of the following optional steps:
 - To edit the case settings (for example, the chapter type or the type of exemption laws), change the setting in the area along the top of the **Case** page.
 - To edit the debtor or co-debtor information, make the changes in the **Debtor** section of the page.

How do I associate documents with a case?

Collier TopForm™ & File includes the many different forms you need to file with your bankruptcy case. There may be times, however, when you need to associate additional documents with your case so they can be included in your filing. For example, you may need to include a copy of your pay stubs or other documents required by your case.

The types of files you can add to a case include PDF documents, TXT files, and several types of images files, including JPG, BMP, and TIFF.

When you add documents to the **Documents** list, copies of the document are saved to the case folder.

To do this:

1. [Open the case you want to edit.](#)
2. Click the **Home** tab. The view changes to show information about the debtor.
3. View the **Documents** section of the page.
4. Complete any of the following optional steps:
 - To add a document to the list, click **Add**, then locate and select the document you want to include. Click **Open** to add it to the list.
 - To remove a document from the list, select the document in the list and click **Delete**. (The document is removed from the case folder, but the copy in the original folder location isn't deleted.)
 - To sort the list of documents, click the column header (**Name**, **Type**, or **Modified**) on which you want to sort.
 - To open the folder where copies of the documents are stored, click the **Open Case Folder** button ().

How do I add notes to a case?

As you work with different bankruptcy cases, you may want to make notes about the case. This can be useful if you want to document certain actions or tasks you perform and have those notes associated with the case. You can use the Notes tool within Collier TopForm™ & File to do this.

To include notes with a case you are working on:

1. Open the case you want to edit.
2. Click the **Home** tab. The view changes to show information about the debtor.
3. View the **Notes** section of the page.
4. Select the name of the person who is entering the notes from the **Adding as** drop-down list.

Note:

To add a name to the list, click **Adding as**, and then enter the names in the list. Click **Close** when you are done.

5. Enter your note in the text field, and then click **Add Note**. Your note is added to the list of notes below.

Note:

You can edit notes after you add them. You can also print, save, or delete notes. See [How do I work with case notes?](#) for details.

How do I work with case notes?

Once you [add a note to a case](#), you can edit it, print it, save it as a separate file, or delete it.

To do any of these things:

1. [Open the case you want to edit](#).
2. Complete any of the following steps:

Option	Description
To download the case notes and save them in a separate file	Select the notes you want to download and click Download Notes . When prompted, specify the location where you want to save the file. A PDF version of the notes are saved in the location you specify.
To print a copy of the case notes	Select the case notes you want to print and click Print Notes . The notes are printed.
To edit a case note	Select the case you want to edit and click Edit . The Edit Case Note dialog box appears. Make your changes and click Save .
To delete a case note	Select the case you want to delete and click Delete .

How do I record key dates and activities associated with the case?

You can keep a record of the important dates and activities associated with your debtor's case. As part of this, you can assign a status to the activities.

To do this:

1. Open the case you want to edit.
2. Click the **Home** tab. The view changes to show information about the debtor.
3. Locate the **Important Dates** section of the page. The date you created the case appears in the top-left section of the Important Dates tool.
4. Complete any of the following optional steps:
 - If you manually file the case, enter the filing date in the **Date filed** box. (If you eFile the case, that date is automatically added to this box.)
 - View the number of days since the case was opened under the **Age** heading.
 - Add a new activity (and associated date) by clicking **Add** and completing the information on the **Add Important Date** dialog box.
 - Edit an existing activity by clicking its link in the **Activity** column of the **Important Dates** table and making the changes on the **Modify Important Date** dialog box.
 - Delete an activity by selecting the check box next to the activity in the table and clicking **Delete**.
 - Keep a record of an activity, but mark it as complete by changing the activity's status to **Complete**. The activity is marked as such and a line is drawn through it to further help you understand that the task is finished.

How do I assign a working status to a case?

Often you want to track your progress on a case as well as keep records of the case's filing status. Using the tools available in Collier TopForm™ & File, you can follow your case from the moment you start it until it is resolved in the court system. Additionally, if you aren't ready to start the case, you can mark it as prospective.

To do this:

1. [Open the case you want to edit.](#)
2. Click the **Home** tab. The view changes to show information about the debtor.
3. View the **Status** section of the page.
4. Choose the status you want assigned to the case from the **Case status** drop-down list. Your options include **Active**, **Closed**, **Prospect**, and **Exported**.
5. Choose the associated filing status from the **Filing status** drop-down list. (Your options vary, depending on which case status you selected in the previous step.)

Once you assign these statuses to your cases, the information can be viewable from any case listing, for example at the **Cases** tab of the Dashboard.

How do I open an existing bankruptcy case?

While you are working on a bankruptcy case, you will often need to make ongoing changes to the details of the case. For example, as you receive new information about your client, you may need to generate additional bankruptcy documents. To do this, you can either open a case from the **File** menu, or you can access your most recent cases from the **Dashboard**.

To open a case:

1. At the Collier TopForm & File window, choose one of the following options:
 - Choose **View Cases** from the **File** menu. The view changes to show all of the cases you are working on in the right pane.
 - Click the **Dashboard** menu. The Dashboard page appears.
2. Click the link for the case you want to view. The case is opened.

Note:

If you don't immediately see the case you want to edit, use the search field above the case list to type some of the text that appears in the case name. Cases matching your search terms appear. (Click the X in the search box to clear your search.)

3. Begin working on the case or open another case, as desired.

How do I select bankruptcy forms for completion?

Once you have created a bankruptcy case, you can generate the documents pertinent to the case. For example, you can complete the **Voluntary Petition, Schedules A-J**, and the different forms required for the filing, just to name a few. Information you provide as you complete these different documents will be used in each document that requires it. When you're ready to file the case, the completed documents will be generated in PDF format so you can file them with the court.

Collier TopForm™ & File uses the third-party application HotDocs Player™ to create the documents you need for your bankruptcy cases. When you select a document for creation, the HotDocs Player window opens over the top of the Collier TopForm & File window. You must complete your work in the HotDocs Player window before you can return to the TopForm window.

To generate a document for your case:

1. [Create a new bankruptcy case](#) or [open an existing case](#).
2. At the **Case** tab for the case you want to work on, click the **Forms** tab. The view changes to show the forms associated with this kind of filing.

Tip:

Information about the case (such as the type of filing, jurisdiction, and case representative) appears at the top of the page.

3. Locate the form you need to complete in the list.

Tip:

To locate a specific form in the list, enter your search term in the search box. As you type, the list of forms is filtered to show only those forms that contain your phrase.

4. Double-click the form. A secondary window appears, displaying a series of dialogs that contain the questions necessary for completing the form.
5. Complete the interview as described in [Completing a Document](#).
6. When you are finished, click the **Finish** button () in the navigation toolbar to close the form window. Your data is automatically saved, the form window is closed, and you are returned to the **Forms** tab.
7. Optionally, to track a form's completion status, right-click on the form and indicate whether work on the form is **Not Started** (), **In Progress** (), or **Completed** ().

Note:

You can customize the forms that appear in the different forms lists. To do this, see [Manage Jurisdictional Form Sets and Case Associations](#).

Completing a Document

Collier TopForm™ & File uses the third-party application HotDocs Player™ to create the documents you need for your bankruptcy cases. When you select a document for creation, the HotDocs Player window opens over the top of the TopForm window. You must complete your work in the HotDocs Player window before you can return to the TopForm window.

The following features are available in the HotDocs Player window. This information can help you complete the interview as you create the required documents.

Feature	Description
Interview tab	The Interview tab is divided into two panes. The left pane contains an outline of the different groups of questions you must answer, while the right pane contains the individual questions in those groups.
Interview outline icons	<p>Icons used in the interview outline indicate the answered status of questions in the dialog:</p> <ul style="list-style-type: none">  indicates that no questions in the dialog have been answered  indicates that some questions in the dialog have been answered  indicates that all questions in the dialog have been answered <p>Additionally, some icons indicate that the questions contained in the dialog can be used to create a list of answers:</p> <ul style="list-style-type: none">  indicates that questions in the dialog will be repeated so you can enter more than one set of answers
Dialog navigation icons	<p>Each dialog contains a row of navigational buttons to help you move through the interview questions:</p> <ul style="list-style-type: none"> ▪  and  take you to the first and last dialogs in the interview ▪  and  take you to the previous and next dialogs in the interview that contain <i>unanswered</i> questions ▪  and  take you sequentially through the interview, dialog by dialog ▪  finishes the interview, saves the answers in an answer file and returns you to the TopForm window
Document tab	<p>You can click this tab to preview how the completed document looks.</p> <p>Note: The actual name of this tab changes, based on whether the document is PDF-based (Form Document) or word processor-based (Document Preview).</p>
Question Summary and Answer Summary tabs	These tabs provide snapshots of the questions (and answers) required to complete the document. The Question Summary tab lists just the questions, while the Answer Summary tab shows the questions along with any answers you have provided.

Practice Pointers	When you see this icon  next to a question in a dialog, you may click it and view additional commentary about the question. Additionally, commentary may be available for the entire group of questions. This is indicated by the resource icon in the dialog title bar.
Answering questions repeatedly to create a list of answers	<p>Some dialogs in a form interview are designed to let you enter more than one set of answers. These dialogs can appear in one of two ways:</p> <ul style="list-style-type: none"> ■ Repeated as a series: Series dialogs include the following button: . Click this button to add another series of answers. When you are finished, click the Next () button to move to the next dialog in the interview. ■ Repeated as a spreadsheet: Spreadsheet dialogs appear using a table. You enter your sets of answers on each row. You can use the buttons along the bottom of the table to edit existing answers, add a new set of answers, or remove a set of answers.
End of Interview dialog	<p>The last dialog in a series of interview questions is called the End of Interview dialog. It provides information about the number of questions you may have left unanswered. (If you have left questions unanswered, use the icon hints in the interview outline on the left to locate which dialogs still require information, and provide the answers.) To return to the TopForm window, close the HotDocs Player window by clicking Finish () in the navigation bar.</p>

How do I accommodate Social Security Number requirements?

Rule 1005 stipulates that in addition to any taxpayer identification number, the debtor may list only the last four digits of his or her Social Security number in the caption of the bankruptcy petition. At the same time, courts generally require that the debtor's complete Social Security number be provided as part of any filing. Collier TopForm™ & File uses Official Form 21 (Statement of Social Security Number) for purposes of providing the debtor's complete Social Security number in a manner pursuant to Rule 1005 for Chapter 7, 11, 12, and 13 cases.

To complete Form 21:

1. [Open the case](#) for the client who needs to complete Form 21.
2. At the **Case** tab, click the **Forms** tab. The list of forms appears.
3. In the **Initial Filing Forms** group, locate and double-click **Form 21 - Statement of Social Security Numbers**. The interview questions for the form appear.

Note:

To quickly find the form in the list, type a portion of the form name in the search field above the forms list.

4. Complete the interview.

How do I print case documents?

Collier TopForm™ & File provides flexibility in printing documents. If you want to print an amended version of a document, print multiple documents within a single printing session, or adjust printer settings before printing documents, you can do so. Additionally, before printing documents, you may want to preview them.

To print case documents:

1. At the **Case** tab, click the **Print** subtab. The view changes to show printing options.
2. From the drop-down list at the top of the Print pane, choose either **Initial Filing**, **Emergency Forms**, **Other Bankruptcy Forms**, or **Jurisdictional Forms**, as applicable. A list of documents for the chosen category is displayed in the pane below.
3. Select the desired schedules and forms you want to print. (To keep a form from being printed, clear the associated check box.)

Note:

To select all documents in the list, select the check box next to **Documents to print**. To clear the selection of all existing documents, clear this same check box.

4. Verify the form order. (To move a form up or down in the list, select it and click the **Move Up** or **Move Down** button ( and ).)
5. Make the following optional selections:
 - Select **Print amended titles** indicate whether the program should print amended titles on schedules and forms.
 - Select **Print only amended records** to indicate whether the program should print only those records that have been amended.
6. Optionally, to preview the selected documents before printing them, click **Preview**. The selected documents are opened in your PDF viewer so you can examine them. If you'd like, you can use the PDF viewer's Print functionality to continue printing the documents, or you can close the preview and click the **Print** button, as described in the next step.
7. Once you have verified all of your printing settings, click **Print**.

Note:

To set the **Documents to Print** list back to its default state, click **Reset**.

About Case Matrices

A case matrix refers to the list of creditor names and addresses that must be filed with the court. The court will then use this list to notify the debtor's creditors of the bankruptcy filing as well as provide notice to them of the meeting of creditors. By using Collier TopForm™ & File, you can specify how the matrix is set up as well as define what information should be included in it. Rules for formatting and delivering the matrix vary slightly between jurisdictions.

Tip:

At one time, matrices were prepared for copying on labels in a grid format, hence the term *matrix*. Most courts now use Optical Character Recognition (OCR) equipment for importing the data. As such, matrices can be submitted in a single column list.

About the Bankruptcy Means Test

Under the Bankruptcy Abuse Prevention and Consumer Protection Act of 2005 (P.L. 109-8), a consumer bankruptcy petitioner's current income and expenses may create a presumption of abuse. The Means Test is the calculation used to determine whether or not the presumption of abuse arises. The calculation incorporates regional median income information from the Census Bureau and various deductions based on national and local Internal Revenue Service standards. If the presumption of abuse arises and cannot be overcome by special circumstances, the debtor is not entitled to file under Chapter 7, and would instead have to file under another chapter, typically Chapter 13. Chapter 13 uses the same deductions and calculations to determine disposable income.

Included with Collier TopForm™ & File is a repository of data from the Internal Revenue Service (IRS) and the U.S. Census Bureau for use in performing the calculations necessary to file Chapter 7 and Chapter 13 bankruptcies, including means testing to determine whether a case qualifies for Chapter 7.

Collier TopForm & File includes both **Form 22A - Statement of Current Monthly Income** and **Form 22C - Chapter 13 Statement of Currently Monthly Income and Calculation of Commitment Period and Disposable Income**, which are used to complete the Means Test. Although Form 22C, for Chapter 13 bankruptcies, does not refer to means testing, it uses the same questions, calculations, and deductions as the B22A Means Test to determine disposable income.

Generating the Necessary Bankruptcy Forms

How do I select bankruptcy forms for completion?

Once you have created a bankruptcy case, you can generate the documents pertinent to the case. For example, you can complete the **Voluntary Petition, Schedules A-J**, and the different forms required for the filing, just to name a few. Information you provide as you complete these different documents will be used in each document that requires it. When you're ready to file the case, the completed documents will be generated in PDF format so you can file them with the court.

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To generate a document for your case:

1. Create a new bankruptcy case or open an existing case.
2. At the **Case** tab for the case you want to work on, click the **Forms** tab. The view changes to show the forms associated with this kind of filing.

Tip:

Information about the case (such as the type of filing, jurisdiction, and case representative) appears at the top of the page.

3. Locate the form you need to complete in the list.

Tip:

To locate a specific form in the list, enter your search term in the search box. As you type, the list of forms is filtered to show only those forms that contain your phrase.

4. Double-click the form. A secondary window appears, displaying a series of dialogs that contain the questions necessary for completing the form.
5. Complete the interview as described in [Completing a Document](#).
6. When you are finished, click the **Finish** button () in the navigation toolbar to close the form window. Your data is automatically saved, the form window is closed, and you are returned to the **Forms** tab.
7. Optionally, to track a form's completion status, right-click on the form and indicate whether work on the form is **Not Started** (), **In Progress** (), or **Completed** ().

Note:

You can customize the forms that appear in the different forms lists. To do this, see [Manage Jurisdictional Form Sets and Case Associations](#).

Completing a Document

Collier TopForm™ & File uses the third-party application HotDocs Player™ to create the documents you need for your bankruptcy cases. When you select a document for creation, the HotDocs Player window opens over the top of the TopForm window. You must complete your work in the HotDocs Player window before you can return to the TopForm window.

The following features are available in the HotDocs Player window. This information can help you complete the interview as you create the required documents.

Feature	Description
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Interview outline icons	<p>Icons used in the interview outline indicate the answered status of questions in the dialog:</p> <ul style="list-style-type: none">  indicates that no questions in the dialog have been answered  indicates that some questions in the dialog have been answered  indicates that all questions in the dialog have been answered <p>Additionally, some icons indicate that the questions contained in the dialog can be used to create a list of answers:</p> <ul style="list-style-type: none">  indicates that questions in the dialog will be repeated so you can enter more than one set of answers
Dialog navigation icons	<p>Each dialog contains a row of navigational buttons to help you move through the interview questions:</p> <ul style="list-style-type: none"> ▪  and  take you to the first and last dialogs in the interview ▪  and  take you to the previous and next dialogs in the interview that contain <i>unanswered</i> questions ▪  and  take you sequentially through the interview, dialog by dialog ▪  finishes the interview, saves the answers in an answer file and returns you to the TopForm window
Document tab	<p>You can click this tab to preview how the completed document looks.</p> <p>Note: The actual name of this tab changes, based on whether the document is PDF-based (Form Document) or word processor-based (Document Preview).</p>
Question Summary and Answer Summary tabs	These tabs provide snapshots of the questions (and answers) required to complete the document. The Question Summary tab lists just the questions, while the Answer Summary tab shows the questions along with any answers you have provided.

Practice Pointers	When you see this icon  next to a question in a dialog, you may click it and view additional commentary about the question. Additionally, commentary may be available for the entire group of questions. This is indicated by the resource icon in the dialog title bar.
Answering questions repeatedly to create a list of answers	<p>Some dialogs in a form interview are designed to let you enter more than one set of answers. These dialogs can appear in one of two ways:</p> <ul style="list-style-type: none"> ■ Repeated as a series: Series dialogs include the following button: . Click this button to add another series of answers. When you are finished, click the Next () button to move to the next dialog in the interview. ■ Repeated as a spreadsheet: Spreadsheet dialogs appear using a table. You enter your sets of answers on each row. You can use the buttons along the bottom of the table to edit existing answers, add a new set of answers, or remove a set of answers.
End of Interview dialog	<p>The last dialog in a series of interview questions is called the End of Interview dialog. It provides information about the number of questions you may have left unanswered. (If you have left questions unanswered, use the icon hints in the interview outline on the left to locate which dialogs still require information, and provide the answers.) To return to the TopForm window, close the HotDocs Player window by clicking Finish () in the navigation bar.</p>

Initial Filing Documents

The following table describes some of the different schedules and forms you may be required to complete for your bankruptcy filing:

Note:

- When you complete the various forms required by your bankruptcy filing, some of the forms may include guidance to help you understand what's required by the form. This material usually appears as the first dialog (or page) during the form interview question process, and it's titled something like "<< Form 1 Guidance >>". This content is provided by LexisNexis experts on the bankruptcy process.
- See [Additional Documents](#) for a list of other required forms.

Schedule Name	Description
Schedule A: Real Property	Real property refers to items such as houses, cabins, and land. All of the debtor's interests in real property except leasehold interests listed on Schedule G must be listed on Schedule A.
Schedule B: Personal Property	Personal property refers to items such as automobiles, boats, and clothing. All personal property of the debtor must be listed in Schedule B.
Schedule C: Property Claimed as Exempt	Schedule C summarizes the exemption status of the debtor's real and personal property. Information you enter while completing Schedule A and B automatically flows to and is displayed in Schedule C so that you can review and validate that you have taken the proper exemptions. Should you need to edit exemption assignments, you can do so directly in Schedule C.
Schedule D: Creditors Holding Secured Claims	<p>Schedule D details claims for which there is an outstanding past-due amount. All creditors holding secured claims against property of the debtor must be listed in Schedule D.</p> <p>This information is transferred to the Chapter 7 Statement of Intention Regarding Secured Debts form. Information about the choices available in completing this form is available in Collier Consumer Bankruptcy Practice Guide ¶6.12.</p> <p>The program feeds this information to Schedule H, where co-debtors on any debts of the debtor must be listed. Schedule H is discussed further in Collier Consumer Bankruptcy Practice Guide ¶6.07[4].</p>
Schedule E: Creditors Holding Unsecured Priority Claims	<p>Schedule E details creditors whose claims are unsecured. All creditors holding unsecured priority claims against the debtor must be listed in Schedule E.</p> <p>Detailed information about completing Schedule E is available in Collier Consumer Bankruptcy Practice Guide ¶6.07[2][b].</p>
Schedule F: Creditors Holding Unsecured Nonpriority Claims	Schedule F details creditors whose claims are unsecured. All creditors holding unsecured nonpriority claims against the debtor must be listed in Schedule F.
Schedule G: Executory Contracts and Unexpired Leases	Schedule G details executory contracts and unexpired leases and indicates whether they will be rejected or assumed and, possibly, additional information depending on jurisdiction. All executory contracts and unexpired leases of the debtor must be listed in Schedule G.
Schedule H: CoDebtors	Schedule H summarizes information related to co-debtors. Information entered while completing Schedules D, E, and F automatically flows to and is displayed in Schedule H

	for purposes of your review and validation. Should you need to add or refine co-debtor assignments to claims, you can do so directly in Schedule H.
Schedule I: Current Income of Individual Debtors	Schedule I details income of the debtors, and the income of all debtors must be listed in Schedule I. The schedule primarily requires numeric data related to the debtor and the debtor's spouse, if any.
Schedule J: Current Expenditure of Individual Debtors	Schedule J details expenses of the debtors and, when applicable, of the debtor's spouse, debtor's business, and debtor's spouse's business. All of the debtor's current expenses must be listed in Schedule J.
Summary of Schedules	<p>The Summary of Schedules outlines important details about your case, including the following:</p> <ul style="list-style-type: none"> ■ The schedules you have selected to include in your filing ■ The number of pages that will print for each schedule <p>Note: Until the entire case is complete, the total page count may not be accurate.</p> <p>Reviewing the Summary of Schedules is an important step in preparing an initial filing.</p>
Form 7: Statement of Financial Affairs	Form 7 must be filed in every case. The document contains 25 questions and subquestions that appear numbered as they are on the official form.
Form 8: Chapter 7 Individual Debtor's Statement of Intention	The debtor must complete the Form 8 — Statement of Intention for each property that is collateral for a secured debt. The information on Form 8 flows from Schedules D, E, F, and G. If upon reviewing the information reflected in Form 8 you discover any mistakes, you can post corrections here. When you do so, the program automatically updates the corresponding schedule accordingly.
Form 22: Statement of Current Monthly Income [and Means Test or Disposable Income Calculation]	Form 22 must be completed for certain individual debtors filing Chapter 7, for individual debtors filing Chapter 11, and for all debtors filing Chapter 13. The questions included in Form 22 vary depending on chapter type: Chapter 7 and 13 cases contain questions corresponding to the categories of information used in determining current monthly income and calculating the Means Test (for Chapter 7 cases) or determining Disposable Income (for Chapter 13 cases), and Chapter 11 cases contain questions for the gathering of current monthly income data.
Form 23: Debtor's Certification of Completion of Instructional Course Concerning Personal Financial Management	In all cases, Form 23 must be filed in order to alert the clerk that the debtor has satisfied the requirement of completing an instructional course in personal financial management.
Form 24: Certification to Court of Appeals by all Parties	Form 24 must accompany appeals, bankruptcy court judgments, orders, or decrees directly to the United States Court of Appeals.

Additional Documents

Based on certain case variables, additional information and documents may be required for a filing. For instance, filings for publicly traded corporations and partnerships must include details on stock as well as other financials. In such instances, this information constitutes the basis for documents in addition to those that would otherwise be prepared for an [initial filing](#).

Other types of bankruptcy forms are grouped in the following categories, by default:

- **Emergency Forms:** Emergency filings require documents that would otherwise be prepared for an initial filing as well as additional documents. As an aid in preparing emergency filings as quickly as possible, the program separately categorizes the necessary forms, displaying them together under the **Emergency Forms** folder in the **Forms** list.
- **Other Bankruptcy Forms:** Certain forms that apply to only certain types of cases may not be required as part of the initial filing. These types of forms are typically listed in the **Other Bankruptcy Forms** folder.
- **Jurisdictional Forms:** Some forms are required and provided by the jurisdiction in which you are filing. These forms are available in this list.

How do I complete Schedule A: Real Property?

Real property refers to items such as houses, cabins, and land. All of the debtor's interests in real property except leasehold interests listed on Schedule G must be listed on Schedule A.

To complete Schedule A:

1. While viewing the **Case** tab for the case you are working on, click the **Forms** subtab.
2. In the **Initial Filing** list, locate **Schedule A - Real Property**.
3. Double-click the form. A new window appears, showing the interview questions you need to answer to complete the form.

Note:
See [Completing a Document](#) for details on working within this window.
4. Review the information about Form 6A in the **Form 6A Guidance** dialog, which is the first dialog in the interview.
5. Review and enter information in the **Case Information** dialog. Specifically, if the debtor has real property, select **The debtor has real property**.
6. Review and provide all requested information within the **Real Property** dialog, using the following information in doing so:
 - **Amended**—This indicates the property record is being amended.
 - **Short Title and Location**—This is typically a legal description and an address.
 - **Current Value of Debtor's Interest**—This is the value of the debtor's or debtors' interest in the property, without deduction for any secured claim or exemption.
 - **Amount of Secured Claim**—This is the total of the liens held by secured creditors against the property; individual claim amounts are entered on Schedule D. For example, if a property is secured by more than one claim, the total amount of all claims against the property should be entered here, and the individual claims against the property split out by creditor on Schedule D.
7. Apply the proper exemptions, as appropriate, by selecting **This property qualifies for one or more exemptions** and then choosing the applicable options from the list of exemption categories and then entering the associated values.
8. Continue with the interview by completing the questions in each dialog. (Click **Next** or **Previous** ( or ) to review these dialogs.)
9. When you have completed the interview, click **Finish** (). Your answers are saved and you are returned to the main TopForm window.

How do I complete Schedule B: Personal Property?

Personal property refers to items such as automobiles, boats, and clothing. All personal property of the debtor must be listed in Schedule B.

To complete Schedule B:

1. While viewing the **Case** tab for the case you are working on, click the **Forms** subtab.
2. In the **Initial Filing** list, locate **Schedule B - Personal Property**.
3. Double-click the form. A new window appears, showing the interview questions you need to answer to complete the form.

Note:

See [Completing a Document](#) for details on working within this window.
4. Review the information about Form 6B in the **Form 6B Guidance** dialog, which is the first dialog in the interview.
5. Review and enter information in the **Case Information** dialog. Specifically, if the debtor has personal property, select **The debtor has items of personal property**.
6. Review and provide all requested information within the **Personal Property** dialog, using the following information in doing so:
 - **Amended**—This indicates the personal property record is being amended.
 - **Type of Property**— Choose the personal property category from the drop-down list.
 - **Short Title and Location**—This is typically a legal description and an address.
 - **Current Value of Debtor's Interest**—This is the value of the debtor's or debtors' interest in the property, without deduction for any secured claim or exemption.
7. Apply the proper exemptions, as appropriate, by selecting **This property qualifies for one or more exemptions** and then choosing the applicable options from the list of exemption categories and then entering the associated values.
8. Continue with the interview by completing the questions in each dialog. (Click **Next** or **Previous** ( or ) to review these dialogs.)
9. When you have completed the interview, click **Finish** (). Your answers are saved and you are returned to the main TopForm window.

How do I complete Schedule C: Property Claimed as Exempt?

Schedule C summarizes the exemption status of the debtor's real and personal property. Information entered when completing Schedule A and B automatically flows to and is displayed in the Schedule C interview for purposes of your reviewing and validating that you have taken the proper exemptions. Should you need to refine exemption assignments, you can do so directly in the Schedule C interview.

To complete Schedule C:

1. While viewing the **Case** tab for the case you are working on, click the **Forms** subtab.
2. In the **Initial Filing** list, locate **Schedule C - Property Claimed as Exempt**.
3. Double-click the form. A new window appears, showing the interview questions you need to answer to complete the form.

Note:

See [Completing a Document](#) for details on working within this window.
4. Review the information about Schedule C in the **Form 6C Guidance** dialog, which is the first dialog in the interview.
5. Review all information within the **Case Information**, **Claimed Exemptions**, **Real Property**, and **Personal Property** dialogs.
6. Make any changes as necessary.
7. When you have completed the interview, click **Finish** (). Your answers are saved and you are returned to the main TopForm window.

How do I complete Schedule D: Creditors Holding Secured Claims?

Schedule D details claims for which there is an outstanding past-due amount. All creditors holding secured claims against property of the debtor must be listed in Schedule D.

To complete Schedule D:

1. While viewing the **Case** tab for the case you are working on, click the **Forms** subtab.
2. In the **Initial Filing** list, locate **Schedule D - Creditors Holding Secured Claims**.
3. Double-click the form. A new window appears, showing the interview questions you need to answer to complete the form.

Note:

See [Completing a Document](#) for details on working within this window.

4. Review the information about Schedule D in the **Form 6D Guidance** dialog, which is the first dialog in the interview.
5. Review all information within the **Case Information** dialog.
6. Review and provide all requested information within the **Creditors Holding Secured Claims** dialog, using the following information in doing so:
 - **Creditor field**—Either enter the creditor's name in the field, or click the drop-down arrow on the field and choose a creditor's name you've already entered in the [Master Address List](#). (If you choose an existing creditor, the address fields will automatically be populated.)
 - **Full Account Number** fields—Enter the requested account numbers in the respective fields.

Note:

- To enter multiple contact names and addresses for the creditor, select **Include information for an additional contact**.
- To add the information you've entered to the [Master Address List](#) so it can be used in additional cases, select **Add this creditor information to the TopForm database**.

- **Nature of Lien**—Enter the applicable option such as [Mortgage](#).
 - **Property Description**—This is the item of debtor's property against which the creditor holds a claim and for which you entered all information when completing Schedules A and B.
 - **Property Value**—This is the fair market value of the debtor's or debtors' interest in the property, without deduction for any secured claim or exemption.
 - **Amount of Claim**—This is the lien amount held by the given creditor against the given item of property.
 - **Claim Status**—This indicates the claim's status as **contingent** (one that depends on the occurrence of a future event that may or may not happen, such as an agreement to pay a debt only if the original obligor defaults), **unliquidated** (one in which an amount is unknown because it has not yet been decided by agreement or by a court and cannot be readily determined by operation of legal principles) or **disputed**.
7. Continue with the interview by completing the questions in each dialog. (Click **Next** or **Previous** ( or ) to review these dialogs.)
 8. When you have completed the interview, click **Finish** (). Your answers are saved and you are returned to the main TopForm window.

How do I complete Schedule E: Creditors Holding Unsecured Priority Claims?

Schedule E details creditors whose claims are unsecured. All creditors holding unsecured priority claims against the debtor must be listed in Schedule E.

To complete Schedule E:

1. While viewing the **Case** tab for the case you are working on, click the **Forms** subtab.
2. In the **Initial Filing** list, locate **Schedule E - Creditors Holding Unsecured Priority Claims**.
3. Double-click the form. A new window appears, showing the interview questions you need to answer to complete the form.

Note:
See [Completing a Document](#) for details on working within this window.
4. Review the information about Schedule E in the **Form 6E Guidance** dialog, which is the first dialog in the interview.
5. Review all information within the **Court Information** dialog.
6. Review and provide all requested information within the **Creditors Holding Unsecured Priority Claims** dialog, using the following information in doing so:
 - **Claim Type**—From the drop-down list of claim types, choose the option applicable to the given claim (i.e., **Taxes and Other Certain Debts**).
 - **Creditor** field—Either enter the creditor's name in the field, or click the drop-down arrow on the field and choose a creditor's name you've already entered in the [Master Address List](#). (If you choose an existing creditor, the address fields will automatically be populated.)
 - **Address** fields—Enter the contact information for the entities holding unsecured priority claims against the debtor as of the date of filing of the petition in the address fields.

Note:

 - To enter multiple contact names and addresses for the creditor, select **Include information for an additional contact**.
 - To add the information you've entered to the [Master Address List](#) so it can be used in additional cases, select **Add this creditor information to the TopForm database**.
 - **Consideration for Claim**—Specify what the debtor received in exchange for the claim or, in some cases, the nature of the claim (e.g., "a deposit for uncompleted construction" or "1998 income taxes").
 - **Claim Status**—This indicates the claim's status as **contingent** (one that depends on the occurrence of a future event that may or may not happen, such as an agreement to pay a debt only if the original obligor defaults), **unliquidated** (one in which an amount is unknown because it has not yet been decided by agreement or by a court and cannot be readily determined by operation of legal principles) or **disputed**.
 - **Amount of Claim**—This is the lien amount held by the given creditor against the debtor.
 - **Amount Entitled to Priority**—Type the appropriate monetary value.
7. Continue with the interview by completing the questions in each dialog. (Click **Next** or **Previous** ( or ) to review these dialogs.)
8. When you have completed the interview, click **Finish** (). Your answers are saved and you are returned to the main TopForm window.

How do I complete Schedule F: Creditors Holding Unsecured Nonpriority Claims?

Schedule F details creditors whose claims are unsecured. All creditors holding unsecured nonpriority claims against the debtor must be listed in Schedule F.

To complete Schedule F:

1. While viewing the **Case** tab for the case you are working on, click the **Forms** subtab.
2. In the **Initial Filing** list, locate **Schedule F - Creditors Holding Unsecured Nonpriority Claims**.
3. Double-click the form. A new window appears, showing the interview questions you need to answer to complete the form.

Note:

See [Completing a Document](#) for details on working within this window.

4. Review the information about Schedule F in the **Form 6F Guidance** dialog, which is the first dialog in the interview.
5. Review all information within the **Court Information** dialog.
6. Review and provide all requested information within the **Creditors Holding Unsecured Claims** dialog, using the following information in doing so:
 - **Name of Creditor** field—Either enter the creditor's name in the field, or click the drop-down arrow on the field and choose a creditor's name you've already entered in the [Master Address List](#). (If you choose an existing creditor, the address fields will automatically be populated.)
 - **Address** fields—Enter the contact information for the entities holding unsecured priority claims against the debtor as of the date of filing of the petition in the address fields.

Note:

- To enter multiple contact names and addresses for the creditor, select **Add Additional Contacts**.
- To add the information you've entered to the [Master Address List](#), so it can be used in additional cases, select **Add this creditor information to the TopForm database**.

- **This claim is subject to setoff**—Select this option if the creditor owes money to the debtor which can be offset against the money the debtor owes to the creditor.
 - **Consideration for Claim**—Specify what the debtor received in exchange for the claim or, in some cases, the nature of the claim (e.g., “a deposit for uncompleted construction” or “1998 income taxes”).
 - **Claim Status**—This indicates the claim's status as **contingent** (one that depends on the occurrence of a future event that may or may not happen, such as an agreement to pay a debt only if the original obligor defaults), **unliquidated** (one in which an amount is unknown because it has not yet been decided by agreement or by a court and cannot be readily determined by operation of legal principles) or **disputed**.
7. Continue with the interview by completing the questions in each dialog. (Click **Next** or **Previous** ( or ) to review these dialogs.)
 8. When you have completed the interview, click **Finish** (). Your answers are saved and you are returned to the main TopForm window.

How do I complete Schedule G: Executory Contracts and Unexpired Leases?

Schedule G details executory contracts and unexpired leases and indicates whether they will be rejected or assumed and, possibly, additional information depending on jurisdiction. All executory contracts and unexpired leases of the debtor must be listed in Schedule G.

Note:

An executory contract, generally speaking, is one for which significant aspects of performance remain due on both sides. A detailed discussion of executory contracts and unexpired leases may be found in Collier Consumer Bankruptcy Practice Guide ch. 15

To complete Schedule G:

1. While viewing the **Case** tab for the case you are working on, click the **Forms** subtab.
2. In the **Initial Filing** list, locate **Schedule G - Executory Contracts and Unexpired Leases**.
3. Double-click the form. A new window appears, showing the interview questions you need to answer to complete the form.

Note:

See [Completing a Document](#) for details on working within this window.

4. Review the information about Schedule G in the **Form 6G Guidance** dialog, which is the first dialog in the interview.
5. Review all information within the **Court Information** dialog.
6. If the debtor has executory contracts or leases, select **The debtor has executory contracts or leases** and then review and provide all requested information within the **Executory Contracts** dialog.
7. When you have completed the interview, click **Finish** (). Your answers are saved and you are returned to the main TopForm window.

How do I complete Schedule H: Co-Debtors?

Schedule H summarizes information related to codebtors.

To complete Schedule H:

1. While viewing the **Case** tab for the case you are working on, click the **Forms** subtab.
2. In the **Initial Filing** list, locate **Schedule H - Co-Debtors**.
3. Double-click the form. A new window appears, showing the interview questions you need to answer to complete the form.

Note:

See [Completing a Document](#) for details on working within this window.

4. Review the information about Schedule H in the **Form 6H Guidance** dialog, which is the first dialog in the interview.
5. Review all information within the **Debtor Information** dialog.
6. If the case includes a co-debtor, review and provide all requested information within the **Codebtor and Claim Information** dialog.
7. When you have completed the interview, click **Finish** (). Your answers are saved and you are returned to the main TopForm window.

How do I complete Schedule I: Current Income of Individual Debtors?

Schedule I details the income of the debtors, and the income of all debtors must be listed in Schedule I.

To complete Schedule I:

1. While viewing the **Case** tab for the case you are working on, click the **Forms** subtab.
2. In the **Initial Filing** list, locate **Schedule I - Current Income of Individual Debtors**.
3. Double-click the form. A new window appears, showing the interview questions you need to answer to complete the form.

Note:

See [Completing a Document](#) for details on working within this window.

4. Review the information about Schedule I in the **Form 6I Guidance** dialog, which is the first dialog in the interview.
5. Review the information within the **Case Information** dialogs.
6. Review the information in the **Debtor Information** dialog. If the debtor is married, select **The debtor is married**.
7. Enter information about the debtor and, if necessary, the spouse, in each of the remaining dialogs.
8. When you have completed the interview, click **Finish** (). Your answers are saved and you are returned to the main TopForm window.

How do I complete Schedule J: Current Expenditure of Individual Debtors?

Schedule J may include several sections, depending on the choices you have previously made. Schedule J details expenses of the debtors and, when applicable, of the debtor's spouse, debtor's business, and debtor's spouse's business. All of the debtor's current expenses must be listed in Schedule J.

To complete Schedule J:

1. While viewing the **Case** tab for the case you are working on, click the **Forms** subtab.
2. In the **Initial Filing** list, locate **Schedule J - Current Expenditure of Individual Debtors**.
3. Double-click the form. A new window appears, showing the interview questions you need to answer to complete the form.

Note:

See [Completing a Document](#) for details on working within this window.

4. Review the information about Schedule J in the **Form 6J Guidance** dialog, which is the first dialog in the interview.
5. Review the information within the **Debtor Information** and **Case Information** dialogs.
6. Enter expenses in the different **Expense** dialogs.
7. Enter information about the debtor and, if necessary, the spouse, in each of the remaining dialogs.
8. When you have completed the interview, click **Finish** (). Your answers are saved and you are returned to the main TopForm window.

How do I complete the Summary of Schedules?

The Summary of Schedules outlines important details about your case, including the following:

- The schedules you have selected to include in your filing
- The number of pages that will print for each schedule

Note:

Until the entire case is complete, the total page count may not be accurate.

Reviewing the Summary of Schedules is an important step in preparing an initial filing.

To complete the Summary of Schedules:

1. While viewing the **Case** tab for the case you are working on, click the **Forms** subtab.
2. In the **Initial Filing** list, locate the **Summary of Schedules**.
3. Double-click the form. A new window appears, showing the interview questions you need to answer to complete the form.

Note:

See [Completing a Document](#) for details on working within this window.

4. Review the information about the Summary of Schedules in the **Form 6 Summary Guidance** dialog, which is the first dialog in the interview.
5. Review the information within the **Case Information** and **Debtor Information** dialogs.
6. In the **Document Information** dialog, select which schedules will be included in the filing.
7. Review the information in the **Property and Claim Totals** and **Income and Expenses** dialogs. Fields to which you may make changes are not grayed.
8. When you have completed the interview, click **Finish**. Your answers are saved and you are returned to the main TopForm window.

How do I complete the Form 22: Statement of Current Monthly Income and Means-Test Calculation?

Form 22 must be completed for certain individual debtors filing Chapter 7, for individual debtors filing Chapter 11, and for all debtors filing Chapter 13.

The interview process for Form 22 varies depending on chapter type, with the interview for Chapter 7 and 13 cases containing multiple dialogs corresponding to the categories of information used in determining current monthly income and calculating the Means Test (for Chapter 7 cases) or determining Disposable Income (for Chapter 13 cases). The interview for Chapter 11 cases contains a few questions that are used to gather current monthly income data.

To complete Form 22A, Form 22B, or Form 22C:

1. While viewing the **Case** tab for the case you are working on, click the **Forms** subtab.
2. In the **Initial Filing** list, locate the version of Form 22 you need to file, based on the following:
 - If you are an individual debtor filing Chapter 7, select **Form 22A - Chapter 7 Statement of Current Monthly Income and Means-Test Calculation**.
 - If you are an individual debtor filing Chapter 11, select **Form 22B - Chapter 11 Statement of Currently Monthly Income**.
 - If you are any type of debtor filing Chapter 13, select **Form 22C - Chapter 13 Statement of Currently Monthly Income and Calculation of Commitment Period and Disposable Income**.
3. Double-click the form. A new window appears, showing the interview questions you need to answer to complete the form.

Note:

See [Completing a Document](#) for details on working within this window.

4. Review the information about your particular form in the **Form 22 Guidance** dialog, which is the first dialog in the interview. This dialog and the resources it links to contain useful information to help you know how to answer the questions used throughout the interview.
5. Continue with the interview by completing the questions in each dialog. (Click **Next** or **Previous** ( or ) to review these dialogs.)
6. When you have completed the interview, click **Finish** (). Your answers are saved and you are returned to the main TopForm window.

Using the Different Tools Available

How do I complete the Chapter 7 preliminary means test?

Debtors planning to file a bankruptcy case under Chapter 7 must first prove they qualify to file for Chapter 7 relief. This is typically accomplished using Form 22 - Statement of Current Monthly Income and Means Test Calculation. As a preliminary step to completing this form, you can use the [Preliminary Means Test](#) to help determine whether presumption arises.

To do this:

1. Click the **Tools** menu. The page changes to show the available tools.
2. Choose **Preliminary Means Test**. The Preliminary Means Test appears.
3. Choose the state in which the case may be filed from the **State** drop-down list.
4. Enter the size of the household in the **Household size** field.

Note:

The **Household size** field consists of the number that would currently be allowed as exemptions on the debtor's federal income tax return, plus the number of any additional dependents the debtor supports.

5. Enter the debtor's average monthly income in the **Average monthly income** field.
6. Click **Calculate**. The values you entered are computed and displayed, and a preliminary declaration of presumption is indicated.

How do I complete a Chapter 13 worksheet?

The Chapter 13 Worksheet is designed to help you determine whether your client is qualified to file a Chapter 13 bankruptcy plan. The tool lets you enter an estimated amount for the debtor's proposed monthly contribution to the plan as well as the various amounts that must be paid to the various types of creditors, including the percentage of the plan that would be paid to the general unsecured creditors. The tool can then calculate how the contribution can be disbursed to all affected parties. This can help you determine if the Chapter 13 plan will work for your client, or if he or she must file in Chapter 7.

The tool also lets you compare the results of the Chapter 13 analysis with those of a Chapter 7 case. This can help you further determine the best approach to take with your client. See [How do I compare a Chapter 13 plan with a Chapter 7 filing?](#)

Once you have completed your analysis, you can save the Chapter 13 analysis to create a case for the debtor.

To complete the Chapter 13 analysis:

1. Click the **Tools** menu. The page changes to show the available tools.
2. Choose **Chapter 13 Worksheet**. The Chapter 13 Worksheet appears.
3. Choose the client for whom you are completing the Chapter 13 analysis from the **Complete Chapter 13 analysis** for drop-down list. (If you are creating an analysis for a new client, choose **New Case Analysis**.)
4. Choose one of the following options:
 - To base the calculation on the proposed monthly income, select **Proposed monthly contribution** and then enter the amount your client can contribute in the number field.
 - To base the calculation on the percentage to be paid to unsecured creditors, select **Percent paid to unsecured creditors** and then enter the percentage of the monthly contribution that will be paid.
5. Choose the length of the plan the client can complete from the **Plan length** drop-down list. Your options range from 36 to 60 months.
6. Choose the trustee fee payment option from the **Trustee fee** drop-down list.
7. In the **Administrative fees** table, enter the fees that will be paid for administration of the plan (for example, attorney's fees). These fees are paid at the outset of the plan.
8. In the **Monthly maintenance paid through plan** table, enter the different secured claims that need to be considered, such as mortgage payments and automobile loan payments.
9. In the **Adequate protection payments only paid through plan** table, itemize the claims and provide the expected claim amount.
10. In the **Priority claims** table, enter the different priority claims that need to be considered, such as spousal support, child support, and taxes.
11. In the **Secured claims** table, enter the different secured claims that need to be considered.
12. In the **Special non-priority claims paid in full under plan** table, enter the non-priority claims that need to be considered.
13. In the **General unsecured claims** table, enter any remaining claims that need to be paid out. These claims have the lowest priority and will be paid out last within the plan.
14. Once you have entered all of the required information, click **Calculate**.
15. Review the calculations along the bottom of the form to determine if your client qualifies to file a Chapter 13 plan.

To save the information so it can be used to create a new Chapter 13 case, click **Save**. To print a copy of the analysis form, click **Print**.

For information on comparing the Chapter 13 plan with a Chapter 7 filing, see [How do I compare a Chapter 13 plan with a Chapter 7 filing?](#)

How do I determine the dates of federal holidays?

When working with dates that you must define for your case, you often need to know what days the federal holidays fall on during a given year.

To do this:

1. Click the **Tools** menu. The page changes to show the available tools.
2. Choose **Federal Holidays** from the list of options on the left. The U.S. Federal Holidays tool appears in the right pane.
3. Choose the year you want to review from the drop-down list. The list of federal holidays appears below.

How do I calculate a different date, either in the future or the past?

Often you need to find a date sometime in the future (or even in the past). You can use the **Calculate New Date** tool to identify these dates. If necessary, you can ensure the calculation only considers the 5-day business week in its formula.

To do this:

1. Click the **Tools** menu. The page changes to show the available tools.
2. Choose **Calculate New Date** from the list of options on the left. The Calculate New Date tool appears in the right pane.
3. Choose the type of calculation you want to perform from the **Add** drop-down list. Specifically, if you want to find a future date, choose **Add**. To find a date in the past, choose **Subtract**.
4. Enter the number of days, months, or years you want to use in the equation in the respective boxes. (You can enter data in only one of these fields, or you can enter data in all of the fields.)
5. Enter the date you want to use as the starting point in the **Starting date** box.
6. Optionally, select **Calculate date using business dates** to make sure only the 5-day business week is included in the equation. (Federal holidays are also considered if you select this option.)
7. Click **Find Date**. The new date appears at the bottom of the tool.

How do I find the number of days between dates?

You can find the number of days between two or more given dates. Optionally, you can exclude weekend dates (Saturday and Sunday) and federal holidays from the calculation.

To do this:

1. Click the **Tools** menu. The page changes to show the available tools.
2. Choose **Find Time Between Dates** from the list of options on the left. The Find Number of Days Between Dates tool appears in the right pane.
3. Enter the dates you want considered in the **First date**, **Second date**, and **Third date** boxes.
4. Optionally, select **Use only business dates in calculation** to make sure only the 5-day business week is included in the equation. (Federal holidays are also considered if you select this option.)
5. Click **Count Days**. The number of days between the dates you entered appears to the right of the date fields.

How do I calculate my client's average monthly income?

You can calculate what your client's average monthly income is, based on either a 6-month or 12-month period. This calculation uses the client's gross monthly income.

To do this:

1. Click the **Tools** menu. The page changes to show the available tools.
2. Choose **Average Monthly Income** from the list of options on the left. The Average Monthly Income tool appears in the right pane.
3. Enter the client's gross income in the **Gross income** box.
4. Choose whether you want the average for 6 months or 12 months from the **Period** drop-down list.
5. Click **Calculate**. The average is listed at the bottom of the tool.

Working with Chapter 7 Cases

How do I complete the Chapter 7 preliminary means test?

Debtors planning to file a bankruptcy case under Chapter 7 must first prove they qualify to file for Chapter 7 relief. This is typically accomplished using Form 22 - Statement of Current Monthly Income and Means Test Calculation. As a preliminary step to completing this form, you can use the [Preliminary Means Test](#) to help determine whether presumption arises.

To do this:

1. Click the **Tools** menu. The page changes to show the available tools.
2. Choose **Preliminary Means Test**. The Preliminary Means Test appears.
3. Choose the state in which the case may be filed from the **State** drop-down list.
4. Enter the size of the household in the **Household size** field.

Note:

The **Household size** field consists of the number that would currently be allowed as exemptions on the debtor's federal income tax return, plus the number of any additional dependents the debtor supports.

5. Enter the debtor's average monthly income in the **Average monthly income** field.
6. Click **Calculate**. The values you entered are computed and displayed, and a preliminary declaration of presumption is indicated.

How do I complete the Form 22: Statement of Current Monthly Income and Means-Test Calculation?

Form 22 must be completed for certain individual debtors filing Chapter 7, for individual debtors filing Chapter 11, and for all debtors filing Chapter 13.

The interview process for Form 22 varies depending on chapter type, with the interview for Chapter 7 and 13 cases containing multiple dialogs corresponding to the categories of information used in determining current monthly income and calculating the Means Test (for Chapter 7 cases) or determining Disposable Income (for Chapter 13 cases). The interview for Chapter 11 cases contains a few questions that are used to gather current monthly income data.

To complete Form 22A, Form 22B, or Form 22C:

1. While viewing the **Case** tab for the case you are working on, click the **Forms** subtab.
2. In the **Initial Filing** list, locate the version of Form 22 you need to file, based on the following:
 - If you are an individual debtor filing Chapter 7, select **Form 22A - Chapter 7 Statement of Current Monthly Income and Means-Test Calculation**.
 - If you are an individual debtor filing Chapter 11, select **Form 22B - Chapter 11 Statement of Currently Monthly Income**.
 - If you are any type of debtor filing Chapter 13, select **Form 22C - Chapter 13 Statement of Currently Monthly Income and Calculation of Commitment Period and Disposable Income**.
3. Double-click the form. A new window appears, showing the interview questions you need to answer to complete the form.

Note:

See [Completing a Document](#) for details on working within this window.

4. Review the information about your particular form in the **Form 22 Guidance** dialog, which is the first dialog in the interview. This dialog and the resources it links to contain useful information to help you know how to answer the questions used throughout the interview.
5. Continue with the interview by completing the questions in each dialog. (Click **Next** or **Previous** ( or ) to review these dialogs.)
6. When you have completed the interview, click **Finish** (). Your answers are saved and you are returned to the main TopForm window.

How do I compare a Chapter 13 plan with a Chapter 7 filing?

Using financial information you know about the debtor, you can compare the outcomes between a Chapter 7 filing and a Chapter 13 plan.

To do this:

1. [Complete the Chapter 13 Worksheet.](#)
2. At the bottom of the Chapter 13 Worksheet, locate the section called **Chapter 7 Comparison**.
3. Enter the required amounts in the appropriate fields.
4. Click **Calculate**.

Completing Means Testing

About the Bankruptcy Means Test

Under the Bankruptcy Abuse Prevention and Consumer Protection Act of 2005 (P.L. 109-8), a consumer bankruptcy petitioner's current income and expenses may create a presumption of abuse. The Means Test is the calculation used to determine whether or not the presumption of abuse arises. The calculation incorporates regional median income information from the Census Bureau and various deductions based on national and local Internal Revenue Service standards. If the presumption of abuse arises and cannot be overcome by special circumstances, the debtor is not entitled to file under Chapter 7, and would instead have to file under another chapter, typically Chapter 13. Chapter 13 uses the same deductions and calculations to determine disposable income.

Included with Collier TopForm™ & File is a repository of data from the Internal Revenue Service (IRS) and the U.S. Census Bureau for use in performing the calculations necessary to file Chapter 7 and Chapter 13 bankruptcies, including means testing to determine whether a case qualifies for Chapter 7.

Collier TopForm & File includes both **Form 22A - Statement of Current Monthly Income** and **Form 22C - Chapter 13 Statement of Currently Monthly Income and Calculation of Commitment Period and Disposable Income**, which are used to complete the Means Test. Although Form 22C, for Chapter 13 bankruptcies, does not refer to means testing, it uses the same questions, calculations, and deductions as the B22A Means Test to determine disposable income.

How do I complete the Form 22: Statement of Current Monthly Income and Means-Test Calculation?

Form 22 must be completed for certain individual debtors filing Chapter 7, for individual debtors filing Chapter 11, and for all debtors filing Chapter 13.

The interview process for Form 22 varies depending on chapter type, with the interview for Chapter 7 and 13 cases containing multiple dialogs corresponding to the categories of information used in determining current monthly income and calculating the Means Test (for Chapter 7 cases) or determining Disposable Income (for Chapter 13 cases). The interview for Chapter 11 cases contains a few questions that are used to gather current monthly income data.

To complete Form 22A, Form 22B, or Form 22C:

1. While viewing the **Case** tab for the case you are working on, click the **Forms** subtab.
2. In the **Initial Filing** list, locate the version of Form 22 you need to file, based on the following:
 - If you are an individual debtor filing Chapter 7, select **Form 22A - Chapter 7 Statement of Current Monthly Income and Means-Test Calculation**.
 - If you are an individual debtor filing Chapter 11, select **Form 22B - Chapter 11 Statement of Currently Monthly Income**.
 - If you are any type of debtor filing Chapter 13, select **Form 22C - Chapter 13 Statement of Currently Monthly Income and Calculation of Commitment Period and Disposable Income**.
3. Double-click the form. A new window appears, showing the interview questions you need to answer to complete the form.

Note:

See [Completing a Document](#) for details on working within this window.

4. Review the information about your particular form in the **Form 22 Guidance** dialog, which is the first dialog in the interview. This dialog and the resources it links to contain useful information to help you know how to answer the questions used throughout the interview.
5. Continue with the interview by completing the questions in each dialog. (Click **Next** or **Previous** ( or ) to review these dialogs.)
6. When you have completed the interview, click **Finish** (). Your answers are saved and you are returned to the main TopForm window.

Working with Chapter 13 Plans

About Chapter 13 Filings

The ability to create a Chapter 13 plan is one of the strengths of Collier TopForm™ & File. Working with Chapter 13 plans involves the following:

- Pre-qualifying a case for Chapter 13 filing
- Completing the necessary documents
- Creating, validating, and refining the plan

For a detailed discussion of the requirements and standards for Chapter 13 plan confirmation, see Chapter 14 of the *Collier Consumer Bankruptcy Practice Guide*.

Note:

Collier TopForm & File includes a generic Chapter 13 plan accepted in many jurisdictions, as well as numerous jurisdiction-specific plans. If your jurisdiction requires a specific plan format that is not currently offered in Collier TopForm & File, please send us a copy so we can review it for inclusion in a future release:

Matthew Bender & Company, Inc.

Attention: TopForm Enhancements, Bankruptcy Editorial Group

744 Broad Street, Newark, NJ 07102

Preparing a Chapter 13 Filing

As an aid in helping to determine the feasibility of filing a given case under Chapter 13, Collier TopForm™ & File allows you to pre-qualify a case for Chapter 13. Once run, the pre-qualification scenario can be saved and printed for your reference. See [How do I complete a Chapter 13 worksheet?](#) for details.

Additionally, in calculating the payment schedule, Collier TopForm & File also analyzes how the Chapter 13 Plan distribution compares to a Chapter 7 distribution. Everything in the Chapter 13 Plan revolves around making the payment schedule meet the needs and payment abilities of the debtor. See [How do I compare a Chapter 13 plan with a Chapter 7 filing?](#) for details.

Because a Chapter 13 plan is based on the debtor's resources as they relate to outstanding claims, you should complete the following schedules before creating the plan itself:

- [Schedule A](#) — Includes lists of real property owned by the debtor, such as houses, cabins, and other land.
- [Schedule B](#) — Includes lists of personal property owned by the debtor, such as cars, boats, clothing.
- [Schedule D](#) — Shows claims for which there is an outstanding past-due amount.
- [Schedule E](#) and [Schedule F](#) — Lists the creditors whose claims are unsecured.
- [Schedule G](#) — Lists the executory contracts and unexpired leases and indicates whether they will be rejected or assumed and, possibly, additional information depending on jurisdiction.
- [Schedule I](#) — Lists the income of the debtors.
- [Schedule J](#) — Lists the expenses of the debtors and, when applicable, of the debtor's spouse, debtor's business, and debtor's spouse's business.
- Chapter 13 Fee Application — Shows the attorney's fee.

Once you have completed these forms, you are ready to [create the Chapter 13 Plan](#), which is the culmination of preparing a Chapter 13 filing. The heart of the Chapter 13 Plan is the payment schedule, which details how the claims will be paid off. Everything in the Chapter 13 Plan revolves around making the payment schedule meet the needs and payment abilities of the debtor.

How do I complete a Chapter 13 worksheet?

The Chapter 13 Worksheet is designed to help you determine whether your client is qualified to file a Chapter 13 bankruptcy plan. The tool lets you enter an estimated amount for the debtor's proposed monthly contribution to the plan as well as the various amounts that must be paid to the various types of creditors, including the percentage of the plan that would be paid to the general unsecured creditors. The tool can then calculate how the contribution can be disbursed to all affected parties. This can help you determine if the Chapter 13 plan will work for your client, or if he or she must file in Chapter 7.

The tool also lets you compare the results of the Chapter 13 analysis with those of a Chapter 7 case. This can help you further determine the best approach to take with your client. See [How do I compare a Chapter 13 plan with a Chapter 7 filing?](#)

Once you have completed your analysis, you can save the Chapter 13 analysis to create a case for the debtor.

To complete the Chapter 13 analysis:

1. Click the **Tools** menu. The page changes to show the available tools.
2. Choose **Chapter 13 Worksheet**. The Chapter 13 Worksheet appears.
3. Choose the client for whom you are completing the Chapter 13 analysis from the **Complete Chapter 13 analysis** for drop-down list. (If you are creating an analysis for a new client, choose **New Case Analysis**.)
4. Choose one of the following options:
 - To base the calculation on the proposed monthly income, select **Proposed monthly contribution** and then enter the amount your client can contribute in the number field.
 - To base the calculation on the percentage to be paid to unsecured creditors, select **Percent paid to unsecured creditors** and then enter the percentage of the monthly contribution that will be paid.
5. Choose the length of the plan the client can complete from the **Plan length** drop-down list. Your options range from 36 to 60 months.
6. Choose the trustee fee payment option from the **Trustee fee** drop-down list.
7. In the **Administrative fees** table, enter the fees that will be paid for administration of the plan (for example, attorney's fees). These fees are paid at the outset of the plan.
8. In the **Monthly maintenance paid through plan** table, enter the different secured claims that need to be considered, such as mortgage payments and automobile loan payments.
9. In the **Adequate protection payments only paid through plan** table, itemize the claims and provide the expected claim amount.
10. In the **Priority claims** table, enter the different priority claims that need to be considered, such as spousal support, child support, and taxes.
11. In the **Secured claims** table, enter the different secured claims that need to be considered.
12. In the **Special non-priority claims paid in full under plan** table, enter the non-priority claims that need to be considered.
13. In the **General unsecured claims** table, enter any remaining claims that need to be paid out. These claims have the lowest priority and will be paid out last within the plan.
14. Once you have entered all of the required information, click **Calculate**.
15. Review the calculations along the bottom of the form to determine if your client qualifies to file a Chapter 13 plan.

To save the information so it can be used to create a new Chapter 13 case, click **Save**. To print a copy of the analysis form, click **Print**.

For information on comparing the Chapter 13 plan with a Chapter 7 filing, see [How do I compare a Chapter 13 plan with a Chapter 7 filing?](#)

How do I create a Chapter 13 plan?

The creation of the Chapter 13 plan is the culmination of preparing a Chapter 13 filing.

The heart of the Chapter 13 Plan is the payment schedule, which details how the claims will be paid off. In calculating the payment schedule, Collier TopForm™ & File also analyzes how the Chapter 13 Plan distribution compares to a Chapter 7 distribution. Everything in the Chapter 13 Plan revolves around making the payment schedule meet the needs and payment abilities of the debtor.

Note:

For a detailed discussion of the requirements and standards for chapter 13 plan confirmation, see Chapter 14 of *Collier Consumer Bankruptcy Practice Guide*.

Once you have validated your Chapter 13 settings, pre-qualified the case for filing under Chapter 13, started a Chapter 13 case, and prepared all necessary documents, you can then create the Chapter 13 plan.

To create a Chapter 13 plan:

1. While viewing the **Case** tab for the case you are working on, click the **Forms** subtab.
2. In the **Initial Filing** list, locate **Chapter 13 Plan**.
3. Double-click the form. A new window appears, showing the interview questions you need to answer to complete the plan.

Note:

See [Completing a Document](#) for details on working within this window.

4. Review the information about the Chapter 13 plan in the **Form Guidance** dialog, which is the first dialog in the interview. *This is an imperative step, as the information contained in this dialog will help you understand how to complete this form.*
5. Continue with the interview by completing the questions in each dialog. (Click **Next** or **Previous** ( or ) to review these dialogs.)

Note:

Some of the questions or dialogs in the interview include additional information to help you complete the plan. To view this help, click the  button, either in the dialog title bar or next to the answer field.

6. When you have completed the interview, click **Finish** (). Your answers are saved and you are returned to the main TopForm window.

How do I compare a Chapter 13 plan with a Chapter 7 filing?

Using financial information you know about the debtor, you can compare the outcomes between a Chapter 7 filing and a Chapter 13 plan.

To do this:

1. [Complete the Chapter 13 Worksheet.](#)
2. At the bottom of the Chapter 13 Worksheet, locate the section called **Chapter 7 Comparison**.
3. Enter the required amounts in the appropriate fields.
4. Click **Calculate**.

Completing Due Diligence Tasks

About Retrieving Credit Report Data Electronically

Important:

Costs for obtaining credit reports are separate from those associated with your Collier TopForm™ & File license.

As a way of enhancing efficiency, Collier TopForm™ & File allows you to retrieve reports from credit bureaus using either the MicroBilt™ service or CIN Legal Data Services. Upon retrieval, you can import the trade-line data into the applicable schedules for the chosen case or review and/or incorporate the data at some later date.

Before using this feature, however, you must obtain credentialing from the applicable service provider. Once you have obtained the needed credentialing, you may retrieve credit reports and import trade-line data for any existing case.

The credit report retrieval process differs somewhat depending on the service you will be using, as follows:

- When working with CIN Legal Data Services, you can retrieve only merged reports, whereas with the MicroBilt service, you may choose to retrieve a report from the Experian, Equifax, or TransUnion credit bureaus.
- The MicroBilt service assigns a single user ID and password combination for use by all attorneys in your firm, whereas CIN Legal Data Services assigns a single client code to your firm but separate user IDs and passwords for each attorney in your firm.

How do I obtain credentialing for using Microbilt™ or CIN Legal Data Services?

As a prerequisite to retrieving credit-report data via Collier TopForm™ & File, you must obtain credentialing from the MicroBilt™ service and/or CIN Legal Data Service. Once you become credentialed, you will be provided with sign-in information required when subsequently retrieving credit-report data via Collier TopForm & File.

To obtain credentialing for either Microbilt or CIN:

1. [Edit a case](#).
2. Click the **Due Diligence** tab. The view changes to show the different services available.
3. In the left pane of the window, click the link for the service you want to use. The right pane changes to show the credit report request form.
4. Scroll to the bottom of the pane and click **Register**, in the **Links** section. A Web page appears.
5. Follow the instructions on the page to complete the registration process.

How do I retrieve and import credit report data from MicroBilt™?

Collier TopForm™ & File allows you to retrieve reports from the MicroBilt™ service. Upon retrieval, you can import the trade-line data into the applicable schedules for the chosen case as well as review and incorporate the data at some later date.

To retrieve a credit report and import trade-line data:

1. At the **Case** tab for the case you are working on, click the **Due Diligence** subtab. The view changes to show the different credit reporting agencies in the left pane.
 2. Click **MicroBilt**. The right pane updates to show the different MicroBilt options.
 3. In the **Configuration** section, complete the following steps:
 - Choose the **Default schedule** into which you anticipate importing the majority of the trade-line data.
 - Enter the **User name** and **Password** in their respective fields as provided to you upon being credentialed by the MicroBilt service.
- Note:**
You can save your sign-in information. To do this, click **Save**. If you need to edit the information again, click **Edit**.
- Choose the desired type of credit report (i.e., Experian, Equifax, or TransUnion) from the **Credit bureau** drop-down list.
 4. In the **Debtor Information** section, enter the required information in each of the fields, noting the following:
 - Selecting a **Debtor** (from the **Select Debtor** drop-down list) is necessary only when the case involves a joint debtor.
 - The debtor's Social Security Number (**SSN**) must be entered in the format **###-##-####**.
 - The **Apt. Number** is optional.
 - Address information must be collected as individual elements, as indicated by the fields **Street Number**, **Street Name** (minus type, such as Boulevard), and **Street Type** (such as Boulevard).
 - **Address Type** options are **Standard**, **P.O. Box**, or **Rural Route**.
 5. When you are finished providing all information, click **Get Credit Report**. The Due Diligence - MicroBilt Credit Report Preview window appears, displaying the trade-line data retrieved from the designated credit bureau. The Preview includes two main areas: The creditor information, which appears above the creditor listing. As you click on individual rows in the creditor listing, the information in this section is updated to show the information in readable format.
 6. In the **Available Claims** table, indicate which claims you want to import to the chosen case, using the following as a reference in doing so:
 - To choose individual creditors to import, select the check box for the creditor. To choose all creditors, select **Select To Import All**.
 - To verify the destination schedule for each claim you intend to import to the chosen case, in the **Schedule** column, click the drop-down arrow and select the desired destination schedule.

Note:

- Credit report data you import can be used when you complete Schedules D, E, F, and G. Once you indicate the schedule into which you want to import the data, that data will be available when you complete the related schedule.
- To change the schedule for all creditors in the list, choose the new schedule from the **Schedule** drop-down list located in the top row of the table and click **Set**.

7. When you are finished verifying information for all claims, click **Import Claims**. A message box appears, confirming the claims were successfully imported.
8. Click **OK**.

Note:

- The links provided in the **Microbilt Links** section let you explore additional Microbilt options. Click any of them for further information.
- To view a readable version of the credit report, go to the **Case > Home** tab and double-click its link in the **Documents** pod.

How do I retrieve and import credit report data from CIN Legal Data Services?

Collier TopForm™ & File lets you retrieve reports from the CIN Legal Data Services. Upon retrieval, you can import the trade-line data into the applicable schedules for the chosen case as well as review and/or incorporate the data at some later date.

To retrieve a credit report and import trade-line data:

1. At the **Case** tab for the case you are working on, click the **Due Diligence** subtab. The view changes to show the different credit reporting agencies in the left pane.
2. Click **CIN Legal Data Services**. The right pane updates to show the different CIN options.
3. In the **Configuration** section, complete the following steps:
 - Choose the **Default schedule** into which you anticipate importing the majority of the trade-line data.
 - Enter the applicable **User ID**, **Password**, and **Client code** as provided to you upon being credentialed by CIN Legal Data Services.

Note:

You can save your sign-in information. To do this, click **Save**. If you need to edit the information again, click **Edit**.

4. In the **Debtor Information** pod, enter the required information in each of the fields.
5. Repeat these steps if there is a co-debtor, entering the information in the **Enter Co-Debtor Information** section of the form.
6. When you are finished providing all information, click **Get Credit Report**. The CIN Credit Report Preview window appears, displaying the trade-line data retrieved from the designated credit bureau. The Preview includes two main areas: The creditor information, which appears above the creditor listing. As you click on individual rows in the creditor listing, the information in this section is updated to show the information in readable format.
7. In the **Available Claims** table, indicate which claims you want to import to the chosen case, using the following as a reference in doing so:
 - To choose individual creditors to import, select the check box for the creditor. To choose all creditors, select **Select To Import All**.
 - To verify the destination schedule for each claim you intend to import to the chosen case, in the **Schedule** column, click the drop-down arrow and select the desired destination schedule.

Note:

- Credit report data you import can be used when you complete Schedules D, E, F, and G. Once you indicate the schedule into which you want to import the data, that data will be available when you complete the related schedule.
- To change the schedule for all creditors in the list, choose the new schedule from the **Schedule** drop-down list located in the top row of the table and click **Set**.

8. When you are finished verifying information for all claims, click **Import Claims**. A message box appears, confirming the claims were successfully imported.
9. Click **OK**.

Note:

- The links provided in the **CIN Links** pod let you explore additional CIN Legal Data Services options. Click any of them for further information.

- To view a PDF version of the credit report, go to the **Case > Home** tab and double-click its link in the **Documents** pod.

How do I review previously retrieved credit report data?

When you retrieve credit-report data, Collier TopForm™ & File saves the data to an .xml file on your system, regardless of whether you import the data to the corresponding case at the time. This allows you to review and/or incorporate the data at your convenience.

To do this:

1. [Edit a case](#) for which you have already retrieved credit report data.
2. Click the **Due Diligence** tab. The view changes to show the different services available.
3. Click the link for the service you want to view. For example, click **MicroBilt**. A **Reports** option appears in the left pane.
4. Click the link for the report you want to view. (Reports are named using the date they were downloaded.) The right pane updates to show the report you requested.
5. Review the previously retrieved data, then proceed as desired:
 - To import the trade-line data to the chosen case, follow the steps outlined for either [Microbilt](#) or [CIN Legal Data Services](#).
 - To leave the previously retrieved data unchanged, click **Close**.

E-Filing Your Case Documents with the Court

About Electronically Filing Your Forms

What is E-Filing?

Among the many features of Collier TopForm™ & File is the capability of producing electronic filings. From the schedules and forms that you complete in Collier TopForm & File, you can generate Portable Document Format (PDF) documents, which is the format required for transmitting filings to your bankruptcy court's electronic filing system. You can also add PDF documents created outside the program—specifically, credit-counseling forms for the debtor and co-debtor—to the list of documents you manually upload to your court's Web site. Finally, Collier TopForm & File can generate corresponding matrix and extract files in the format required by the court.

Important:

In order to participate in your bankruptcy court's electronic filing system, you must register with and receive training from the court. For information about registration, training, and hardware and software requirements, please contact your local bankruptcy court.

How It Works

When you start the e-filing process for a case, Collier TopForm & File creates a folder that contains the files to be included in your e-filing. This folder is typically found in *Documents\LexisNexis\TopForm\Cases\CaseName*, where *CaseName* represents the case you are working on. Numbers may be attached to the end of the folder name to help you distinguish between like-named cases. Inside the folder, the *creditor.txt* and *debtor.txt* files are created, as well as any PDFs you specify during the e-filing process. If you need to file an amended version of a document, you can choose to either overwrite the existing documents or save the amended file to an *Amended* subfolder.

Additionally, you can set your preferences for e-filing. These preferences will be suggested each time you e-file a case.

How do I prepare an electronic filing?

After you have [configured](#) Collier TopForm™ & File to reflect the electronic filing requirements of your local bankruptcy court, you can prepare electronic filings.

Note:

For individual and joint-debtor filings, Collier TopForm & File requires you to complete **Official Form 21, Statement of Social Security Number**, before preparing an electronic filing.

To e-file your documents with the court:

1. [Open the case](#) that you want to file electronically.
2. Click the **eFile** subtab to view the available e-filing options.
3. From the drop-down list at the top of the dialog box, choose either **Initial Filing, Emergency Filing, Other Bankruptcy Forms**, or **Jurisdictional Forms**, as applicable. A list of documents for the chosen category is displayed in the pane below.
4. Select the desired schedules and forms you want to include in the electronic filing. (To keep a form from being included in the filing, clear the associated check box.)

Note:

You must manually select Form 21 - Statement of Social Security Numbers to include it in the filing. If you want to include it in your filing as a separate document, move the form to the bottom of the form list and insert a file break before it. (See the note at the bottom of this topic for instructions on using file breaks.)

5. Verify the form order. (To move a form up or down in the list, select it and click the **Move Up** or **Move Down** arrow.)
6. Make the following optional selections:
 - Select **Print date on signature line** to print the date on the signature line of schedules and forms. Then, enter the date you want to use in the associated field.
 - Select **Print signature line** to insert electronic signature codes and signatures on schedules and forms.
 - Select **Print amended titles** to indicate whether the program should print amended titles on schedules and forms.
 - Select **Print only amended records** to indicate whether the program should print only those records that have been amended.
 - Select **Use amended filing path** to keep the amended schedules and forms from overwriting the original files. (These files will be saved in a subfolder named *Amended* within the case folder.)
7. Choose the applicable county from the **Extract county** drop-down list. This name will be inserted in the extract file.
8. Select the desired method of submitting the filing:

Note:

If you intend to include documents you have manually added to the case (such as pay stubs or credit counseling certificates), you must manually file the case. You cannot auto-file the case.

- Select **Auto-file with the court** to submit filings in as automatic and invisible manner as possible based on your court's pattern for processing electronic filings.
 - Select **Generate PDF and open court web site to manually e-file** to automatically launch your browser to your court's Web site, where you can then complete the process of submitting the filing.
 - Select **Generate PDF and open** to create the PDF document and open it so you can review it.
 - Select **Generate PDF only** to generate the necessary PDF files without performing any subsequent action. The files are created and copied to the case folder so you can manually e-file the documents later.
9. Once you have verified all of your e-filing settings, click **Go**.

10. Depending on the option you've chosen for filing the documents, complete the remaining steps in the filing process.

Note:

- By default, all documents you select in the **Documents to File** list will be added to a single PDF file. If you want to separate the documents into smaller subgroups, you can insert file breaks, which indicate the first and last form included in each PDF file. To add a file break, select the last PDF you want included in the group of documents and click **Insert file break**. If you need to move the file break, select it and click the **Move Up** button () or the **Move Down** button (). To remove a file break, select it and click **Delete file break**.
- To set the **Documents to File** list back to its default state, click **Reset**.

How do I specify e-filing preferences?

You can specify default properties associated with electronic filing. These properties will be suggested when you start the electronic filing process for individual cases you are working on.

To do this:

1. From the **Preferences** menu, choose **eFiling**. The pane changes to show eFiling preferences.
2. Provide the following information:
 - Click **Jurisdiction** to specify the jurisdiction whose settings you want to modify.
 - In the **Court ECF login URL** field, enter the dedicated Internet address for filing electronically with your court.
 - In the **ID** field, enter the ID provided by the court for purposes of electronic filing.
 - In the **Password** field, enter the password corresponding to your ECF ID, and then re-enter it again in the **Re-enter password** field.
 - In the **Signature code** field, enter the code that will be used for all e-signatures.
 - Select **Acknowledge and accept compliance responsibility with redaction requirements** to indicate that you understand the redaction requirements associated with filing.
3. Click **Save** to save your changes.

Context-Sensitive Help Pages

The following topics are accessible from various context-specific help links within the product:

Due Diligence: CIN Legal Data Services (Case Tab)

The following table describes the fields and options available on the **Due Diligence: CIN Legal Data Services** page of the **Case** tab.

Field Name	Description
Default Schedule	Choose the schedule into which you anticipate importing the majority of the trade-line data.
User ID, Password, and Client code	Enter the applicable information as provided to you upon being credentialed by CIN Legal Data Services.
Debtor Information fields	Enter the required information about the debtor in the appropriate fields.
Co-debtor Information fields	If there is a co-debtor listed on the case, enter his or her information in the appropriate fields.
Get Credit Report	Click this button to retrieve the credit report from CIN Legal Data Services.
CIN Links	Click any of the links to view information related to requesting a credit report through CIN Legal Data Services.

Due Diligence: Microbilt (Case Tab)

The following table describes the fields and options available on the **Due Diligence: Microbilt** page of the **Case** tab.

Field Name	Description
Default schedule	Choose the schedule into which you anticipate importing the majority of the trade-line data.
User name and Password	Enter the information in the fields as provided to you upon being credentialed by the MicroBilt service.
Credit bureau	Choose the desired type of credit report (i.e., Experian, Equifax, or TransUnion) from the drop-down list.
Select debtor	Choose the debtor (or co-debtor, if applicable) from the list so you can enter his or her information in the remaining fields.
SSN, Street number, Street name, Apt number, Address type, Street type, City, State, Zip	Enter the information required by each of these fields for both the debtor and the co-debtor, if applicable.
Get Credit Report	Click this button to retrieve the debtor's (or co-debtor's) credit report.
Microbilt Links	Click any of the links to view information related to requesting a credit report through Microbilt.

eFile (Case Tab)

The following table describes the fields and options available on the **eFile** page of the **Case** tab.

Value	Description
Filing Type	Choose the type of documents you want to e-file from this drop-down list. Your options include Initial Filing, Emergency Forms, Other Bankruptcy Forms, Jurisdictional Forms .
Documents List	Lists the different documents available for e-filing. Use the following information to work with this list: <ul style="list-style-type: none"> ■ To select individual documents, click the check box next to a listing. To select or clear all documents in the list, select or clear Documents to file. ■ To change the order documents appear in this list (and the order in which the documents appear in the resulting PDF document that will be generated), select the document and click the Move Up button () or the Move Down button () to move it. ■ To indicate the last document you want included in an e-filing package, select the document and click Insert file break. (To remove a file break, select it in the list and click Delete file break.) ■ To reset the list of documents to its default status, click Reset.
Print date on signature line	Select this option to print the date the form is signed on the signature line, then enter the date in the corresponding date field.
Print signature line	Select this option to insert electronic signature codes and signatures on schedules and forms.
Print amended titles	Select this option to indicate whether the program should print amended titles on schedules and forms.
Print only amended records	Select this option to indicate whether the program should print only those records that have been amended.
Use amended filing path	Select this option to keep the amended schedules and forms from overwriting the original files.
Extract county	Choose the applicable county from the drop-down list. This name will be inserted in the extract file.
Auto-file options	Select the desired method of submitting the filing: <ul style="list-style-type: none"> ■ Select Auto-file with the court to submit filings in as automatic and invisible manner as possible based on your court's pattern for processing electronic filings ■ Select Generate PDF and open court web site to manually e-file to automatically launch your browser to your court's Web site, where you can then complete the process of submitting the filing ■ Select Generate PDF and open to open the document you wish to file in your PDF viewer so you can preview it before filing it ■ Select Generate PDF only to generate the necessary .PDF files without performing any subsequent action, allowing you to step through the process of submitting filings from beginning to end
Go	Click this button to perform the e-filing action you selected.

Debtor (Case > Home Tab)

The following table describes the fields and options available on the **Debtor** pod of the **Case > Home** tab.

Note:

If you complete Form 1 - Voluntary Petition, the fields on this form will automatically be filled in. To do this, click the **Voluntary Petition** link, located at the bottom of the Debtor pod.

Field Name	Description
Case Number	Enter the case number assigned by the court.
File number	Enter the file number for the case.
First, Middle, and Last name	Enter the debtor's name in the respective fields.
Debtor signature	Enter the debtor's electronic signature
Address, City, State, County of residence, Zip	Enter the debtor's address information in the respective fields.
Primary Phone / Alternate Phone and Type	Enter the debtor's primary telephone number and indicate what type of number it is (work, cell, or home). (Repeat this process if you want to enter an alternate phone number.)
Email	Enter the debtor's email address.
Aliases	Click this link to enter additional names by which the debtor has been known. (You must save the debtor information first before you can click this link.)
Complete various information wizards	Click any of the links to provide information that is required by several of the forms.
Save	Click this button to save the information you have entered.

Documents (Case > Home Tab)

The following table describes the fields and options available on the **Documents** pod of the **Case > Home** tab.

Field Name	Description
Documents List	Shows the externally created documents you want to associate with the case. These typically include pay stubs or other documents required by your case.
Add	<p>Click this link to add documents to the list. (When you click the link, the Open dialog box appears, where you can browse to and select the file. Supported files include .PDF, .JPG, .BMP, .TIFF, and .TXT.)</p> <p>Note: When you add a document to this list, it is copied to the case folder, which can be found in \Documents\LexisNexis\TopForm\Cases\CaseName.</p>
Delete	Click this link to remove a document from the list. The document is removed from the list as well as the case folder. (It is not removed from the original folder, however.)
Folder button ()	Click this button to view the case folder in Windows Explorer.

Case Notes (Case > Home Tab)

The following table describes the fields and options available on the **Notes** pod of the **Case > Home** tab.

Field Name	Description
Adding as	<p>Select a user's name from this drop-down list. This name represents the person adding the note.</p> <p>Tip: To add a new user to the list of names, click Adding as and enter the name on the next blank line of the Name table.</p>
Note field	Enter the note you would like associated with this case. You can enter as many notes as you need.
Add Note button	Click this button to save the note.
Existing notes	Shows all of the notes that have previously been entered for this case.
Select all notes	Lets you select all the notes in the list below.
Edit	Lets you edit a note.
Delete	Lets you select one or more notes to delete.
Download Notes	Lets you select one or more notes to save them to disk in a PDF file.
Print Notes	Lets you select one or more notes to print.

Print (Case Tab)

The following table describes the fields and options available on the **Print** page of the **Case** tab.

Field Name	Description
Filing Type	Choose the type of filing for which you want to print documents: Initial Filing , Emergency Filing , Other Bankruptcy Forms , or Jurisdictional Forms .
Documents to Print	Select (or clear) this check box to select (or clear) all documents in the list. Only selected documents will be printed.
Document List	Shows the documents available to be printed. Select the check box next to each form to print it. (To keep a form from being printed, clear the associated check box.)
Reset	Click this link to set the Documents to Print list back to its default state.
Print amended titles	Select this option to indicate whether the program should print amended titles on schedules and forms.
Print only amended records	Select this option to indicate whether the program should print only those records that have been amended.
Print	Click this button once you are ready to print the selected schedules and forms.
Preview	Click this button to preview what the printed documents will look like. The documents will be opened in your PDF viewer so you can examine them.

Start New Case (File Menu)

The following table describes the fields and options available on the **Start New Case** page of the **File** menu.

Field Name	Description
Case name	Enter a name by which you want to identify the case you are creating.
Jurisdiction	Choose the jurisdiction in which you want to file the petition. <div style="border: 1px dashed orange; padding: 5px;"> <p>Note: To add jurisdictions to this drop-down list, see How do I add a jurisdiction?</p> </div>
Chapter	Choose which type of filing you want to create: Chapter 7, Chapter 11, Chapter 12, or Chapter 13.
Exemption laws	Choose which type of exemption laws you want to apply to the filing: federal or jurisdiction-specific.
Debts are	Select whether the debt is primarily consumer-based or business-based. <div style="border: 1px dashed green; padding: 5px;"> <p>Tip: The Code defines “consumer debt” as “debt incurred by an individual primarily for a personal, family, or household purpose. . . .” 11 U.S.C. 101(8). The Code does not define “personal,” “family,” or “household.” Examples of non-consumer debts are tax and tort claims. “In applying this definition, many courts have looked to whether the debt was incurred with a profit motive. For example, the Court of Appeals for the Fourth Circuit . . . held that a debt arising from a divorce decree was a consumer debt. Thus, the ground for dismissal of a chapter 7 case is not available in business bankruptcy cases or in cases in which the debts are not primarily of a personal nature” (6 Collier on Bankruptcy® ¶ 707[3][a] [citations omitted]).</p> </div>
Debtor type	Choose the type of debtor: Individual, Joint, Partnership, Corporate/Non-Public, Corporate/Public. <div style="border: 1px dashed green; padding: 5px;"> <p>Tip: Partnerships and corporations are not eligible to file under chapter 13.</p> </div>
Firm	Choose the law firm that will be representing the case. <div style="border: 1px dashed orange; padding: 5px;"> <p>Note: See for How do I add a firm? for information on adding law firms to Collier TopForm™ & File.</p> </div>
Representative	Choose the representative for the case.
Filing fees	Choose how the filing fees will be paid: attached with the filing, in installments, or requested to be waived.
Create Case	Click to add the case to the program. Once you click Create Case , you will be prompted to enter specific information about the debtor.

eFiling (Preferences Menu)

The following table describes the fields and options available on the **eFiling** page of the **Preferences** menu.

Field Name	Description
Jurisdiction	Choose the jurisdiction you file in most frequently from the drop-down list.
Court ECF login URL	Enter the dedicated Internet address for filing electronically with your court.
ID	Enter the ID provided by the court for purposes of electronic filing.
Password	Enter the password corresponding to your ECF ID, and then re-enter it again in the Re-enter password field.
Signature code	Enter the code that will be used for all e-signatures.
Acknowledge and accept compliance responsibility with redaction requirements of Fed. R. Bankr. P. 9037	Select if you have read and understand all redaction requirements associated with filing a case.

Exemptions Setup (Preferences Menu)

The following table describes the fields and options available on the **Exemptions Setup** page of the **Preferences** menu.

Field Name	Description
Jurisdiction	Choose the jurisdiction for which you want to modify exemption law information.
Exemption laws	Choose the exemption laws you want to view. To add a new exemption, click Add .
Exemptions	<p>To edit the Description, Law, Exemption Amt., or Maximum Amt., click in the desired area and enter your changes.</p> <p>To add an exemption, click in the last row of the Exemptions table and enter information in each applicable column of the row.</p> <p>To delete an exemption, click the row you want to delete and click the Delete link. Then click OK in the confirmation window asking whether you want to delete the item.</p>

Mailing Labels (Preferences Menu)

The following table describes the fields and options available on the **Mailing Labels** page of the **Preferences** menu.

Field Name	Description
Jurisdiction	Lets you specify the jurisdiction whose preferences you want to modify.
Label format	Choose the format of the mailing labels that you will use for the matrix. Your options include: <ul style="list-style-type: none"> ■ Avery 5160 (3x10) ■ Avery 5162 (2x7) ■ BANCAP (single column) ■ Avery 5351 (3x11) ■ Labels (3x9)
Max. characters per line	Choose the maximum number of characters allowed per line in matrix entries.
Labels Down (BANCAP only)	Choose the number of labels running down the length of a sheet.
Order	Select whether the matrix entries should be listed in Vertical or Horizontal order. (This option does not apply to BANCAP.)
Up and Down Arrows ( and )	Select an entry in the matrix and click the Up or Down button to move it to a new location on the page.
Margin values	Enter the margin sizes you want to use for the matrix page.
All CAPS	Select if your jurisdiction requires names and addresses to be printed in all capital letters and without punctuation.
Remove Duplicates	Select if you want the program to automatically remove duplicate creditor listings.
Include Account Number	Select if your jurisdiction requires that account numbers appear on the matrix.
Start creditors on new page	Select to start the list of creditors on a new page.
Debtor / Joint-Debtor / Attorney / Trustees	Select each of these options to include the entity on the matrix.
Schedule D / Schedule E / Schedule F / Schedule G	Select to include creditors listed in each of these schedules on the matrix/mailling label and in the creditor.txt file (which is used when efilng).
Include Codebtors	Select if you want co-debtors listed in Schedule H to appear on the matrix/mailling label and in creditor.txt.
Additional Names	Select to include a list of names that are to be included on all matrices for the given jurisdiction and are not gathered elsewhere, such as names for the trustee or IRS.
Equity Security Holders	Select to include equity security holder information.

Matrix (Preferences Menu)

The following table describes the fields and options available on the **Matrix** tab of the **Preferences > Mailing Labels** page.

Value	Description
Jurisdiction	Lets you specify the jurisdiction whose preferences you want to modify.
Label format	Choose the format of the mailing labels that you will use for the matrix. Your options include: <ul style="list-style-type: none"> ■ Avery 5160 (3x10) ■ Avery 5162 (2x7) ■ BANCAP (single column) ■ Avery 5351 (3x11) ■ Labels (3x9)
Max. characters per line	Choose the maximum number of characters allowed per line in matrix entries.
Labels Down (BANCAP only)	Choose the number of labels running down the length of a sheet.
Order	Select whether the matrix entries should be listed in Vertical or Horizontal order. (This option does not apply to BANCAP.)
Move Up and Move Down buttons ( and )	Select an entry in the matrix and click the Move Up or Move Down button to move it to a new location on the page.
Margin values (BANCAP only)	Enter the margin sizes you want to use for the matrix page.
All CAPS	Select if your jurisdiction requires names and addresses to be printed in all capital letters and without punctuation.
Remove duplicates	Select if you want the program to automatically remove duplicate creditor listings.
Include account number	Select if your jurisdiction requires that account numbers appear on the matrix.
Start creditors on new page	Select to start the list of creditors on a new page.
Blank lines between labels	Select to add a blank line between each of the addresses on the label, then enter the number of blank lines in the box.
Include: Debtor / Joint debtor / Attorney / Trustee	Select each of these options to include the entity on the matrix.
Creditors: Schedule D / Schedule E / Schedule F / Schedule G	Select to include creditors listed in each of these schedules on the matrix/mailling label and in the creditor.txt file (which is used when efilng).
Include co-debtors	Select if you want co-debtors listed in Schedule H to appear on the matrix/mailling label and in creditor.txt.
Additional names	Select to include a list of names that are to be included on all matrices for the given jurisdiction and are not gathered elsewhere, such as names for the trustee or IRS.
Equity security holders	Select to include equity security holder information.

Restore and Reimport a Database File

Note:

The information contained in these steps was taken from the [Microsoft Developer Network knowledge base](#). Please refer to this article for additional information from Microsoft.

Collier TopForm™ & File uses database files to store information about the cases you create, the forms you generate, your user preferences, and so forth. However, at times you may need to reinstall the program to correct issues you encounter while using the program. If you are a network user and you uninstall both Collier TopForm & File and SQL Server Express (which is used to manage the database files), when you reinstall both of these programs, the installation must create new database files, which will overwrite the existing data in these database files.

However, if you need to continue using your existing database files, you can follow the instructions below to restore and reimport the database files.

Collier TopForm & File creates two database files, which you can restore: **MasterDB** (which stores information about cases and TopForm preferences, etc.) and **HotDocsDB** (which stores information about the bankruptcy forms). To restore both of these databases, complete the steps described below twice—once for each database.

To restore your existing TopForm databases:

Caution:

It is strongly recommended that you enlist the help of someone familiar with database management when performing these steps.

1. Open the command prompt on the server.
2. From the command prompt, connect to an instance of SQL Server by using the following sqlcmd command:

```
sqlcmd -S Server\TopForm
```

Where *Server* is the name of the computer.

3. When connected, type the following commands:

```
USE [master]
GO
CREATE DATABASE [database_name] ON
( FILENAME = N'C:\Program Files\Microsoft SQL Server\MSSQL10_50.MSSQLSERVER\MSSQL
\Data\<database name>.mdf' ),
( FILENAME = N'C:\Program Files\Microsoft SQL Server\MSSQL10_50.MSSQLSERVER\MSSQL
\Data\<database name>.ldf' )
FOR ATTACH ;
GO
```

Where *database_name* is the name of the database you want to attach (either **MasterDB** or **HotDocsDB**), *FileName* is the path and file name of the database file and the log file, and *FOR ATTACH* specifies that the database is created by attaching an existing set of operating system files.

4. To verify that the database has been attached, type the following two commands:

```
select name from sys.databases
go
```

The sqlcmd tool displays the names of all databases attached to this instance of SQL Server Express. In the list, you should see the database name you provided in step 3.

List of Forms Whose Data is Imported from Collier TopForm™ 10.5

The following table lists the forms available in both Collier TopForm™ 10.5 and Collier TopForm™ & File. When you [import your cases](#) into Collier TopForm & File, the data in the Collier TopForm 10.5 form should map to the data in the Collier TopForm & File form. However, it is recommend that you verify the accuracy of the import process by reviewing each form in the list below.

Collier TopForm™ 10 Form Name	Collier TopForm™ & File 12 Form Name
Voluntary petition	Form 1 - Voluntary Petition
Exhibit A - Exhibit to Petition	Exhibit "A" to Voluntary Petition
Form B1 Exhibit C	Exhibit "C" to Voluntary Petition
Exhibit D - Individual Debtor's Statement of Compliance with Credit Counseling Requirement (Debtor)	Exhibit "D" - Individual Debtor's Statement of Compliance with Credit Counseling Requirement (Debtor)
Exhibit D - Individual Debtor's Statement of Compliance with Credit Counseling Requirement (Joint Debtor)	Exhibit "D" - Individual Debtor's Statement of Compliance with Credit Counseling Requirement (Joint Debtor)
(No form available in this version)	Declaration Under Penalty of Perjury on Behalf of a Corporation or Partnership
Form 3A - Application to Pay Filing Fee In Installments	Application to Pay Filing Fee in Installments
Form 3B- Application for Waiver of Chapter 7 Filing Fee	Application for Waiver of the Chapter 7 Filing Fee for Individuals who Cannot Pay the Filing Fee in Full or in Installments
Form 4 - Creditors Holding 20 Largest Unsecured Claims	List of Creditors Holding 20 Largest Unsecured Claims
Declaration Concerning Debtor's Schedules	Declaration Concerning Debtor's Schedules
Summary of schedules	Summary of Schedules
Schedule A	Schedule A - Real Property
Schedule B	Schedule B - Personal Property
Schedule C - Property Claimed as Exempt	Schedule C - Property Claimed as Exempt
Schedule D	Schedule D - Creditors Holding Secured Claims
Schedule E	Schedule E - Creditors Holding Unsecured Priority Claims
Schedule F	Schedule F - Creditors Holding Unsecured Nonpriority Claims

Schedule G	Schedule G - EMappedecutory Contracts and Unexpired Leases
Schedule H - Codebtors	Schedule H - Codebtors
Schedule I	Schedule I - Current Income of Individual Debtors
Schedule J	Schedule J - Current Expenditures of Individual Debtors
Form 7	Form 7 - Statement of Financial Affairs
Form 8 - Chapter 7 Individual Debtor's Statement of Intention	Form 8 - Chapter 7 Individual Debtor's Statement of Intention
Form 19 - Declaration and Signature of Non-Attorney Bankruptcy Petition Preparer	Form 19 - Declaration and Signature of Non-Attorney Bankruptcy Petition Preparer
Form B200 Lists, Schedules, Statements and Fees	Required Lists, Schedules, Statements and Fees (12/08)
(No form available in this version)	Certification of Notice to Individual Consumer Debtors (12/09)
"Form 202 - Statement of Military Service (Debtor) / Form 202 - Statement of Military Service (Joint Debtor)"	Form 202 - Statement of Military Service (08/07)
Disclosure of Compensation by Attorney/Preparer	Disclosure of Compensation of Attorney for Debtor (12/94)
Form 21 - Statement of Social-Security Number or Individual Taxpayer-Identification Number (ITIN)	Form 21 - Statement of Social Security Numbers
Means Test	Form 22A - Chapter 7 Statement of Current Monthly Income and Means-Test Calculation
Means Test	Form 22B - Chapter 11 Statement of Current Monthly Income
Means Test	Form 22C - Chapter 13 Statement of Current Monthly Income and Calculation of Commitment Period and Disposable Income
Form 23 - Debtor's Certification of Completion of Postpetition Instructional Course Concerning Personal Financial Management (Debtor)	Form 23 - Debtor's Certification of Completion of Postpetition Instructional Course Concerning Personal Financial Management
Form 23 - Debtor's Certification of Completion of Postpetition Instructional Course Concerning Personal Financial Management (Joint Debtor)	Form 23 - Joint Debtor's Certification of Completion of Postpetition Instructional Course Concerning Personal Financial Management

Form 24 Certification to Court of Appeals	Form 24 - Certification to Court of Appeals by All Parties
Disclosure of Compensation by Non-Attorney/Preparer	Disclosure of Compensation of Bankruptcy Petition Preparer (10/05)
Form 283 - Chapter 13 Debtor's Certifications Regarding Domestic Support Obligations and Section 522(q)(Debtor)	Chapter 13 Debtor's Certifications Regarding Domestic Support Obligations and Section 522(1) (12/08) (Debtor)
Form 283 - Chapter 13 Debtor's Certifications Regarding Domestic Support Obligations and Section 522(q)(Joint Debtor)	Chapter 13 Debtor's Certifications Regarding Domestic Support Obligations and Section 522(1) (12/08) (Joint Debtor)
List of Equity Security Holders	List of Equity Security Holders