



Collier TopForm™ Bankruptcy Filing Program Version 9.0.0

Release Notes

WHAT'S NEW?

Collier TopForm 9.0.0 offers the following new features and enhancements:

- ***Due Diligence Products from CIN Legal Data Services, a division of Credit Infonet***—Via the Due Diligence menu you may order, for a fee, the following due diligence products from CIN Legal Data Services:
 - Merged Credit Reports from Equifax, Experian, and TransUnion with credit scores and bankruptcy-specific creditor addresses
 - ▶ Post-Discharge Credit Reports
 - ▶ Credit Report Monitoring
 - ▶ IRS Tax Transcripts & Free Summary Report
 - ▶ Instant Real Property Appraisals
 - ▶ Real Property Title Products
 - ▶ Automobile Valuations
 - ▶ Credit Counseling & Debtor Education
- ***Due Diligence Products from LexisNexis®***—Access SmartLinx® location, business, and/or person summary reports via the *lexis.com*® link on the Due Diligence menu. (Additional fees may apply.)
- ***Due Diligence Products from MicroBilt™***—LexisNexis has expanded its arrangement with MicroBilt to include additional products and services. From the Due Diligence menu, you may order, for a fee, the following due diligence products from MicroBilt:
 - Credit Reports (Equifax, Experian, Trans Union)
 - Bank Account and Check History
 - 50-state Civil High County Court search
 - Bank & Trade Verification
- ***Web-Based Client Questionnaire***—An updated client interview form can save you and your staff hours of work in preparing bankruptcy cases.

COLLIER TopForm Bankruptcy Filing Program

Direct clients to this new site to enter their contact, income, expense, asset, debt, dependent, and other important case information. Once a client submits the form, you'll receive an e-mail notification and can then, for a small fee (plus tax, if applicable), download the interview answers then import them to the Collier TopForm program, where they will automatically flow to the appropriate schedules.

Note: If your shipping information has changed in the last 30 days, please visit <https://w3.nexis.com/printcdsc/> or call 1-800-833-9844 to provide updated information for the shipment of Collier TopForm 9.0 in mid-November 2008.

In addition to the new features outlined above, other recent enhancements to the *Collier TopForm* program include:

- **Online Credit Report Importing**—The *Collier TopForm* program allows you to retrieve credit bureau reports via the Internet. Upon retrieval, you can import the trade-line data into the applicable schedules for the chosen case, review and/or incorporate the data at some later date, or view and/or print the credit report in eye-readable format.
- **LexisNexis Total Practice Advantage™ Integration**—Users who have also licensed and are using the National Bankruptcy version of the LexisNexis Total Practice Advantage solution can make use of a number of features designed to enhance efficiency, including creating Total Practice Advantage Matters and Contact records based on information from the *Collier TopForm* program, linking a *Collier TopForm* case to a Total Practice Advantage Matter, and opening a Total Practice Advantage Matter directly from the related *Collier TopForm* case.

Updated Exemption Laws

Collier TopForm 9.0.0 includes exemption laws for all jurisdictions. Use the program's Internet Updating feature to obtain the most current exemptions.

Note: If an exemption no longer exists, it will not be available in cases converted from previous versions.

The following exemptions have been updated in *Collier TopForm* 9.0.0:

- Colorado
- Ohio

New Content

Note: All forms previously posted to the *Collier TopForm* Web site are included in this release.

Jurisdiction-Specific New Content

Alabama—Middle District

- Motion for Discharge Under 11 U.S.C. Section 1228(a) Chapter 12 (ALM)
- Motion for Discharge Under 11 U.S.C. Section 1328(a) Chapter 13 (ALM)
- Motion for Hardship Discharge Under 11 U.S.C. Section 1328(b) (ALM)
- Statement Under Penalty of Perjury Concerning Payment Advices (Debtor) (ALM)
- Statement Under Penalty of Perjury Concerning Payment Advices (Joint Debtor) (ALM)

Alaska

- Statement Under Penalty of Perjury Concerning Payment Advices (Debtor) (AK)
- Statement Under Penalty of Perjury Concerning Payment Advices (Joint Debtor) (AK)

Arizona

- Certification of Eligibility for Chapter 13 Discharge (AZ)

California - Northern District

- Debtor's Statement Regarding Pending Proceedings Under 11 U.S.C. §522(q)(1)(A) (Debtor) (CAN)
- Debtor's Statement Regarding Pending Proceedings Under 11 U.S.C. §522(q)(1)(A) (Joint Debtor) (CAN)

Colorado

- Cover Sheet for Reaffirmation Agreement (CO)

Florida—Southern District

- Debtor's Statement Regarding 11 U.S.C. §522(q)(1) (FLS)
- Individual Debtor Certification Regarding Payment of Domestic Support Obligations (FLS)

Illinois - Central District

- Certification of Domestic Support Obligations (Debtor) (ILC)
- Certification of Domestic Support Obligations (Joint Debtor) (ILC)

Iowa—Northern District

- Debtor 's Certified Motion for Entry of Discharge (Debtor) (IAN)
- Debtor 's Certified Motion for Entry of Discharge (Joint Debtor) (IAN)

Louisiana—Middle District

- Debtor's Certification and Request for Chapter 13 Discharge (Debtor) (LAM)
- Debtor's Certification and Request for Chapter 13 Discharge (Joint Debtor) (LAM)

Louisiana—Western District

- Compliance Motion for 1328(a) Discharge (Debtor) (LAW)
- Compliance Motion for 1328(a) Discharge (Joint Debtor) (LAW)
- Debtor's Certification of Plan Completion and Request for Notice of Entry (LAW)
- Statement Under Penalty of Perjury Concerning Payment Advices (Debtor) (LAW)
- Statement Under Penalty of Perjury Concerning Payment Advices (Joint Debtor) (LAW)

Maine

- Certification Regarding Domestic Support Obligations (Debtor) (ME)
- Certification Regarding Domestic Support Obligations (Joint Debtor) (ME)

Nebraska

- Certification by Debtor in Support of Discharge (Debtor) (NE)
- Certification by Debtor in Support of Discharge (Joint Debtor) (NE)
- Certification by Debtor in Support of Discharge Regarding Payment of Domestic Support Obligations (Debtor) (NE)
- Certification by Debtor in Support of Discharge Regarding Payment of Domestic Support Obligations (Joint Debtor) (NE)

New Jersey

- Request for Exemption From Participation In Financial Management Course (Debtor) (Newark Division)

- Request for Exemption From Participation In Financial Management Course (Joint Debtor) (Newark Division)

New Mexico

- Ex Parte Motion for a Temporary Exemption from Credit Counseling Requirement (Debtor) (NYE)
- Ex Parte Motion for a Temporary Exemption from Credit Counseling Requirement (Joint Debtor) (NYE)
- Motion for Waiver of Debtor's Duty to Comply with Credit Counseling (Debtor) (NYE)
- Motion for Waiver of Debtor's Duty to Comply with Credit Counseling (Joint Debtor) (NYE)

New York—Eastern District

- Ex Parte Motion for a Temporary Exemption from Credit Counseling Requirement (Debtor) (NYE)
- Ex Parte Motion for a Temporary Exemption from Credit Counseling Requirement (Joint Debtor) (NYE)
- Motion for Waiver of Debtor's Duty to Comply with Credit Counseling (Debtor) (NYE)
- Motion for Waiver of Debtor's Duty to Comply with Credit Counseling (Joint Debtor) (NYE)

New York—Southern District

- Order Granting Debtor's Request for Thirty-Day Extension to File Credit Counseling Certificate (NYS)
- Order Granting Waiver of Debtor's Duty to Comply with Credit Counseling Requirement (Debtor) (NYS)
- Order Granting Waiver of Debtor's Duty to Comply with Credit Counseling Requirement (Joint Debtor) (NYS)
- Request for Thirty-Day Extension to File Credit Counseling Certificate (NYS)
- Request for Waiver of Debtor's Duty to Comply with Credit Counseling Requirement (Debtor) (NYS)
- Request for Waiver of Debtor's Duty to Comply with Credit Counseling Requirement (Joint Debtor) (NYS)

North Carolina—Middle District

- Debtor's Motion for Entry of Discharge Certification Regarding Plan Completion (NCM)

Oklahoma—Northern District

- Affidavit and Disclosure of Domestic Support Obligations (Debtor) (OKN)
- Affidavit and Disclosure of Domestic Support Obligations (Joint Debtor) (OKN)
- Certification and Request for Issuance of Discharge (OKN)
- Pre-Confirmation Certification (OKN)
- Order for Wage Deduction (Debtor) (OKN)
- Order for Wage Deduction (Joint Debtor) (OKN)

Pennsylvania—Middle District

- Certification Regarding Domestic Support Obligations (Debtor) (PAM)
- Certification Regarding Domestic Support Obligations (Joint Debtor) (PAM)
- Certification Regarding Service of Amended Chapter 13 Plan (3015-2(a))
- Certification Regarding Service of Amended Chapter 13 Plan (3015-2(b))
- Debtor's Certification in Support of Discharge (Debtor) (PAM)
- Debtor's Certification in Support of Discharge (Joint Debtor) (PAM)
- Debtor's Pre-Confirmation Certification of Compliance (PAM)

South Carolina

- Certification of Plan Completion and Request for Discharge (Debtor) (SC)
- Certification of Plan Completion and Request for Discharge (Joint Debtor) (SC)
- Certification of Debtor Information and Request for Hardship Discharge (Debtor) (SC)
- Certification of Debtor's Information and Request for Hardship Discharge (Joint Debtor) (SC)
- Notice of Certification of Debtor Information and Request for Hardship Discharge (SC)
- Notice of Certification of Plan Completion and Request for Discharge (SC)

Tennessee—Middle District

- Amended Monthly Family Budget (TNM)

Tennessee—Western District

- Debtor's Certification of Plan Completion and Request for Discharge (TNW)
- Debtor's Certification Pursuant to 11U.S.C. §521(a)(1)(iii)(II) (TNW)

Texas—Eastern District

- Statement of Debtor Regarding Applicability of 11.U.S.C. §522(q) (Debtor) (TXE)
- Statement of Debtor Regarding Applicability of 11.U.S.C. §522(q) (Joint Debtor) (TXE)

Texas—Northern District

- Debtor's Certification and Motion for Entry of Chapter 13 Discharge (Debtor) (Abilene / Amarillo / Lubbock / San Angelo)
- Debtor's Certification and Motion for Entry of Chapter 13 Discharge (Joint Debtor) (Abilene / Amarillo / Lubbock / San Angelo)
- Debtor's Certification and Motion for Entry of Chapter 13 Discharge (Debtor) (Dallas / Fort Worth / Wichita Falls)
- Debtor's Certification and Motion for Entry of Chapter 13 Discharge (Joint Debtor) (Dallas / Fort Worth / Wichita Falls)
- Order Reopening for Limited Purpose of Enforcing the Order of Discharge (TXN)

Washington—Eastern District

- Domestic Support Obligations Certificate (Debtor) (WAE)
- Domestic Support Obligations Certificate (Joint Debtor) (WAE)

Wisconsin—Western District

- Form 21 - Statement of Social-Security Number or Individual Taxpayer-Identification Number (ITIN) (WIW)

Wyoming

- Statement Under Penalty of Perjury Concerning Payment Advices (Debtor) (WY)
- Statement Under Penalty of Perjury Concerning Payment Advices (Joint Debtor) (WY)

TROUBLESHOOTING

- Versions 4.x of the Adobe® Distiller program are no longer supported for use with *Collier TopForm*™ versions 9.x. Although versions 4.x of the Adobe Distiller program may work, we do not guarantee their functionality with the *Collier TopForm* program. For full support, you must have version 5.x or above of the Adobe Distiller program.

Form-Specific Issues

- *All Districts*—If you change jurisdictions for a case, you should open the Chapter 13 plan and verify that all of the classes have been assigned correctly to each claim.
- *Central District of California; Southern District of Florida; Eastern District of Missouri; District of New Jersey; New Mexico; Eastern District of Tennessee; Eastern District of Virginia*—Some information that appears on jurisdictional forms is entered on the Special tab of Form 1—Voluntary Petition. If you need to add or edit information, please do so on the Special tab.
- *Central District of California; Eastern District of Missouri*—Some information that appears on jurisdictional forms is entered on the Special tab of Form 3—Application/Order to Pay Filing Fee In Installments. If you need to add or edit information, please do so on the Special tab.

Printing

If you encounter any text problems related to the printing of a schedule or form (e.g., text overflowing a field, bold text appearing in regular type, or uneven spacing), try changing the printer driver. The standard Hewlett Packard® III printer driver may correct these problems.

If this does not solve the printing problems, please call Technical Support at 1-800-223-5297 for a resolution.

Tip: If you are using Microsoft® Windows® 95 and are changing from the Hewlett Packard III driver back to a driver that has multiple tray sources, the setting will remain on Upper Tray. To print to another tray, manually change the source setting.

Electronic Filing

If you encounter formatting problems when creating an electronic filing, try the following:

- 1 Within the *Collier TopForm* program, click the **File** menu and choose **Print Setup**, then choose the default Postscript printer as your default printer.
- 2 After you have completed electronic filing, click the **File** menu and choose **Print Setup**, then choose your physical printer as your default printer.

DID YOU KNOW THAT...

You can include explanatory text on your schedules?

To do so, select the corresponding option in the Jurisdiction Setup window as follows:

- 1 From the **Setup** menu, choose **Jurisdiction**.
The Jurisdiction Setup window appears.
- 2 Select a state or jurisdiction from the list on the left side of the window.
- 3 Select the **Print Explanatory Text on Schedules** check box.
- 4 Click **Close**.

You can insert previously stored symbols and phrases in certain text fields on the schedules and forms?

The right-click menu provides access to a repository of special symbols and or phrases from which you can choose to populate form fields, as follows:

- 1 With your cursor positioned in the field that you want to complete, right-click your mouse.
A menu opens near where your cursor is positioned.
- 2 On the right-click menu, point to either **Special Characters** or **Common Phrases**, as applicable.
A submenu opens.
- 3 On the submenu, choose either **Other Special Characters** or **Other Common Phrases**, as applicable given your choice at step 2, preceding.
The Special Information list opens.
- 4 Choose the desired special character or common phrase in one of the following ways:
 - Double-click the corresponding entry.

OR

 - Click the corresponding entry, then click the **Insert** button.

The list closes, and the field is populated with the chosen data.

Tip: To add to the repository of common phrases, click the **Common Phrases** tab in the Special Information list, then click the last row of the table and type the phrase.

You can edit your ECF office codes?

If office codes for the counties in which you submit electronic filings change, you can update the codes as follows:

- 1 From the **Setup** menu, choose **Electronic Filing**.
The Electronic Filing Setup dialog box opens, displaying the General tab.
- 2 Click the **Codes** tab.
- 3 For each county to which changes apply, modify the **Office Code**, **County Code**, and **District** as necessary by clicking the field in question and typing the desired information.
- 4 Click **OK** to save your changes.

You should review the jurisdiction settings when you add a custom jurisdiction?

Refer to the electronic User's Guide or Help for instructions on setting up a custom jurisdiction.

You can easily access case summary information?

It's easy to quickly locate and view a case summary of any *Collier TopForm* case. This is useful if, for example, you are working on one case and someone calls to ask the status of another case.

To access case summary information, click the **Tools** menu and choose **Case Inquiry**. Then in the **Find** field, type the first several letters of the debtor's *first* name.

When you find the desired debtor's name, click the corresponding row to highlight it in yellow. The debtor's case summary information appears on the right side of the window. Click the **Court Date** tab to view the dates and types of court hearings scheduled.

You can set passwords and other security options?

System administrators can set up security options if the *Collier TopForm* program is being used on a network or if several users access the program on one machine.

Use the security options to set up User IDs and passwords as well as the level of allowed access (i.e., Administrator, Add/Update, or View Only). You can also use the security options to set access rights on specific cases.

To access the security setup options, click the **Tools** menu, then choose **Security Management**.

It is very important to rebuild the TopForm Master Database when prompted to do so?

It is vital that you rebuild the *Collier TopForm* Master Database when prompted by the system to do so. The Master Database holds all your active case information as well as your Master Address List, your list options, and your firm and attorney information.

Periodically, the database must be compacted. This process removes any unused space in the database, shrinking it in size so that it takes up less disk space.

When a Master Database rebuild is necessary, the *Collier TopForm* program will remind you when you log off from your session. We strongly recommend that you rebuild the database upon receiving the prompt. If you decide not to run the rebuild when prompted, however, you can run it at a later time by clicking the **File** menu and choosing **Rebuild Database**.

Note: If you have used *TopForm* extensively over a short period of time, you may want to run the Master Database rebuild before you are prompted to do so.

You can change the order of forms for your electronic filings?

From the Electronic Filing Setup dialog box, you can set default form order for all electronic filings per jurisdiction as follows:

- 1 From the **Setup** menu, choose **Electronic Filing**.
The Electronic Filing Setup dialog box opens, displaying a list of jurisdictions on the left and several fields and buttons on the right.
- 2 From the **Jurisdiction** list, select a Jurisdiction.
The Groups area displays a list of relevant forms available in the Initial Filing Category.
- 3 In the **Type of Filing** field, select either **Initial Filing** or **Emergency Filing**, as applicable.
- 4 In the **Groups** area, click the listing for the form that you want to move, then click the up-arrow button or down-arrow button to put the form in the desired position within the list.
- 5 When you are finished moving forms, click **OK** to save your changes.

Tip: You can always modify form order and grouping for individual filings at the time that you prepare those filings. For detailed instructions, please refer to the User's Guide or Help file.

You can change the default filing fee setting for all chapter 7 and 13 cases?

To do so, modify the corresponding information in the Jurisdiction Setup window as follows:

- 1 From the **Setup** menu, choose **Jurisdiction**.
The Jurisdiction Setup window appears, displaying the **Division Setup Variables** tab.
- 2 In the list on the left-hand side of the **Division Setup Variables**, click the state, district, and division (if applicable) for which you want to change default settings.
- 3 Click the **Filing Fees** tab.
- 4 In the fields provided, click to highlight the dollar amounts.
- 5 Type the desired dollar amount, then do one of the following, as applicable:
 - To change default settings for other jurisdictions, repeat steps 2 through 5 for each jurisdiction.
 - To save your changes and exit the Jurisdiction Setup dialog box, click **Close**.

TECHNICAL SUPPORT Q & A

To help you use the *Collier TopForm* program easily and effectively, we have compiled a list of questions that customers often ask our Technical Support staff, along with corresponding answers that our specialists provide.

Question: Can I copy a case from one computer to a second computer?

Answer: Yes. On the first computer click the **File** menu then choose **Case Export/Import** followed by **Export Case** to start the process of copying the case to a floppy diskette or CD. Then, on the second computer, click the **File** menu then choose **Case Export/Import** followed by **Import Case** to start the process of copying the case from the floppy diskette or CD to the *Collier TopForm* system on the second computer.

Question: When a case is exported, is the case deleted from the computer?

Answer: No. When a case is exported, the case is copied to a location of your choice. The case remains on the computer from which it was exported.

Question: Can a creditor be moved from one schedule to another?

Answer: Yes, open the schedule that currently includes the creditor. Then click the creditor you want to move, click the **Data** menu, and choose **Move Claim to Schedule**.

Question: How do I print Legal Pad Case Notes?

Answer: With the case open, click the **File** menu and choose **Print**. When the Print menu opens, click the down arrow to the right of **Initial Filing** and choose **Form Letters** to make the Legal Pad available in the list of items to print.

Question: How do I export multiple cases and rename them all?

Answer: After selecting the cases that you want to export, click the **Change Output File Name to:** check box until a checkmark appears and select **Prompt for Name** from the corresponding drop-down list. Then in the Export File dialog box that opens for each case, type the desired name for the corresponding export file and click **Save**.

ELECTRONIC RELEASE NOTES

For the latest information on using the *Collier TopForm* program, refer to the electronic release notes.

▶ To access the electronic release notes

Click the **Start** menu, point to **Collier TopForm Bankruptcy**, then click **Release Notes**.

OR

From within the *Collier TopForm* program, click the **Help** menu and then choose **Release Notes**.

CONTACTING TECHNICAL SUPPORT

Technical Support is available 24 hours a day, 7 days a week. When calling for technical assistance, please be at the computer on which the program is running, and please have your account number, found on your packing slip, ready.

1-800-223-5297

E-mail: technical.support@lexisnexis.com



LexisNexis®

LexisNexis, the Knowledge Burst logo and *lexis.com* are registered trademarks and LexisNexis Total Practice Advantage is a trademark of Reed Elsevier Properties Inc., used under license. SmartLinx is a registered trademark of LexisNexis, a division of Reed Elsevier Inc. Collier TopForm is a trademark and Hot-Docs is a registered trademark of Matthew Bender & Company, Inc. Other products and services may be trademarks or registered trademarks of their respective companies.

© 2008 Matthew Bender & Company, Inc., a member of the LexisNexis Group. All rights reserved.

(10/2008, RSS)