



## Exporting Cases from BankruptcyPRO to Jubilee

This tool will quickly enable you to send a BPRO case file directly to Jubilee. The export currently does not send 100% of the case file but sends the following information:

- Basic Case Info to populate full petition
- Creditors
- Assets
- Sch. I (Income)
- Sch. J (Expenses)

## **How it works**

1. 1.Within BankruptcyPRO, click on the blue Jubilee icon on the top toolbar – select Sign In/Create Account. Enter your Jubilee login credentials.

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Plan Mod. TXSB Unsecured pay			13						26			_
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2. Next highlight the case on the main menu that you would like to export to Jubilee – click on the blue Jubilee icon – select "Send Complete Case Info to Jubilee".

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Debtor	Case Number	Fied	Chapter	Joint Debtor	Notices for All	Cases		Trustee	Zie Code	Discharged	_
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nan, coe			13						76216		
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ebtor Mailing Address:	Judge										
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3. You will receive a confirmation message that the case is currently being sent.NOTE: This process can take some time for large case files (sometimes up to 30 minutes or longer). There is no harm in accessing the Jubilee case file immediately, but you may not see all the data until it completes the entire upload process. If you have documents stored within the BankruptcyPRO client folder, you will have the option to include or exclude them in the export.



4. We also log when the case file was exported to Jubilee on the main case list page in the General Information section.

Show Case Colors Show Inac	ctive Cases I-Got-Notic	es Case List 1	Vizard	Disconnect from i-Got-Notices				1	-	1	_
Debtor	Case Number	Fied	Chapter	Joint Debtor	In-House Number	341 Date	D	Trustee	Zip Code	Discharged	
Eagle Jr., Inc.	15-12345		7		11013		1	13	78201		
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Eagle, A. Bald			13	Eagle, Harp E.	11013		_	4	78201		
Eagle, Jr., Adam Bald	21-50062	11/12/2021	13	Eagle, Etc., Harp E.	11013		1	5	09352		
Eagle, Jr., Adam Bald			7	Eagle, Etc., Harp E.	11013		1	15	09352		
Forms, Test			7				2	13	78216		
Liens2, Test			7	name, spouse			1	4	78261		
Liens3, Test			7				1	8	78261		
New, MNB	21-40941	12/6/2021	13	Name, Spouse			1	7	78216		
Packet, Becky			7	Packet, Sam			2	9	78201		
Plan Mod, TXSB Unsecured pay			13				1	10			
Plan, COB			13					7	78216		
Sciba, Jr., William L.	20-60052	8/31/2020	13			11/6/2020	2	VVIllam E. Heltkamp	77904		
Simpson	21-40228	11/8/2021	7				1	9	78261		
Smith, Brandy L.			7	Williams, Jeremy B.				1	84747		
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Smith, Brandy L.			7	Williams, Jeremy B.				3	84747		
Test Business Name, Inc.	22-12345	4/1/2022	7				3	11	78216		
Test, Export	22-12345	4/1/2022	7	spouse, non filing			2	14	78216		
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Joef Collect: Non-Alling peopues, non filing Deator Address S3 street San Antonio, TX 78246 Deator Maling Address: Complete case uploaded to Juble	In House Number: 341 Meeting: Discharge: Atorney: Attry 2udge: Trustee: Case Keywords e on 5/16/2022			Testing some notes 4/27/2022 10:30:56/ 4/27/2022 - test note	NM - test note 2						

## NOTE:

If the BankruptcyPRO case was already exported to Jubilee previously by using the E-Sign feature, Jubilee CreditVista, or while beta testing the export utility, you can follow the steps below to export a newer more complete version of the case file. This will also result in a duplicate case within Jubilee since a newer copy of the case will be generated in Jubilee.

Within the BPRO case file go to the "G" button - Contact/Misc tab - clear the value for Jubilee link ID, Save, then the case can be resent.

e nints, select Settings(options and uncheck the "Show helpful hints. When a dialog window is open, displays help.	on background option.)			
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One the Debter Hannied as property in the	should see ECO			
close that window. CTRL+T enters the current date and	time.			
When in a case, this key will display the Client List. The	in you can press CTRL+F to			
find a different case. F2 from there allows you to enter n ESC closes the window	2 General Information			
In a dron-down hox. E4 displays the list of choices. Use	Die Ocilerer mitoritietoon	A second second	end and have been a second be	
letter to jump directly to your choice.	Debtor Spouse Contactivities.	sole Proprietor   Filing	Pees Alases Hazardous Property Cri	edit Counseling   Tenant
On dialogs containing tab pages, F5 moves you to the n	In-House Number: 19-0672			
Opens the Macros window and allows you change or se				
On dialogs containing a Cancel button, F11 or ESC "clic	Home Phone:	() -	Has answering machine	
On most dialogs, F12 is the same as the OK or Select I	Debtor Cell Phone:	(701) 210-2928	Shatara Lynn Roehrich	
On dialogs containing a New or Add button, pressing the	Debtor Work Phone:	() -	Ext. OK to call at work	
clicking on that button.	Debtor E-Mail:	shataralynn@hol	tmail.com	<b>—</b>
On dialogs containing a Delete button, pressing the DEL clicking on that button	Joint Debtor Cell Phone:	() -		
The ENTER key behaves differently depending on where	Joint Debtor Work Phone:	() -	Ext. OK to call at work	
selected. If you are in a data grid, ENTER usually works	Joint Debtor E-Mail:			
Change or Edit button or double-clicking on a highlighted	Other Phone:	(L) -	Ext Tune	
edit box, ENTER "clicks" the detault button. You can ut	ound Phone.	N / -	eve   the	
nove up and down in the list.	Driver's License No.	State Date of Bir	<u>n</u>	
the same function.	Debtor: ROE-81-4703	ND 7721719	B1 12 Debtor's age as of Date Filed	1:38
	Joint Debtor:		<u></u>	
	DoingTIME Link ID: ROEH002			
	(Used to link this case to a client in	DoingTIME)		
	Jublee Link ID: 95513	Complete	case uploaded to Jubilee on 5/26/202	2
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化化合物 化合物 化合物 化合物 计分数 化合物	close that window. CTRL+T enters the current date and When in a case. F2 biom there allows you to enter n ESC closes the window. In a drop-down box, F4 displays the list of choices. Usu etter to jump directly to your choice. To dialogs containing ta pages, F5 moves you to the n D nailogs containing ta Cancel button, F11 or ESC "clic D most dialogs, ET2 is the same as the OK or Select I On most dialogs, ET2 is the same as the OK or Select I On dialogs containing a Delete button, pressing the Clicking on that button. On dialogs containing a Delete button, pressing the DEL clicking on that button. On dialogs containing a Delete button, pressing the DEL clicking on that button. On dialogs containing a Delete clicking on where selected. If you are in a data grid. ENTER usually work Change or Edit button or double-clicking on a highlighted edit box, ENTER "clicks" the default button. You can us more up and down in the list. On windows containing a print or print preview function, p the same function.	close that window. CTRL+F enters the current date and time. When in a case, the key will display the Clent List. Then you can press CTRL+F to ind a different case. F2 from there allows you to enter the different case. F2 from there allows you to enter the different case. F2 from there allows you to enter the different case. F2 from there allows you to the on dialogs containing a Dancel button, F11 or ESC Cleic Do most dialogs. F12 is the same as the OK or Select Dn dialogs containing a Delete button, pressing the Dicking on that button. On dialogs containing a Delete button, pressing the Dicking on that button. On dialogs containing a Delete button, pressing the Dicking on that button. On dialogs containing a Delete button, pressing the Dicking on that button. On dialogs containing a Delete button, pressing the Dicking on that button. On work dialogs containing a pleite button, You can unowe up and down in the list. On work dialows containing a pleint or print preview function, the same function. Rote Butter Cleic Plane: Doing TKE Link D: ROE-B14-R703 Diverse Link D: ROE-B14-R703 Dive	close that window.       CTRL+F inters the current date and time.         Mem in a case, E2 from there allows you to enter         ESC closes the window.         ind a different case.       F2 form there allows you to enter         ind a different case.       F2 form there allows you to enter         ind a different case.       F2 dis plays the list of choices.       Unit of the there allows you to then on dialogs containing a Dancel button, F11 or ESC "close         D most dialogs containing a Cancel button, F11 or ESC "close       Image Case the window.       Image Case the thoton.         D most dialogs containing a Delete button, pressing the Elicking on that button.       Deleter Case Prone:       [(701) 210-2928         D most dialogs containing a Delete button, pressing the ENTER key behaves differently depending on where selected.       Mem Phone:       [(1) -         D middiags containing a Delete button.       Work Phone:       [(1) -       -         D middiags containing a Delete button.       Work Phone:       [(1) -       -         D bettor Cel Phone:       [(1) -       -       -       -         D windows containing a print or print preview function.       Work case the indicate the case to a clean the Deleter Cel Phone:       [(1) -         D windows containing a print or print preview function.       No case to a clean to Delete Teles to the case to a clean to Delete Teles to the clean to Deleter Teles to be clean to Delet	close that window. CTRL+T enters the current date and time.         Mem in a case. F2 from there allows you to enter that a different case. F2 from there allows you to enter the different case. F2 from there allows you to enter the different case. F2 from there allows you to enter the different case. F2 from there allows you to the the different case. F2 from there allows you to the the different case. F2 from there allows you to the the different case. F2 from the differe