

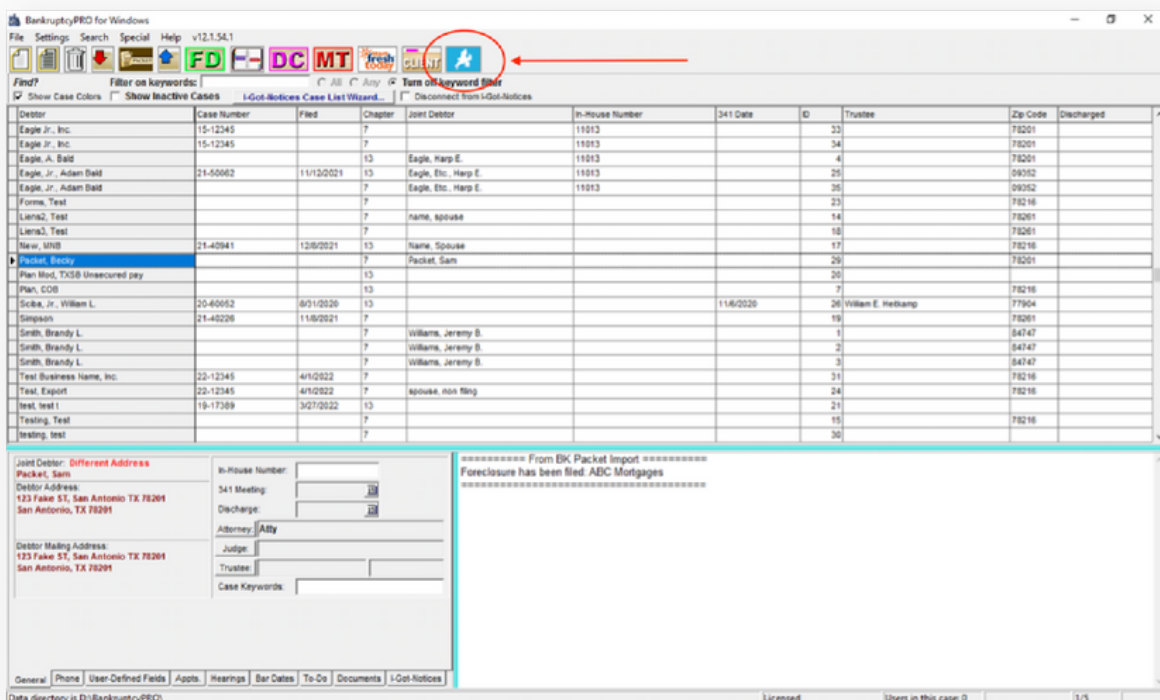
Exporting Cases from BankruptcyPRO to Jubilee

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:

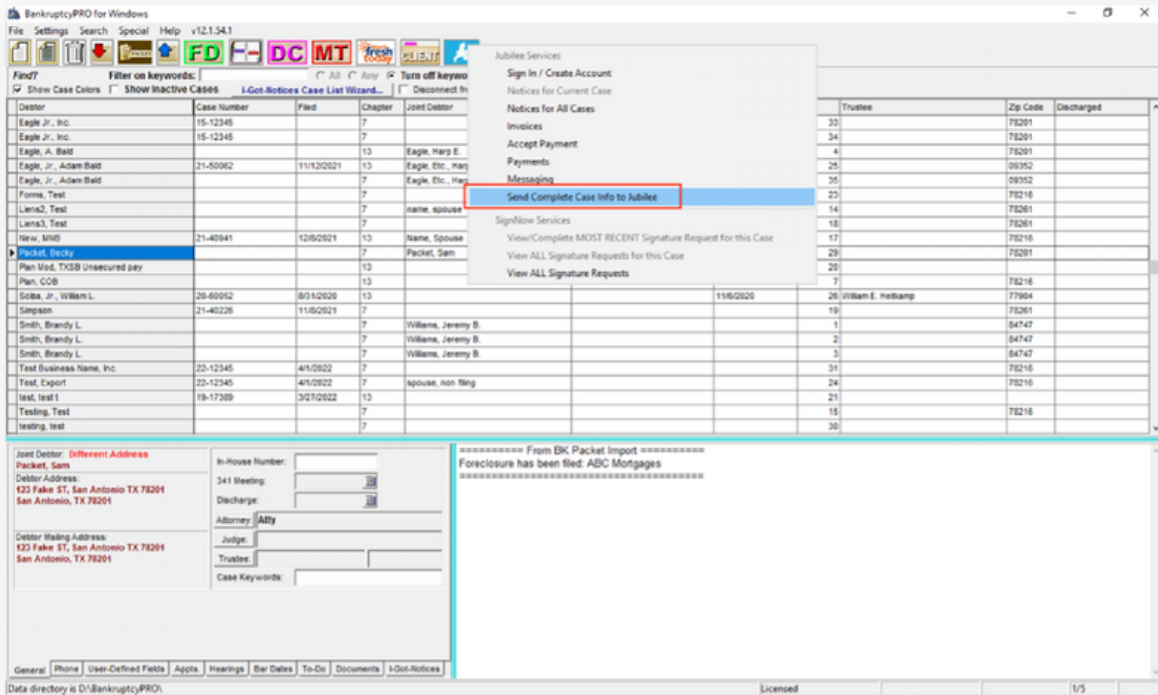
- Basic Case Info to populate full petition
- Creditors
- Assets
- Sch. I (Income)
- Sch. J (Expenses)

How it works

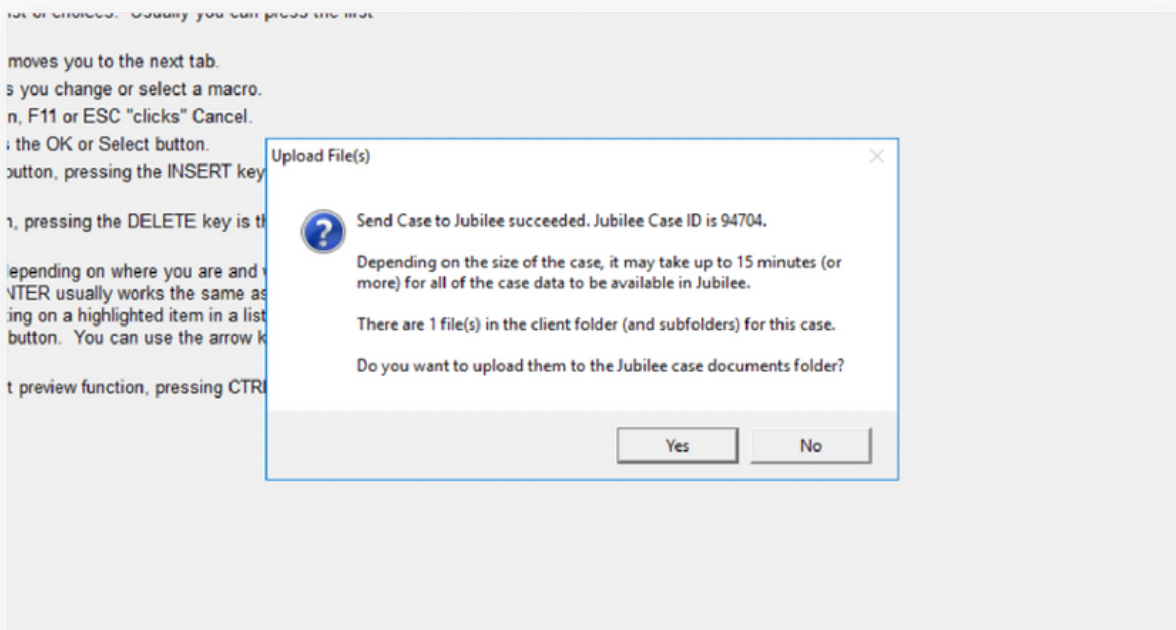
1. Within BankruptcyPRO, click on the blue Jubilee icon on the top toolbar – select Sign In/Create Account. Enter your Jubilee login credentials.



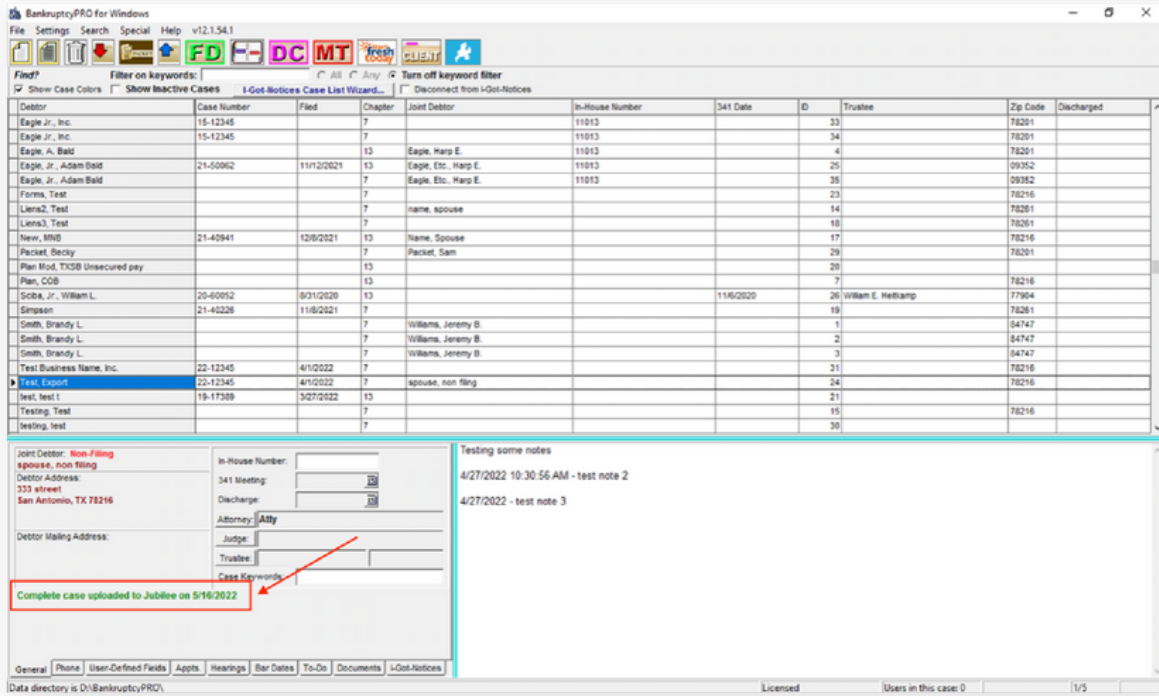
2. Next highlight the case on the main menu that you would like to export to Jubilee – click on the blue Jubilee icon – select “Send Complete Case Info to Jubilee”.



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.



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.

