# NextChapter How-To's

A NextChapter Publication

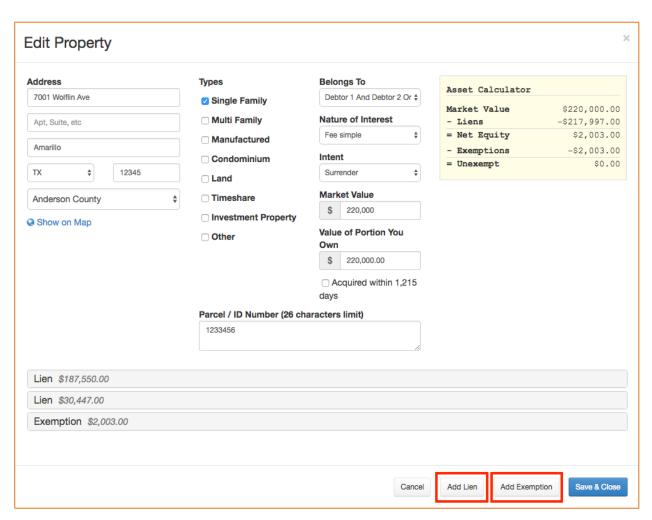




## How To's

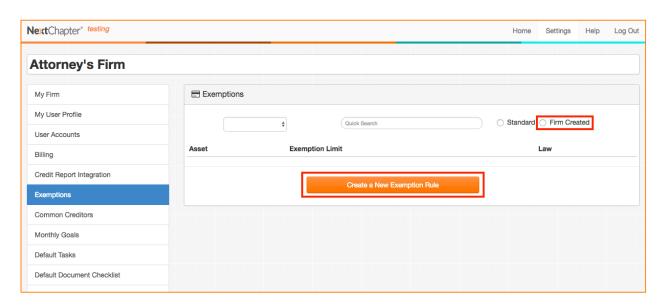
#### How to add liens and exemptions to real and personal property

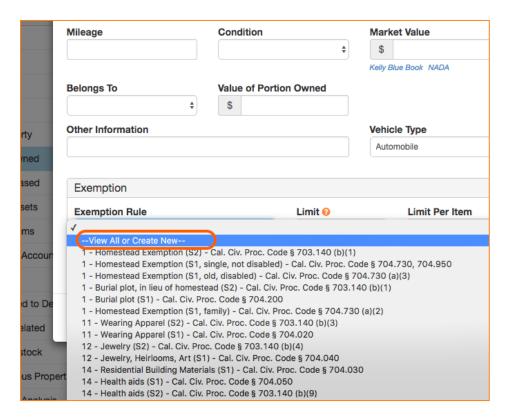
Did you know that when you add an address that is residential and owned by the debtor, NextChapter will automatically add that address into the Real Property section? And when you edit the property in the Real Property section, you can add all the liens and exemptions on the property which adds the liens into Schedule D and the exemptions are added into Schedule C. This is a great way to prevent unnecessary double and triple date entry.



#### **Customizing Exemptions**

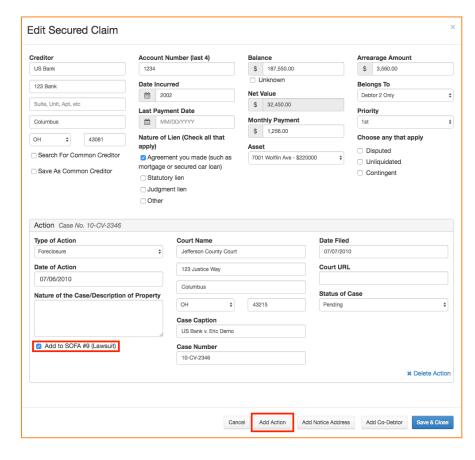
NextChapter maintains the federal exemptions and state exemptions lists and updates any changes in the program right away. However, you probably know your exemptions and your local requirements inside and out and we want you to be able to customize your exemptions to fit yours and your client's needs. In your settings page there is an Exemptions section where you can view all of the exemption lists and add new exemptions. All new exemptions you create will be grouped together under "Firm Created" and you can access these exemptions from any of your cases.



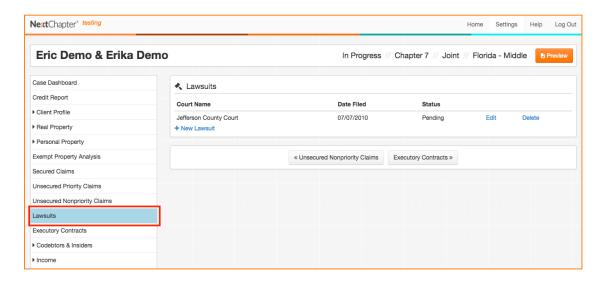


#### **Adding Lawsuits**

Need to add an action that involved the debtor's property, such as foreclosure, repossession, or garnishment (to be listed on Line 10 of the SOFA)? You can add the action while you are editing the secured claim. You can select the type of action and if the action is also a lawsuit that should be added to Line 9 of the SOFA, you can click to add that too. After added through the claim, the lawsuit will automatically be included into the Lawsuit section.



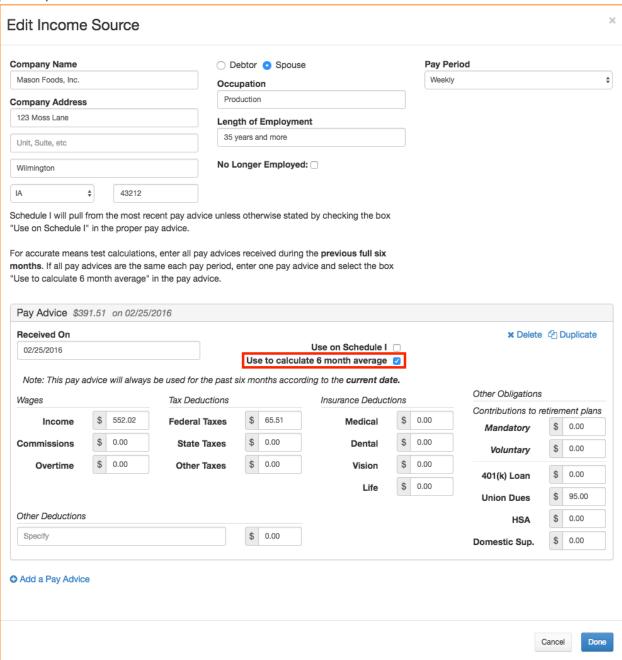
Alternatively, if you would like a lawsuit that is not associated with property such as personal injury, divorces, or paternity actions (to be listed on Line 9 of the SOFA), you can add those lawsuits directly in the Lawsuit section on the left-hand navigation bar.



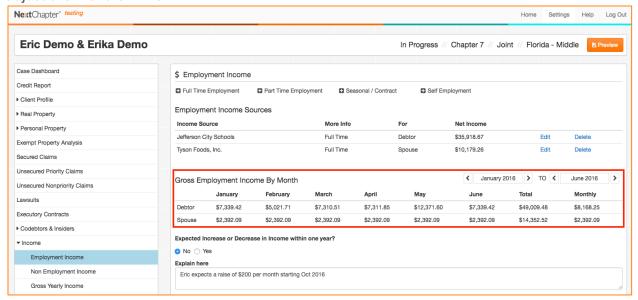
#### **Adding Income**

How you add the income will vary depending on how your client is paid. Here are few different scenarios and the most efficient ways to add the income.

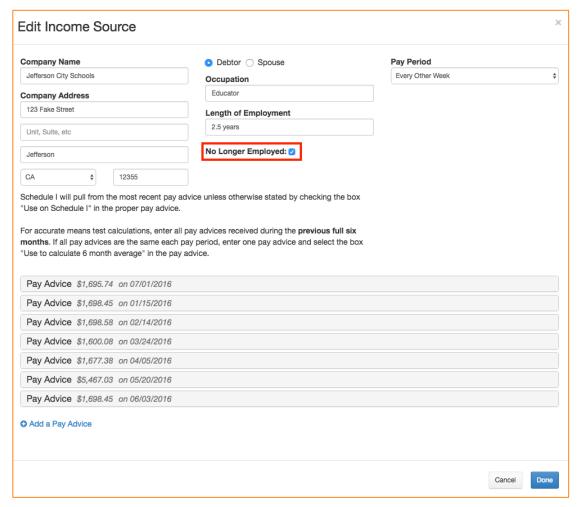
<u>Scenario 1</u>: Debtor A is a salaried employee so his pay advices are for the same amount each pay. Instead of adding in all pay advices received for the last six months, you can add in one pay advice and select the checkbox "Used to calculate 6 month average." NextChapter will calculate the monthly average for both the Means Test and the figures for Schedule I based on that one pay advice and the pay period you've selected.



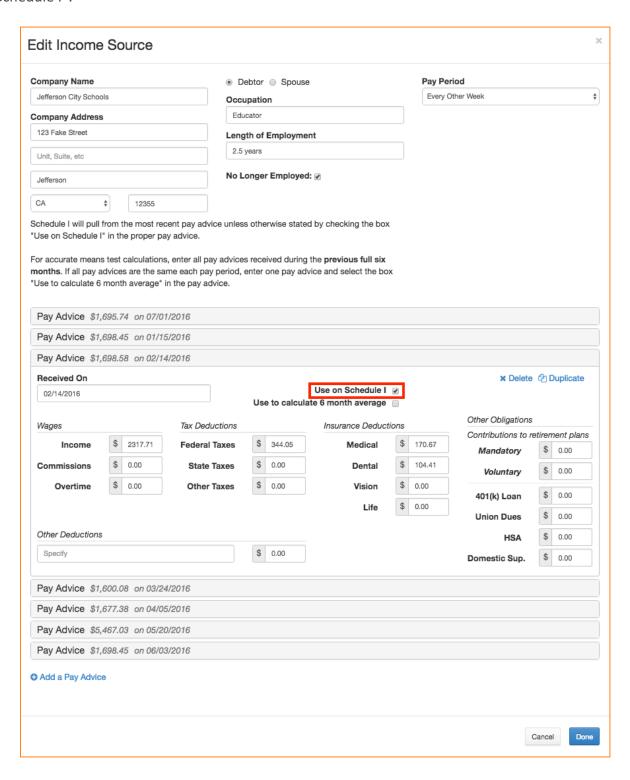
<u>Scenario 2</u>: Debtor B brought in 6 months of pay advices, however he is paid hourly and his hours vary greatly each pay. After entering the pay advices, NextChapter will calculate the monthly average from the last full six months of income added and you can view this in the income table which also let you adjust the months in view.



<u>Scenario 3</u>: Debtor C received income in the last 6 months that needs reported on the Means Test, however she is no longer employed so the income should not be listed on Schedule I as currently monthly income. After adding the income for the last 6 months (or one pay advice, if the pay received is the same each on each advice), you can select the checkbox "No Longer Employed" which will use the income for the Means Test calculations but removes the income from Schedule. I.

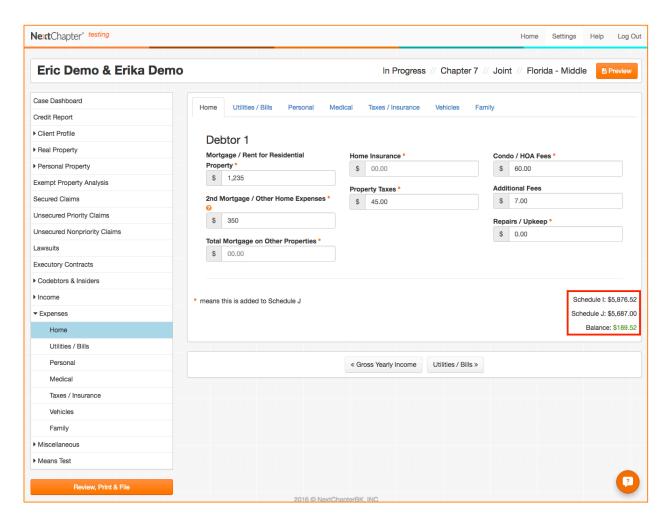


<u>Scenario 4</u>: Debtor D has provided all her pay advices for the last 6 months, however she did not work full-time in the most recent month due to family illness. NextChapter uses the most recent pay advice entered for Schedule I, which in this scenario is not reflective of her typical pay. You can select a different pay advice to be use for Schedule I by click on that pay advice and selecting the checkbox "Use on Schedule I".



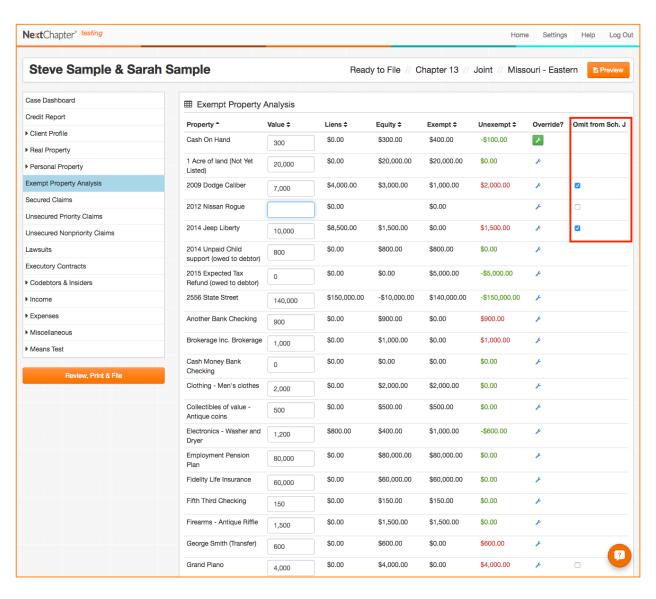
#### **Income & Expense Calculator**

We want to prevent you from needing to click back and forth and back and forth when entering your client's expenses. If you enter the income prior to adding in the expenses, you can see a real-time calculator in the bottom right-hand corner with the total income from Schedule I and the total expense from Schedule J and the difference between the two.



#### Chapter 13 - Removing Secured Monthly Payments from Schedule J

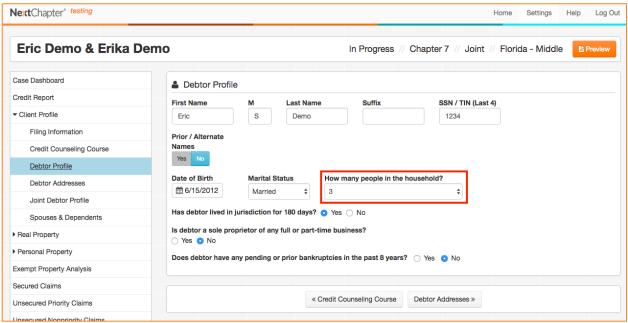
Each bankruptcy has a new set of possibilities and options and NextChapter allows you to customize within the forms to meet yours and your client's needs. A perfect example of this need is found in Chapter 13 cases where you must consider the case at hand and how creditors will ultimately be paid. NextChapter lists all secured monthly payments (including leases) in Schedule J and gives you the option to omit any of those payments under the Exempt Property Analysis section in the left-hand navigation bar.



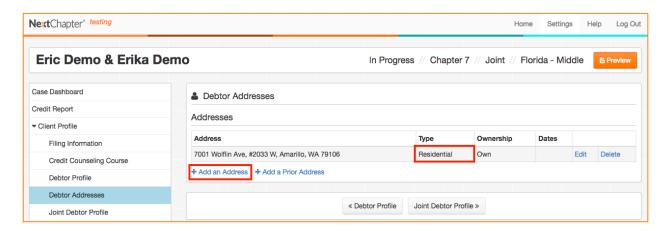
#### **Means Test Qualifier**

Many attorneys love to use our Means Test Qualifier during their initial consultation with their clients to quickly see what route is best. To use the qualifier, you don't need to enter a full case while the client is sitting in front of you. The following are the 4 simple steps needed to run a quick Means Test Qualifier:

1. In the Debtor Profile section under Client Profile, enter the number of people in the household.



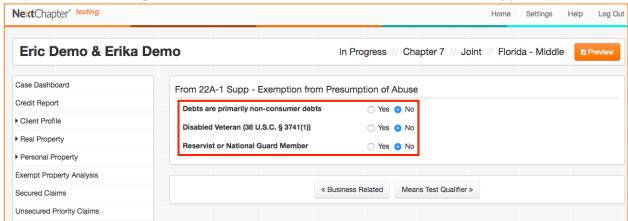
2. Next, in the Debtor Addresses section, add in the debtor's current residential address. This is how NextChapter knows which state to use for the Means Test figures.



3. Now you can move to the Income section to add in the debtor's average monthly income from the last 6 months. If you have a general idea of what the income is, you can add in one pay advice for that amount, select the appropriate pay period and then select the button "Use to Calculate 6 month average". If the client proceeds with the process, you can later add in their full 6 months of pay advices, if needed.

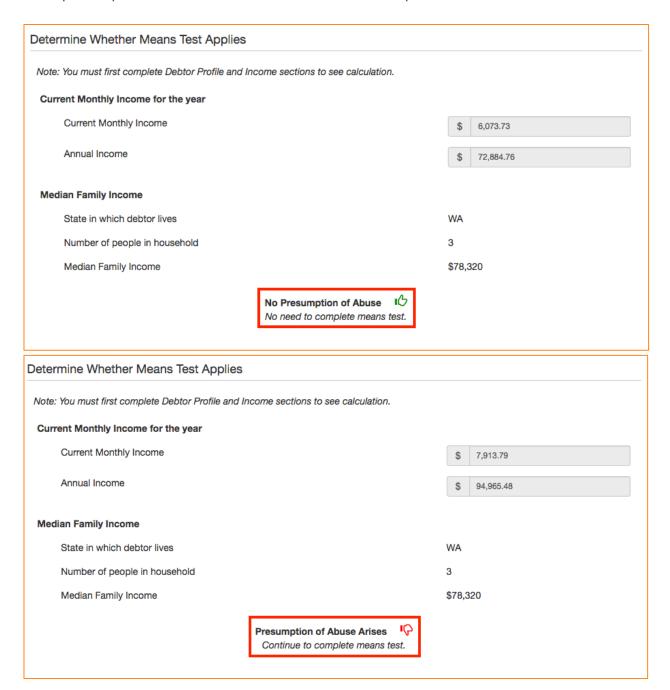
Company Name			O D	○ Debtor ⊙ Spouse				Pay Period			
Mason Foods, Inc.				Occupation				Weekly			
ompany Addres	Pro	oductio	n								
123 Moss Lane			Leng	gth of	Employm	ent					
Unit, Suite, etc	35	35 years and more									
Wilmington	No I	No Longer Employed: □									
IA \$ 43212											
Pay Advice \$3	91.51	on 02/25/.	2016			Use on Schedule I			× Delete	අ	Duplicate
02/25/2016						ate 6 month average					
Note: This pay advice will always be used for Wages Tax D			Tax Deductions	six mo	ontns accoi	Insurance Deductions			Other Obligations		
		552.02	Tax Deductions	\$	65.51	Medical	\$	0.00	Contributions to r		
_	4		Endorel Toyon			iviedicai	Ψ	0.00	Mandatory	\$	0.00
Income	\$		Federal Taxes				<b>A</b>	0.00			
Income	\$	0.00	State Taxes	\$	0.00	Dental	\$	0.00	Voluntary	\$	0.00
Income						Vision	\$	0.00	Voluntary 401(k) Loan	\$	0.00
Income	\$	0.00	State Taxes	\$	0.00						
Income Commissions Overtime	\$	0.00	State Taxes	\$	0.00	Vision	\$	0.00	401(k) Loan	\$	0.00
Income	\$	0.00	State Taxes	\$	0.00	Vision	\$	0.00	401(k) Loan Union Dues	\$	0.00

4. The final step is to complete is the Exemption from Presumption questions under the Means Test section in the left-hand navigation. If the answer is "No" to all three questions, you can now proceed to running the Means Test Qualifier in that same section of the app.



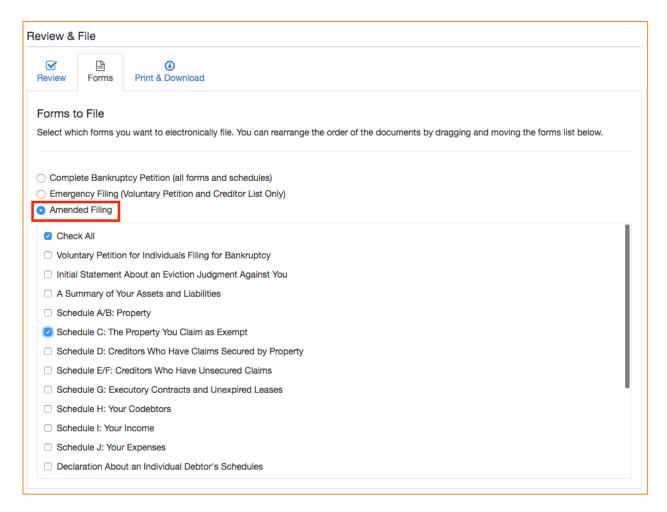
The Means Test Qualifier will run the information provided and will let you know if there was a presumption of abuse. A green thumbs up indicates that there is no presumption of abuse and therefore

no need to proceed with completing the Means Test Questions. If you see a red thumb, this means there was a presumption of abuse and the Means Test will be required.



### **Downloading Amended Documents**

After you've paid for a case you make any changes or amendments to the case and download again as many times as needed at no additional charge. If you would like to download an amended form, you can select which form you would like by going into the Review, Print & File section and clicking on the Forms tab. The program defaults to including all forms on the list, however you can select Amended Filing and which individual form you would like to download and then proceed to the Print & Download tab. To download the amended form you will need to add the debtor(s) SSN the select "Download Final Packet".



#### Reordering the forms in the packet

We understand that some courts have different requirements for the ordering of the forms within the packet. You can update the order of the packet under the Forms tab in the Review, Print & File section of the program by clicking on the form and dragging to the appropriate order.

