

# MovePDF – Loading the PDFs and the Data.Zip

## Downloading Files from the Court

You will need to download two files from the court each day:

1. Data.Zip or DataNew.zip – These files contain the case and docket information. Data.zip contains all cases in ECF, while DataNew.zip contains all open cases and any cases closed in the past two years. (DataNew.zip is smaller and will download faster.) You can download it to a temp folder and (using WinZip or PKZip) extract the files into your C:\GetPDF folder (or wherever you installed the GetPDF program).
2. The daily PDF files for each trustee will be put in a zip file named as follows:

The first four characters of the file name will be the four-character trustee code that has been in use since the Bancap days, consisting of the first three letters of the trustee's last name and the first initial of the trustee's first name.

The next four characters of the file name will represent the month and day.

For example: Jim Kennedy's images for January 30 would be in **kenj0130.zip**. David Skelton's images for February 15 would be in **sked0215.zip**.

After downloading this file each day you will unzip it into a temporary folder. You could use C:\Temp, but you might want to have a separate area dedicated to this purpose.

## Running MovePDF

The first time you run MovePDF you will need to set up one more path: the **Import Directory**. This will be the temporary folder in step 2 above. Select C:\Temp (or whatever you would prefer to use). You won't need to set this up each time – it will be stored in the configuration file.

If you have unzipped the files in steps 1 and 2 above, you are ready to import, so click on the **Import** button. You will see a status message that an index is being created. After a minute or so, you will see the files listed as they are being processed. When it has completed, a report will display on the screen listing the images that were brought in. You can print the report by clicking on the printer icon on the report toolbar. If you don't want to print it, just click on the open door to exit the report.

## Errors

The import process should run with no errors. If the message in the status box indicates there were errors, click on the **Error Log** button to see which images were not loaded. The most common cause of errors is that you are not using the most current Data.Zip file.

## Summary

Once you have everything set up, the daily process is quite simple:

1. Download the Data.Zip and your latest PDF zip file.
2. Save them into a temporary folder.
3. Unzip Data.Zip into C:\GetPDF. Unzip the PDFs into C:\Temp (or whatever you designated as your Import Folder in MovePDF).
4. Run MovePDF and click the **Import** button.