

Chapter 13 Plan

This process provides step-by-step instructions on how to file a Chapter 13 Plan. Although this example specifically shows the steps to file a Chapter 13 Plan, the same steps would be followed for other plan/obj/disclosure statement events.

STEP 1 Click the Bankruptcy hypertext link on the CM-ECF Main Menu.

STEP 2 The **BANKRUPTCY EVENTS** screen displays.

- Click the **Plans/Obj/Dscl Stmt** hypertext link.

STEP 3 The **CASE NUMBER** screen displays.

- Enter the case number in yy-nnnnn format including the dash.
- Click **[Next]** to continue.

STEP 4 The **EVENT TYPE** screen displays.

- Select the **Chapter 13 Plan** event.
- Click to highlight, then click on the **Next** button to continue.

STEP 5 The **PARTY SELECTION** screen appears.

- Select the filer from the **Select the Party** box
- If the party name is not displayed in the **Party Selection** box, they need to be added to this case by clicking on **Add/Create New Party** hyperlink.

NOTE: If adding/creating a new party, select the correct **Role Type**.

- Click **Next**.

STEP 6 The **PDF DOCUMENT** screen displays.

- Click **Browse**, then navigate to the directory where the appropriate PDF file is located or type the entire directory path.
- Highlight the file. Then right click with your mouse and select **open** to verify the contents of the document. If correct, double-click the PDF file to select it or click on the **Open** button to attach the PDF file to the case.

NOTE: Always open the PDF file before it is attached to ensure the correct image will be submitted for filing.

- Click **Next**.
- Click **Next** a second time.

STEP 7 The **ADDITIONAL REQUESTS** screen displays

- Select any of the related requests that are included with the Chapter 13 Plan.

NOTE: Each request type will list a paragraph location for that request. Review the Chapter 13 Plan to verify the request.

- Click **Next**.
 - If any of the requests were selected, then the next screen will ask “How many requests?” for each selection that was made.
 - Select the drop-down arrow to choose the corresponding number of requests.
- Click **Next**

STEP 8 The **FINAL TEXT** screen displays.

NOTE: This is your last opportunity to make any changes before the document is officially opened.

- Proof this screen carefully! This is what will print on the docket sheet.
- If the docket text is incorrect, click the browser **Back**  button at the top of the screen one or more times to find the screen to be modified.
- To abort or restart the transaction, click on the **Bankruptcy Events** hyperlink on the CM/ECF Main Menu Bar. Although this can be done at any time, this is your last opportunity to change the event.
- If the docket text is correct, click on the **Next** button to file the proceeding.

STEP 9 The **NOTICE OF ELECTRONIC FILING** is produced and displayed.

- To print a copy of this notice click the browser **Print** icon, or right click on the screen and select **Print**.
- To save a copy of this notice, click the internet options icon on the browser menu bar and select File, Save As.
- Description of **Notice of Electronic Filing**.
 - Date and time stamp information
 - Case Name: Debtor's Name
 - Case Number: Hyperlink to docket sheet
 - Document Number: Hyperlink to the PDF file of the attached document
 - Docket text: Annotated text in italics. Text produced from docket event
 - Document Description: Label of Document
 - Original filename: the path and name of file that was attached to this entry
 - Electronic document Stamp.
 - **Notice will be electronically mailed to:**
 - Any party on the case who has registered their e-mail address with the court will be listed here with their current e-mail address, not their street address.
 - **Notice will not be electronically mailed to:**
 - Names of other parties on the case who have not furnished their e-mail addresses to the court.