

**CHAPTER 13 AMENDED PLAN**  
**04/30/2009**

Description: This process shows the steps required for an external user to docket a Chapter 13 Amended Plan and any Motions included in the Amended Plan in CM/ECF.

**STEP 1** – Click on the **Bankruptcy** hyperlink on the CM/ECF Main Menu Bar.

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

- Select the **Plan** hyperlink.
- For further information on each of these categories, click the yellow help (?) icon in the upper right hand corner.
- Enter the case number for the appropriate case.
- Click the **[Next]** button.

**STEP 3** – For Amended Chapter 13 cases, the following advisory screen displays:

If you will be entering a Chapter 13 Plan from the succeeding event list, please select the Plan or Amended Plan event FIRST, and using the CTRL key, select all additional motions included in this plan. Additional selections may include:

Plan-Lien Avoidance Included in Ch 13 Plan  
Plan-Valuation Included in Chapter 13 Plan  
Plan-Assume Included in Ch 13 Plan  
Plan-Reject Included in Ch 13 Plan

Next Clear

- Click the **[Next]** button.

**STEP 4** - The EVENTS screen appears.

**NOTE:** The Amended Plan and any Motions (if applicable) included in the Amended Plan must be selected together from this screen. **The Amended Plan event must be selected first.**

- Select **Amended Plan** from the list of events.
- Ensure that the Amended Plan event is highlighted as shown below.
- If any motions are included in the Amended Plan, **hold down the control key** and click any of the following applicable events:
  - **Plan – Assume Included in Ch. 13 Plan**
  - **Plan – Lien Avoidance Included in Ch. 13 Plan**
  - **Plan – Reject Included in Ch. 13 Plan**
  - **Plan – Valuation Included in Ch. 13 Plan**

After selecting Amended Plan and all applicable additional Motions, the Events screen should look as follows:

Start typing to find another event. Hold down Ctrl to add additional items.

Available Events (click to select events)	Selected Events (click to remove events)
Amended Disclosure Statement	Plan - Amended Plan
Amendment to Chapter 11 Plan	Plan - Assume Included in Ch. 13 Plan
Amendment to Disclosure Statement	Plan - Lien Avoidance Included in Ch. 13 Plan
Base Plan Amendment	Plan - Reject Included in Ch. 13 Plan
Chapter 11 Small Business Plan	Plan - Valuation Included in Ch. 13 Plan
Disclosure Statement	
Disclosure Statement for Small Business	
Objection to Confirmation of Plan	
Plan	
<b>Plan - Amended Plan</b>	
Plan - Assume Included in Ch. 13 Plan	
Plan - Lien Avoidance Included in Ch. 13 Plan	
Plan - Reject Included in Ch. 13 Plan	
Plan - Valuation Included in Ch. 13 Plan	

☐ Joint filing with other attorney(s).

**STEP 5** - The JOINT FILING screen appears.

- Click in the box to associate filing attorney with the filing party.
- Click the **[Next]** button.
- Select any additional attorneys if applicable.
- Click the **[Next]** button.

**STEP 6** - The SELECT PARTY screen displays.

- Select the party that the filing attorney is representing from the list.
- If the correct party does not appear in the drop-down box, click **Add/Create New Party** and

- complete the information.
- Click the **[Next]** button.

**STEP 7** - The ASSOCIATION screen appears.

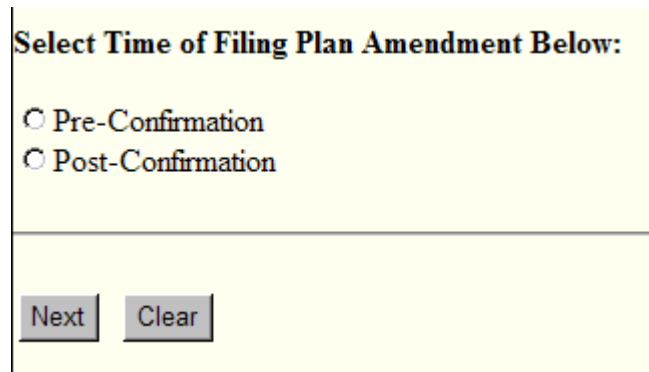
- Click in the box if the document is being filed with another attorney.
- Click the **[Next]** button.

**STEP 8** - The SELECT PDF screen displays.

- Browse and select the .pdf file to associate with this event.
- Click the **[Next]** button.

**STEP 9** - The SELECT TIME OF FILING PLAN AMENDMENT screen displays.

- Select time of filing of plan amendment by selecting the appropriate radio button.
- Click the **[Next]** button.



**Select Time of Filing Plan Amendment Below:**

☐ Pre-Confirmation

☐ Post-Confirmation

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**STEP 10** - The CERTIFICATE OF SERVICE screen displays.

- Select Yes or No by selecting the appropriate radio button.
- Click the **[Next]** button.

**STEP 11** - The VERIFICATION screen displays.

- Verify this is the correct case number and name of debtor.
- Click the **[Next]** button.

**STEP 12** - The FINAL DOCKET TEXT screen displays.

- This is the last opportunity to verify the accuracy of the information. Submission of this screen is final.
- If the final docket text is incorrect, click the browser **[Back]** button to find the screen needed to modify.

**NOTE:** If the **[Back]** button is used and case information is altered, you must use the **[Next]** button and resubmit for each screen or the changes will not take effect. In other words, do not use the **[Forward]** button on the browser if you alter information on a previous screen.

- To abort or restart the transaction, click the Bankruptcy hypertext link on the Menu Bar.
- Click the **[Next]** button if docket text is correct.

**Sample Docket Text: Final Text**

**Notice, Amended Ch. 13 Plan with Certificate of Service, Motion to Assume Included in Chapter 13 Plan, Motion to Avoid Lien Included in Chapter 13 Plan, Motion to Reject Included in Chapter 13 Plan, Motion to Establish Value Included in Chapter 13 Plan Filed by Joe Debtor. (Attorney, Bill)**

**Attention!!** Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

**STEP 13** – The NOTICE OF ELECTRONIC FILING screen appears.

- The Notice of Electronic Filing is the verification that the filing has been sent electronically to the court's database. It certifies that the document filed is now an official court document. It also includes the date and time of the transaction.