

CHAPTER 13 AMENDED PLAN

Updated 2/05/2008

This process shows the step required for an external user to docket a chapter 13 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.

- Click on Plan hyperlink.
- For further information on each of these categories, click the (Help) icon.

STEP 3 - The CASE NUMBER screen displays.

- Enter the case number for the appropriate case.
- Click the **[Next]** button.

STEP 4 - For 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/Reject Included in Ch 13 Plan

Next

Clear

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

STEP 5 - The EVENTS screen displays.

- The Amended Plan and any Motions included in the Amended Plan must be selected together from this screen. **The Amended Plan event must be selected first.**

If any motions are included in the amended plan, perform the following steps:

- Ensure that the Plan event is still highlighted as shown above.
- **Hold down the CTRL key** and click any of the following applicable events:

Plan - Assume/Reject Included in Ch. 13 Plan
Plan - Lien Avoidance Included in Ch. 13 Plan
Plan - Valuation Included in Ch. 13 Plan

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

The screenshot shows a software interface with a list of events in a scrollable box. The events listed are: Disclosure Statement, Disclosure Statement for Small Business, Objection to Confirmation of Plan, Plan, Plan - Amended Plan (highlighted in blue), Plan - Assume/Reject Included in Ch. 13 Plan, Plan - Lien Avoidance Included in Ch. 13 Plan, and Plan - Valuation Included in Ch. 13 Plan. Below the list is a checkbox labeled 'Joint filing with other attorney(s)' which is currently unchecked. At the bottom of the interface are two buttons: 'Next' and 'Clear'.

STEP 6 - The JOINT FILING screen displays.

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

STEP 7 - The SELECT PARTY screen displays.

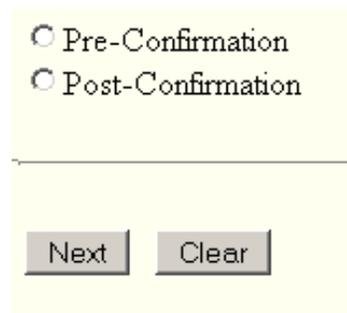
- Select the party that the filing attorney is representing from the list.
- If the correct party does not appear in the drop down box, click **Add/Create New Party** and complete the information.
- Click the **[Next]** button.

STEP 8 - The SELECT PDF screen displays.

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



Pre-Confirmation
 Post-Confirmation

STEP 10 - The CERTIFICATE OF SERVICE screen displays.

- Select Yes or No from the drop-down box.
- Click the **[Next]** button.

STEP 11 - If **Assume/Reject Included in Ch. 13 Plan** had been previously selected as an included Motion in the Amended Plan, select motion type.

- Click **Assume** or **Reject** as appropriate.
- Click the **[Next]** button.

STEP 12 - The VERIFICATION screen displays.

- Verify this is the correct case.
- Click the **[Next]** button.

STEP 13 - The FINAL DOCKET TEXT screen displays.

- The final docket text will vary depending on the combination of motions previously selected with the Amended plan. **The Amended Plan should be referenced first in docket text.**
- 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.

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 Establish Value Included in Chapter 13 Plan Filed by Jimmy Lee Bowers. (Attorney2, Joseph)

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

STEP 14 - The NOTICE OF ELECTRONIC FILING screen displays.

- 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 is recommended that you print this screen for your records because it also includes the date, time, case number, and document number.