

**TRUSTEE'S REQUEST FOR ORDER CONFIRMING PLAN  
02/12/2009**

This Participant's Guide is to be used by Trustee's only. This process shows the steps required for the Trustee to request the Court for an Order Confirming a Chapter 13 Plan.

This request by the Trustee is an entry on the docket sheet and will require final processing by a case administrator.

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

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

- Select the **Trustee/US Trustee** hyperlink.
- For further information on each of these categories, click the yellow help (?) icon in the upper right hand corner.

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

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

**STEP 4** – The AVAILABLE EVENTS screen displays.

- Scroll to select **Request for Order Confirming Plan** from the events list or start typing "Request" in the text box to find the event.
- Once the event is selected, click the **[Next]** button.

**STEP 5** – The SELECT PARTY screen displays.

- Select the party from the list.
- If the correct party does not appear in the drop-down box, verify that case number and name.
- Click the **[Next]** button.

**STEP 6** – The ASSOCIATION screen displays.

- Click inside the box to associate the filing trustee with the filing party, if necessary.
- Click the [Next] button.

**STEP 7** – The PLAN/AMENDMENT DATE screen displays.

- Enter the Date the Plan was Filed.
- Enter the Amendment Date, if applicable.
- Click the [Next] button.

**STEP 8** – The PRIOR CONFIRMATION ORDER screen displays.

- Has there been a Prior Confirmation Order issued? (Select YES or NO from the drop down box).
- Click the [Next] button.

**STEP 9** – The ORDER CONFIRMING PLAN screen displays.

- Select the Order Confirming Plan that you would like the Court to file:
  - Order Confirming Plan for Cases filed after 1-1-2009
  - Order Confirming Plan for Cases filed prior to 1-1-2009
  - Amended Order Confirming Plan for cases filed after 1-1-2009
  - Amended Order Confirming Plan for cases filed prior to 1-1-2009
- Click the [Next] button twice.

**Sample Docket Text with:**

- FILE DATE ENTERED FOR A PLAN AND AMENDED PLAN
- NO PRIOR CONFIRMATION ORDER
- ORDER CONFIRMING PLAN FOR CASES FILED AFTER 1-1-2009

**Sample Docket Text: Final Text**

**Request for Order Confirming Plan. Plan Filed: 12/1/2008. Plan Amended: 1/6/2009. NO PRIOR CONFIRMATION ORDER ENTERED. (162aBNC) (Trustee, Bill)**

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

**Sample Docket Text with:**

- FILE DATE ENTERED FOR A PLAN AND AMENDED PLAN
- NO PRIOR CONFIRMATION ORDER
- ORDER CONFIRMING PLAN FOR CASES FILED PRIOR TO 1-1-2009

**Sample Docket Text: Final Text**

Request for Order Confirming Plan. Plan Filed: 12/1/2008. Plan Amended: 1/6/2009. NO PRIOR CONFIRMATION ORDER ENTERED. (162BNC) (Trustee, Bill)

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

**Sample Docket Text with:**

- FILE DATE ENTERED FOR A PLAN AND AMENDED PLAN
- NO PRIOR CONFIRMATION ORDER
- AMENDED ORDER CONFIRMING PLAN FOR CASES FILED AFTER 1-1-2009

**Sample Docket Text: Final Text**

Request for Order Confirming Plan. Plan Filed: 12/1/2008. Plan Amended: 1/6/2009. NO PRIOR CONFIRMATION ORDER ENTERED. (362aBNC) (Trustee, Bill)

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

**Sample Docket Text with:**

- FILE DATE ENTERED FOR A PLAN AND AMENDED PLAN
- NO PRIOR CONFIRMATION ORDER
- AMENDED ORDER CONFIRMING PLAN FOR CASES FILED PRIOR TO 1-1-2009

**Sample Docket Text: Final Text**

Request for Order Confirming Plan. Plan Filed: 12/1/2008. Plan Amended: 1/6/2009. NO PRIOR CONFIRMATION ORDER ENTERED. (362BNC) (Trustee, Bill)

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

**Sample Docket Text with:**

- FILE DATE ENTERED FOR A PLAN
- A PRIOR CONFIRMATION ORDER HAS BEEN ISSUED
- ORDER CONFIRMING PLAN FOR CASES FILED AFTER 1-1-2009

**Sample Docket Text: Final Text**

Request for Order Confirming Plan. Plan Filed: 12/1/2008. PRIOR CONFIRMATION ORDER ENTERED. (162aBNC) (Trustee, Bill)

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

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- FILE DATE ENTERED FOR A PLAN
- A PRIOR CONFIRMATION ORDER HAS BEEN ISSUED
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Request for Order Confirming Plan. Plan Filed: 12/1/2008. PRIOR CONFIRMATION ORDER ENTERED. (362aBNC) (Trustee, Bill)

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**Sample Docket Text: Final Text**

Request for Order Confirming Plan. Plan Filed: 12/1/2008. PRIOR CONFIRMATION ORDER ENTERED. (362BNC) (Trustee, Bill)

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

**STEP 10** – 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 request, entry or 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, if applicable.