

## CHAPTER 13 PLAN

Updated 12/22/2022

Description: This process shows the steps required for an external user to docket a Chapter 13 Plan and any Motions included in the 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.
- Enter the case number for the appropriate case.
- Click the **[Next]** button.
- For further information on each of these categories, click the **Help** button located on the CM/ECF menu bar.
- Click the box if the document is a joint filing with other attorney(s). If not, do not check the box.
- Click the **[Next]** button.

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

**STEP 3** – The AVAILABLE EVENTS screen displays.

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

- Select **Plan** from the list of events.
- Ensure the Plan event is highlighted as shown below.
- If any motions are included in the 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 Plan and all applicable additional Motions, the Events screen will display 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 Amendment to Chapter 11 Plan Amendment to Disclosure Statement Base Plan Amendment Chapter 11 Small Business Plan Disclosure Statement Disclosure Statement for Small Business Objection to Confirmation of Plan <b>Plan</b> Plan - Amended Plan 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	Plan 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
<input type="checkbox"/> Joint filing with other attorney(s).	
<div style="display: flex; gap: 10px;"> <span style="border: 1px solid gray; padding: 2px 5px;">Next</span> <span style="border: 1px solid gray; padding: 2px 5px;">Clear</span> </div>	

**STEP 4** – 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 5** – The ASSOCIATION screen appears.

**IMPORTANT: The following attorney/party association(s) will be created in this case. Deselecting a party association will result in the filing attorney NOT receiving Notices of Electronic Filing for that party. If this is a joint filing, review the list carefully to ensure that only parties represented by the filing attorney are selected.**

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

**STEP 6** – The SELECT PDF screen displays.

**NOTICE: Use This Event ONLY For The FIRST Filing Of The Plan.**

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

**STEP 7** – The CONDUIT MORTGAGE screen displays.

- Are you including conduit mortgage payments in the Plan? Select Yes or No from the list.
- Click the [Next] button.

**STEP 8** – The VERIFICATION screen displays.

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

**STEP 9** – 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.

**Plan**

**(with additional motions and Conduit Mortgage Payments included in the Plan)**

**SAMPLE DOCKET TEXT: Final Text**

**Plan – Conduit. Objections Due no later than 7 days prior to the Confirmation Hearing. Motion to Assume Included in Chapter 13 Plan, Motion to Avoid Lien Included in Chapter 13 Plan Filed by Joe Debtor. (Attorney, Bill)**

**Attention!! Submitting this screen commits this transaction. You will have to further opportunity to modify this submission if you continue.**

**Plan**

**(with additional motions included in the Plan)**

**SAMPLE DOCKET TEXT: Final Text**

**Plan. Objections Due no later than 7 days prior to the Confirmation Hearing. Motion to Assume Included in Chapter 13 Plan, Motion to Avoid Lien Included in Chapter 13 Plan Filed by Joe Debtor. (Attorney, Bill)**

**Attention!! Submitting this screen commits this transaction. You will have to further opportunity to modify this submission if you continue.**

**STEP 10** – 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.