CM/ECF Participant's Guide

Statement in Support of Non-Conduit Plan UPDATED: 06/23/2023

Description: This process shows the steps required for an external user to file a Statement in Support of Non-Conduit Plan to be considered by the Court at a contested confirmation hearing.

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

STEP 2 – The BANKRUPTCY EVENTS screen displays.

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

STEP 3 – The AVAILABLE EVENTS screen displays.

- Scroll to select **Statement in Support of Non-Conduit Plan** from the events list or start typing "Statement" in the text box to find the event.
- Click the [Next] button.

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 SELECT PDF screen displays.

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

STEP 6 – The SELECT RELATED EVENT screen displays.

- Check the box beside "Refer to existing event(s)?"
- Click the [Next] button.
- Select the appropriate category to which your event(s) relates.

NOTE: The Statement in Support of Non-Conduit Plan should be linked to both the Objection to Confirmation and the Chapter 13 Plan at issue.

• Click the [Next] button.

STEP 7 – The VERIFICATION screen appears.

- Verify that the case number and name are correct.
- Click the [Next] button.

STEP 8 – The FINAL DOCKET TEXT screen appears.

- 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 FINAL DOCKET TEXT:

Docket Text: Final Text

Statement in Support of Non-Conduit Plan re: Plan filed by Debtor Joseph Wayne Sample, Objection to Confirmation of the Plan filed by Creditor Mr. Cooper Filed by Test6 Attorney on behalf of Joseph Wayne Sample. (related document(s)[6], [10]). (Attorney, Test6)

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

STEP 9 – 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.