

Plans

This lesson demonstrates the steps to follow to file a plan. In ECF, plans are filed as separate events, even if filed simultaneously with a voluntary petition, as is often the case in Chapter 13 filings. Although this module specifically demonstrates the filing of a Chapter 13 plan, the same steps would be followed to file a Chapter 11 or Chapter 12 plan.

NOTE: *Disclosure Statements* are also docketed through the Plan category.

Step 1 Click the **Bankruptcy** link on the CM/ECF Main Menu. (See Figure 1)



Figure 1

Step 2 The **Bankruptcy Events** screen displays. (See Figure 2)



Figure 2

◆ Click **Plan**.

Step 3 The **Case Number** screen displays. (See Figure 3)



Figure 3

- ◆ Enter the case number in yy-nnnnn format and click **Next** to continue.

Step 4 The **Available Events** screen is displayed. (See Figure 4)

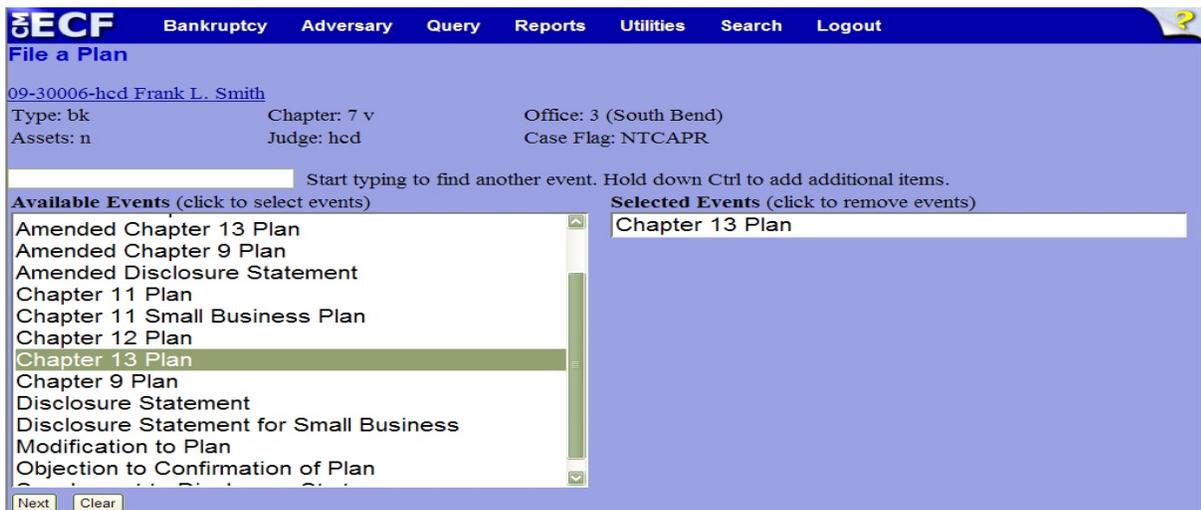


Figure 4

- ◆ To locate the appropriate plan, either scroll down the selection box or start typing in the box above **Available Events**. In this example, start typing "chapter 13 plan" until it is displayed in the **Available Events** list.
- ◆ When Chapter 13 Plan is located, highlight it, which will place "Chapter 13 Plan" in the **Selected Events** on the right of the screen.
- ◆ When the correct plan is chosen and in the **Selected Events** box, click **Next** to continue.

Step 5 The **Joint Filing with other attorney(s)** screen appears. (See Figure 5)



The screenshot shows the ECF system interface. At the top is a blue navigation bar with the ECF logo and menu items: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the navigation bar is the title "File a Plan:". The main content area is light blue and contains the following information:

09-30006-hcd [Frank L. Smith](#)
Type: bk Chapter: 7 v Office: 3 (South Bend)
Assets: n Judge: hcd Case Flag: NTCAPR

Below this information is a checkbox labeled "Joint filing with other attorney(s)." and two buttons: "Next" and "Clear".

Figure 5

- ◆ If this is a joint filing with another attorney from your office, put a check in the box and click **Next** to continue. If it is not joint, click **Next** to continue.

Step 6 The **Party Selection** screen appears. (See Figure 6)



The screenshot shows the ECF system interface, similar to Figure 5. The case details are the same. Below the case details is a section titled "Select the Party:". It contains a dropdown menu with the following options:

- Gargula, Nancy J. [U.S. Trustee]
- Second Star Bank, [Creditor]
- Smith, Frank L. [Debtor]

To the right of the dropdown menu is a link: [Add/Create New Party](#). Below the dropdown menu are two buttons: "Next" and "Clear".

Figure 6

- ◆ Highlight the filer and click **Next** to continue.

Step 7 The **PDF Document Selection** screen will then display. (See Figure 7a)

Figure 7a

- ◆ Click the **Browse** button, then navigate to the directory where the PDF file is located and select it with your mouse.
 - To make certain you are about to associate the correct PDF file for this entry, right click on the filename with your mouse and select **Open**. (See Figure 7b)

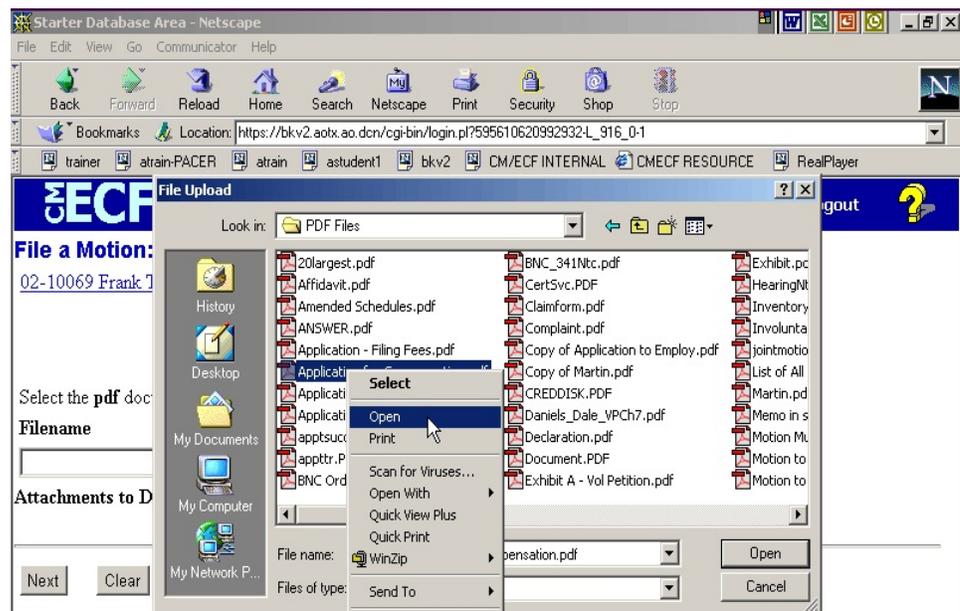


Figure 7b

- This will launch Adobe Acrobat Reader which will display the contents of the imaged document. Verify that the document is correct.

- Close the Adobe application and click **Open** on the file upload dialogue box. (See Figure 7c)

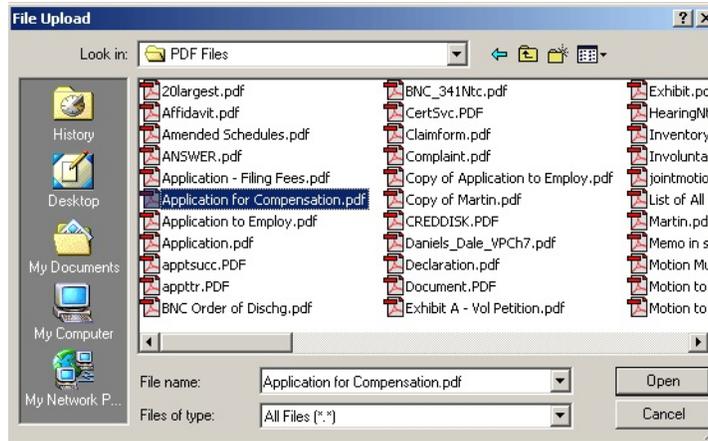


Figure 7c

- The **PDF Document Selection** screen will then show the pathway to the PDF file. (See Figure 7d)

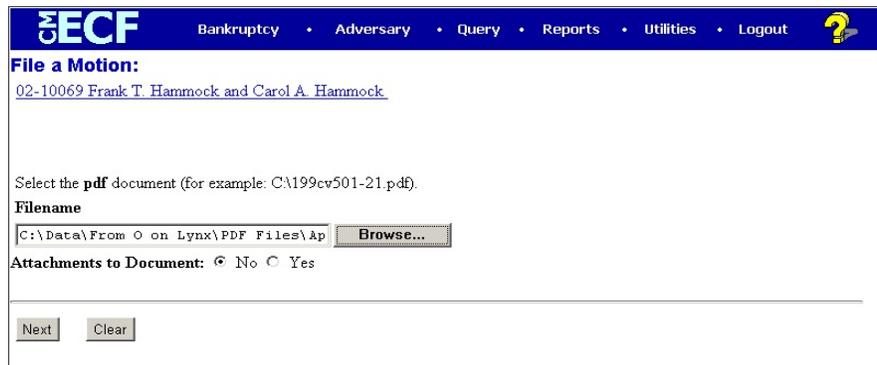


Figure 7d

- Click **Next** to continue.

Step 8 The **Docket Text: Modify as Appropriate** screen appears. (See Figure 8)

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

File a Plan:

09-30006-hcd [Frank L. Smith](#)

Type: bk Chapter: 7 v Office: 3 (South Bend)
Assets: n Judge: hcd Case Flag: NTCAPR

Docket Text: Modify as Appropriate.

Chapter 13 Plan Filed by Debtor Frank L. Smith . (Miller, William)

Figure 8

- ◆ Click **Next** to continue.

Step 9 The **Docket Text: Final Text** screen displays. (See Figure 9)

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

File a Plan:

09-30006-hcd [Frank L. Smith](#)

Type: bk Chapter: 7 v Office: 3 (South Bend)
Assets: n Judge: hcd Case Flag: NTCAPR

Docket Text: Final Text

Chapter 13 Plan Filed by Debtor Frank L. Smith. (Miller, William)

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

Have you redacted?

Figure 9

- ◆ Carefully verify the final docket text. This is your last chance to change this entry before filing. If correct, click **Next**.
- ◆ If the final docket text is incorrect:
 - Click the browser **Back** button to locate the screen to be modified.
 - To abort or restart the transaction, click the [Bankruptcy](#) hyperlink on the **Main Menu Bar**.

Step 10 The **Notice of Electronic Filing** screen displays.

- ◆ This screen can be either saved or printed.