

Filing An Amended Chapter 13 Plan

STEP 1 Click the **Bankruptcy** hypertext 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 on **File a Plan**.

STEP 3 The **CASE NUMBER** screen displays. (See Figure 3)

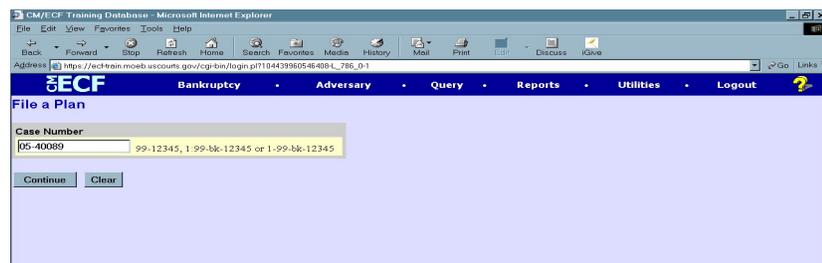


Figure 3

Enter the case number, including the hyphen. YY-NNNNN

Click [**Continue**].

The **CASE INFORMATION** screen displays. Click [**Continue**].

STEP 4 The **DOCUMENT SELECTION** screen displays. (See Figure 4)

The screenshot shows the 'File a Plan' screen for case 15-40001 Roger M. Smith. The case is a Post-Reform Case filed on 01/14/2015. The case details are: Type: bk, Chapter: 13 v, Office: 4 (St. Louis), Assets: y, Judge: bss, and Case Flag: DebtEd. Below the case details is a search box with the text 'Start typing to find another event. Hold down Ctrl to add additional items.' There are two columns of event lists: 'Available Events (click to select events)' and 'Selected Events (click to remove events)'. The 'Available Events' list includes: Amended Chapter 11 Plan, Amended Chapter 12 Plan, Amended Chapter 13 Plan (highlighted in blue), Amended Chapter 9 Plan, Amended Disclosure Statement, Chapter 11 Plan, Chapter 12 Plan, Chapter 13 Plan, Chapter 9 Plan, Disclosure Statement, and Objection to Confirmation of Plan. The 'Selected Events' list contains: Amended Chapter 13 Plan. At the bottom of the screen are 'Continue' and 'Clear' buttons.

Figure 4

Click **Amended Chapter 13 Plan** from the pick list of events.

Click **[Continue]**.

STEP 5 The **JOINT FILING** screen displays. (See Figure 5)

The screenshot shows the 'File a Plan' screen for case 05-40091 Walter J. Daniels. The case is a Post-Reform Case filed on 12/29/2005. The case details are: Type: bk, Chapter: 13 v, Office: 4 (St. Louis), Assets: n, and Case Flag: PhnDue, DebtEd. Below the case details is a checkbox labeled 'Joint filing with other attorney(s)'. At the bottom of the screen are 'Continue' and 'Clear' buttons.

Figure 5

This screen is only used if another attorney is joining in a filing.
No action is necessary.

Click **[Continue]**.

STEP 6 The **SELECT THE PARTY** screen displays. (See Figure 6)

Figure 6

Click to highlight the party filer name.

Click **[Continue]**.

STEP 7 The **PDF DOCUMENT SELECTION** screen displays. (See Figure 7)

Figure 7

Click **[Browse]**, then navigate to the directory where the PDF file is located or type in the entire drive and directory path.

REMINDER: Verify the PDF contains the correct number of the Amended Plan, along with the proper Confirmation Hearing information (date/time/location).

To verify accuracy of the document prior to uploading, right click on the document name.

- Select open from the drop down list.
- Verify document contents.
- Click the **X** in the upper right corner of the document screen.

Double-click the PDF file to select it.

Click [**Continue**].

STEP 8 The **CERTIFICATE OF SERVICE** screen displays. (See Figure 8)

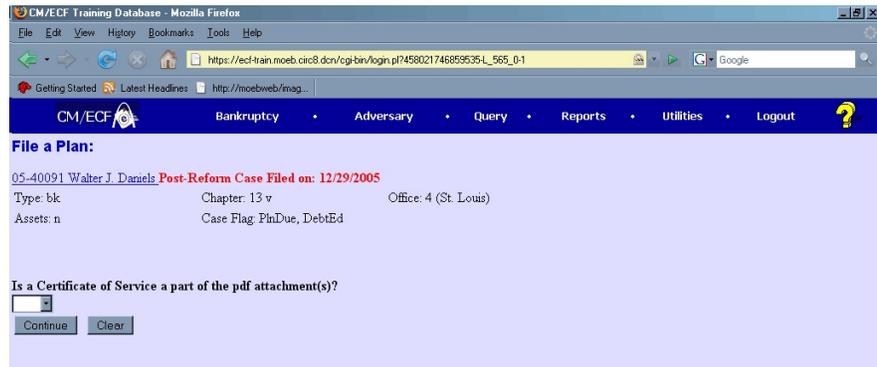


Figure 8

You must click on the drop-down arrow and choose “Yes” or “No.” All Chapter 13 plans must include a certificate of service and the debtor must serve the plan on all creditors and parties in interest.

Click [**Continue**]

STEP 9 When filing an amended plan, you must link the amended plan to the ORIGINAL plan and enter the confirmation hearing information in the “Plan” event hearing screen.

The **REFERRAL** screen displays. (See Figure 9)

CM/ECF Training Database - Mozilla Firefox

File Edit View History Bookmarks Tools Help

https://ecf-train.moeb.circ8.dcn/cgi-bin/login.pl?45802174689535-L_565_0-1

Getting Started Latest Headlines http://moebweb/imag...

CM/ECF Bankruptcy Adversary Query Reports Utilities Logout ?

File a Plan:

05-40089 William Clinton Post-Reform Case Filed on: 12/15/2005

Type: bk Chapter: 13 v Office: 4 (St. Louis)
Judge: kss Assets: y Case Flag: DebtEd

Complete confirmation hearing information for all Amended Chapter 13 Plans filed.

Confirmation Hearing Information

In order to enter a hearing date/time/location, you **must** obtain prior approval from the presiding judge. Contact the Chambers of Judge Surratt-States.

Confirmation Hearing Date: Calendar Hearing Time: AM PM

Location:

Continue Clear

Figure 9

Click [Continue].

STEP 10

The **CONFIRMATION HEARING INFORMATION** screen displays.
(See Figure 10)

CM/ECF Training Database - Mozilla Firefox

File Edit View History Bookmarks Tools Help

https://ecf-train.moeb.circ8.dcn/cgi-bin/login.pl?45802174689535-L_565_0-1

Getting Started Latest Headlines http://moebweb/imag...

CM/ECF Bankruptcy Adversary Query Reports Utilities Logout ?

File a Plan:

05-40089 William Clinton Post-Reform Case Filed on: 12/15/2005

Type: bk Chapter: 13 v Office: 4 (St. Louis)
Judge: kss Assets: y Case Flag: DebtEd

Select the appropriate event(s) to which your event relates:

12/21/2005 Chapter 13 Plan. Certificate of Service: yes., Summary Analysis of Chapter 13 Plan Filed by Debtor William Clinton. (Louis, Sandra)

Continue Clear

Figure 10

The attorney must set all Chapter 13 amended plans (pre-confirmation and post-confirmation plans) for hearing when filing the plan. Plans are set for hearing by completing the hearing date, time and location information in this screen.

DO NOT set the amended plan for confirmation using a Notice of Hearing event. The amended plan must be set for hearing by filling in this screen.

STEP 11 The **REMINDER** screen displays.
(See Figure 11)

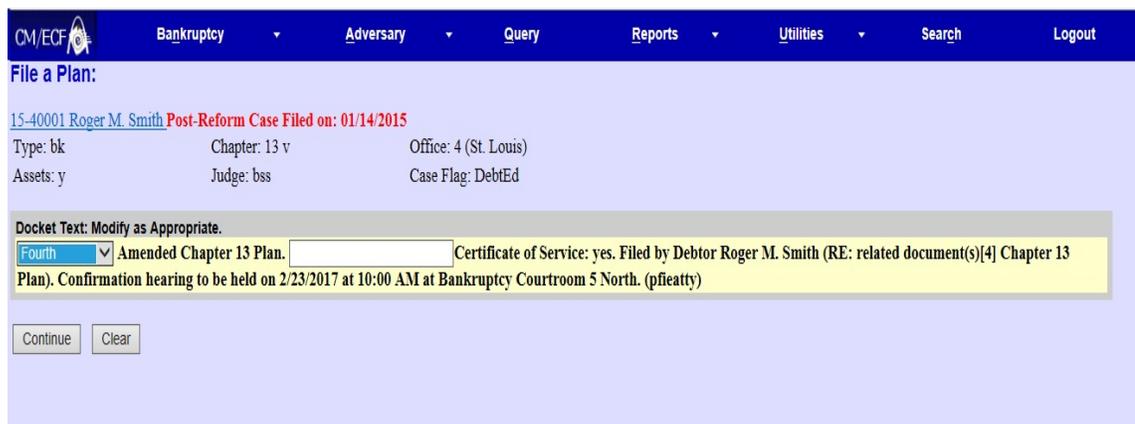


The screenshot shows the 'File a Plan' screen in the CM/ECF system. The top navigation bar includes 'Bankruptcy', 'Adversary', 'Query', 'Reports', 'Utilities', 'Search', and 'Logout'. The main content area displays case information for '15-40001 Roger M. Smith Post-Reform Case Filed on: 01/14/2015'. Below this, there are fields for 'Type: bk', 'Chapter: 13 v', 'Office: 4 (St. Louis)', 'Assets: y', 'Judge: bss', and 'Case Flag: DebtEd'. A blue instruction box states: 'ON THE NEXT SCREEN, use the drop down arrow to identify the correct number of the Amended Chapter 13 Plan (First thru Sixth). If Amended Chapter 13 Plan is greater than Sixth enhance the docket text by typing the correct number of Amended Chapter 13 Plan in the text box.' At the bottom, there are 'Continue' and 'Clear' buttons.

Figure 11

Click **[Continue]**.

STEP 12 The **MODIFY TEXT / NUMBER OF AMENDED PLAN** screen displays. (See Figure 12)



The screenshot shows the 'File a Plan' screen with the 'Docket Text' section highlighted. The case information is the same as in Figure 11. The 'Docket Text' section is titled 'Docket Text: Modify as Appropriate.' and contains a dropdown menu set to 'Fourth' and a text box. The text in the text box reads: 'Amended Chapter 13 Plan. Certificate of Service: yes. Filed by Debtor Roger M. Smith (RE: related document(s)[4] Chapter 13 Plan). Confirmation hearing to be held on 2/23/2017 at 10:00 AM at Bankruptcy Courtroom 5 North. (pfeatty)'. At the bottom, there are 'Continue' and 'Clear' buttons.

Figure 12

Use the drop down arrow to identify the correct number of the Amended Chapter 13 Plan (First thru Sixth). If Amended Chapter 13 Plan is greater than Sixth, enhance the docket text by typing the correct number of Chapter 13 Plan in the text box.

Click **[Continue]**.

STEP 13 The **FINAL TEXT** screen displays. (See Figure 13)

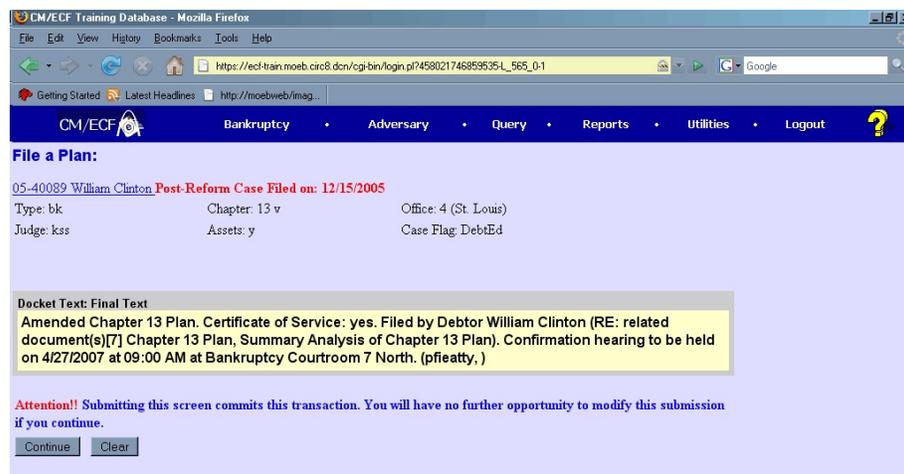


Figure 13

Verify the final docket text.

CAUTION!! This is your last opportunity to change this event. Clicking **[Continue]** will submit this order to the database.

If the final docket text is incorrect, click on your browser's Back button to find the screen to be modified. To abort or restart the transaction, click the **Bankruptcy** hyperlink on the **CM/ECF Main Menu** bar.

If correct, click **[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.

To print a copy of this notice, click on the browser **[Print]** icon. You may also save the notice through the browser **File/Save** option.