

Filing A Motion to Amend Chapter 13 Plan

NOTE: A motion to amend is required for post-confirmation amended plans. You must file the amended plan **before** filing the motion to amend.

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 **Motions/Applications**.

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

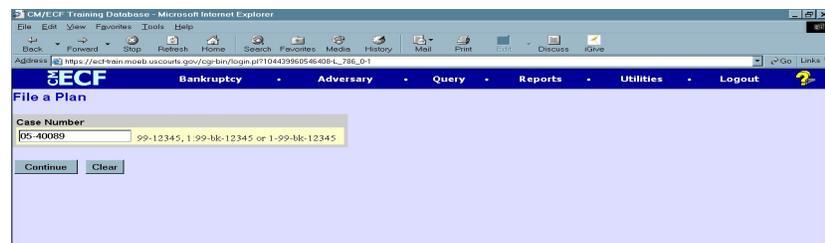


Figure 3

Enter the case number, including the hyphen. YY-NNNNN
Click **[Continue]**.

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

STEP 4 The **APPLICATION FOR COMPENSATION** screen appears. (See **Figure 4**.)

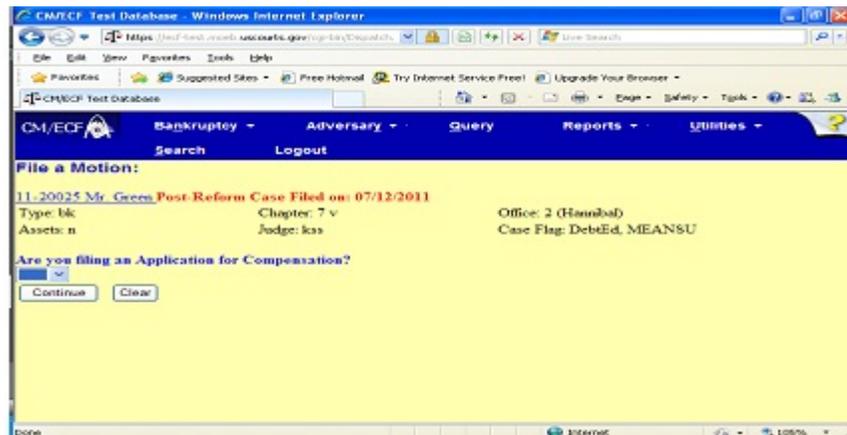


Figure 4

Since you not filing an Application for Compensation **type “n.”**
Click **[Continue]**.

STEP 5 The **DOCUMENT SELECTION** screen displays. (See **Figure 5**)



Figure 5

Select **Amend Plan** from the pick list of events. Do not select **Amend**. The type of motion you are filing to amend a confirmed chapter 13 plan is a motion to “Amend Plan.”

Click on **Amend Plan** to select it.

Click **[Continue]**.

STEP 6 The **JOINT FILING** screen displays. (See Figure 6)**Figure 6**

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

Click **[Continue]**.

STEP 7 The **SELECT THE PARTY** screen displays. (See Figure 7)**Figure 7**

Click to highlight the party filer name.

Click **[Continue]**.

STEP 8 The QUESTION screen displays asking - Has the Amended Plan been filed for this Motion? An Amended Plan is required to be filed prior to filing the Motion to Amend Plan.

Figure 8

If you answer no, the event will be stopped.

File the Amended Plan prior to the Motion and answer yes.

STEP 9 The **PDF DOCUMENT SELECTION** screen displays. (See Figure 9)

Figure 9

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

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 10 The REFERRAL screen displays. (See Figure 10)

File a Motion:

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 hearing information only if motion is submitted as combined motion and notice - otherwise, click Continue.

Hearing Information

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

Hearing Date: Hearing Time: AM PM

Location:

Figure 10

When filing a motion to amend plan, you must link the motion to the amended plan you seek to have approved. In Figure 9 above, it is the second amended plan. The **motion** to amend plan is linked to the appropriate amended plan.

Click **[Continue]**.

STEP 11 The HEARING INFORMATION screen displays. (See Figure 11)

File a Motion:

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 7 Chapter 13 Plan Certificate of Service: yes, Summary Analysis of Chapter 13 Plan Filed by Debtor William Clinton (Louis, Sandra)

12/21/2005 8 First Amended Chapter 13 Plan Certificate of Service: yes, Summary Analysis of Chapter 13 Plan Filed by Debtor William Clinton (RE related document(s)[7] Chapter 13 Plan Certificate of Service: yes, Summary Analysis of Chapter 13 Plan Filed by Debtor William Clinton (Louis, Sandra). Confirmation hearing to be held on 1/26/2006 at 09:00 AM at Bankruptcy Courtroom 7 North (Louis, Sandra)

12/21/2005 9 Second Amended Chapter 13 Plan Certificate of Service: yes, Summary Analysis of Chapter 13 Plan Filed by Debtor William Clinton (RE related document(s)[7] Chapter 13 Plan Certificate of Service: yes, Summary Analysis of Chapter 13 Plan Filed by Debtor William Clinton (Louis, Sandra). Confirmation hearing to be held on 2/16/2006 at 09:00 AM at Bankruptcy Courtroom 7 North (Louis, Sandra)

Figure 11

Complete hearing information only if motion is submitted as combined motion and notice - otherwise click [Continue].

STEP 12 The **MODIFY TEXT** screen displays. (See Figure 12)

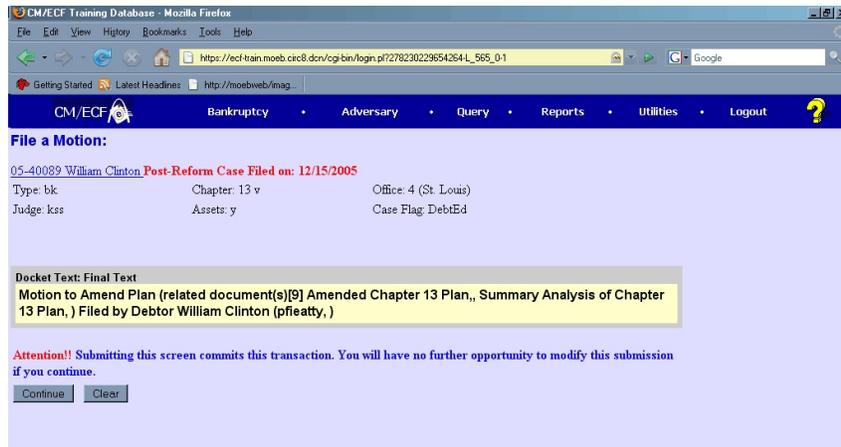


Figure 12

In the text box additional text for the motion may be added according to the court's procedures.

Click [Continue].

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

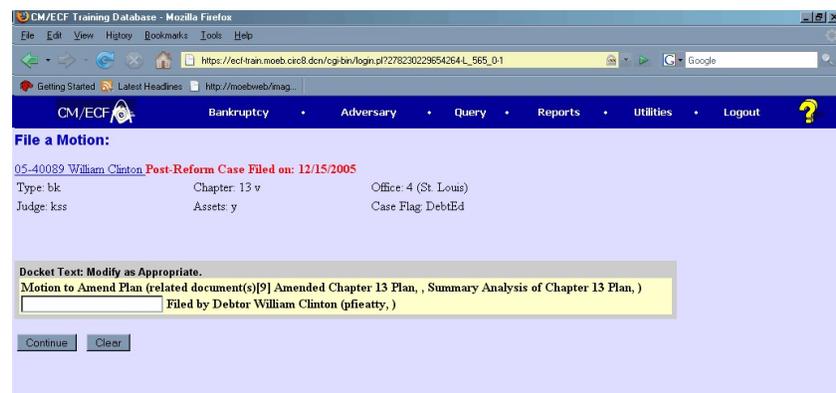


Figure 13

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.