

How to File a Chapter 13 Agreement Between Debtor(s) and Counsel

Rules:

- You will need to know the case number to file the agreement.
- Chapter 13 Agreements may be filed as part of the petition as on PDF document, as an attachment to the petition or separately as an individual PDF document.

To file the Chapter 13 Agreement as a separate document, follow the steps below.

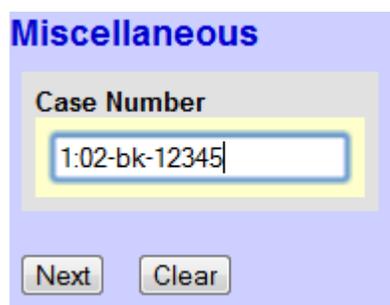
Step 1 Click **Bankruptcy** on the Main Menu Bar.



Step 2 Select the **Other** Category



Step 3 Check your case number and Click **Next**.

A screenshot of the 'Miscellaneous' form. The title 'Miscellaneous' is in bold blue text at the top. Below it is a 'Case Number' label above a text input field containing '1:02-bk-12345'. At the bottom are two buttons: 'Next' and 'Clear'.

Step 4 **Select Chapter 13 Agreement event and Click Next.**

Miscellaneous

[05-40217 Jim Smith and Carol L. Smith](#)

Type: bk Chapter: 13 v Office: 4 (Worcester)

Assets: n

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)
<ul style="list-style-type: none">Certificate of ServiceCertificate of Service of Notice of HearingCertificate of Service re: Rule 3002 Matter(Ch. 13 Only)Certificate of VoteCertification of Ntc to Consumer DbCertification of Section 522(q)Chapter 11 BallotsChapter 11 Statement of Monthly Income Form 122BChapter 13 AgreementChapter 13 Calculation of Disposable Income 122C-2Chapter 13 Statement of Monthly Income 122C-1Chapter 15 ListChapter 7 Exemption of Presumption of Abuse Form 22A-1SuppChapter 7 Means Test Calculation 122A-2	<ul style="list-style-type: none">Chapter 13 Agreement

Next Clear

Step 5 **Click Next at the Joint Filing with Other Attorney screen.**

Step 6 **Select the debtor(s) and Click Next.**

Miscellaneous:

[05-40217 Jim Smith and Carol L. Smith](#)

Type: bk Chapter: 13 v Office: 4 (Worcester)

Assets: n

Select the Party:

<ul style="list-style-type: none">, Richard [U.S. Trustee]Smith, Carol L. [Joint Debtor]Smith, Jim [Debtor]	Add/Create New Party
--	--------------------------------------

Next Clear

Step 7 Browse and attach your **Chapter 13 Agreement** and Click **Next**.

Miscellaneous:

[05-40217 Jim Smith and Carol L. Smith](#)

Type: bk Chapter: 13 v Office: 4 (Worcester)
Assets: n

Filename
H:\Attorney Training Files\13 Agreement Browse...

Attachments to Document: No Yes

Next Clear

Step 8 Select **Next** at the Miscellaneous screen.

Step 9 Final Text. Proofread this screen carefully and click **Next**.

Miscellaneous:

[05-40217 Jim Smith and Carol L. Smith](#)

Type: bk Chapter: 13 v Office: 4 (Worcester)
Assets: n

Docket Text: Final Text
Chapter 13 Agreement between debtor and counsel filed by Joint Debtor Carol L. Smith, Debtor Jim Smith (Smith, Attorney)

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

Next Clear

Note: This is your final opportunity to review the docket text. Click the browser **Back** button at the top of the screen to return to the needed screen to make corrections or click on Bankruptcy and start over.

Clicking **Next** commits the transaction to the database and can no longer be modified by you.

Step 10 The **Notice of Electronic Filing** screen displays. This Notice of Electronic Filing screen verifies the filing has been sent electronically to the court's database.

Miscellaneous:

[05-40217 Jim Smith and Carol L. Smith](#)

Type: bk Chapter: 13 v Office: 4 (Worcester)
Assets: n

United States Bankruptcy Court
District of Massachusetts TRAIN DATABASE

Notice of Electronic Filing

The following transaction was received from Attorney Smith entered on 11/4/2015 at 11:29 AM EST and filed on 11/4/2015

Case Name: Jim Smith and Carol L. Smith

Case Number: [05-40217](#)

Document Number: [7](#)

Docket Text:

Chapter 13 Agreement between debtor and counsel filed by Joint Debtor Carol L. Smith, Debtor Jim Smith (Smith, Attorney)

The following document(s) are associated with this transaction:

Document description:Main Document

Original filename:H:\Attorney Training Files\13 Agreement.pdf

Electronic document Stamp:

[STAMP bkecfStamp_ID=1021399670 [Date=11/4/2015] [FileNumber=181928-0]
[8888caa0814d2ecd396d18ef1a891191f7b75f01cbf7967bb25e7d9f7832b65ebfeb
9e805adb4f90434a2190e4d012a5821fb718772f7595104f14584ac61c6d]]