

How to File a Chapter 13 Plan and Plan Summary

Rules:

- You will need to know the case number to file the plan so the plan and certificate of service may only be filed **after** the Chapter 13 case is open and the number assigned.

The Chapter 13 Plan and Certificate of Service may be filed:

- Together as one pdf document
- With the Certificate of Service as an attachment
- After the plan is filed, linking the Certificate of Service back to the plan

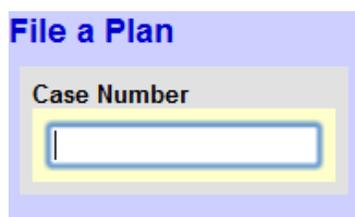
Step 1 Click **Bankruptcy** on the Main Menu Bar.



Step 2 Select the **Plan** Category



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



Step 4 Click on **Chapter 13 Plan** event and click **Next**.

File a Plan

[15-10071 Joseph Wayne Sample and Sarah Lynn Sample](#)

Type: bk Chapter: 13 v Office: 1 (Boston)
 Assets: y Judge: WCH Case Flag: Repeat-MAB, DebtEd

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"> 13 Plan Cover Sheet 13 Plan Modified Amended Disclosure Statement Amended Plan Chapter 11 Plan Chapter 12 Plan Chapter 13 Plan Chapter 9 Plan Combined Plan of Reorganization and Disclosure Statement for Small Business Disclosure Statement Objection to Confirmation of Plan Objection to Disclosure Statement 	<ul style="list-style-type: none"> Chapter 13 Plan

Next Clear

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

Step 6 Select the Party Screen will open. Highlight the debtor(s) and click **Next**.

File a Plan:

[15-10071 Joseph Wayne Sample and Sarah Lynn Sample](#)

Type: bk Chapter: 13 v Office: 1 (Boston)
 Assets: y Judge: WCH Case Flag: Repeat-MAB, DebtEd

Select the Party:

<ul style="list-style-type: none"> Sample, Joseph Wayne [Debtor] Sample, Sarah Lynn [Joint Debtor] Smith, Jane [U.S. Trustee] Solomon, Doreen [Trustee] 	Add/Create New Party
---	--------------------------------------

Next Clear

Step 7 Click on the **Browse** button to locate your document. Once verified, highlight it and click **Open**.

File a Plan:

15-10071 Joseph Wayne Sample and Sarah Lynn Sample

Type: bk	Chapter: 13 v	Office: 1 (Boston)
Assets: y	Judge: WCH	Case Flag: Repeat-MAB, DebtEd

Filename
 H:\Attorney Training Files\13 Plan.PDF

Attachments to Document: No Yes

Step 8 Modify the text using the drop down boxes to indicate whether you have included the required certificate of service and click **Next**.

File a Plan:

15-10071 Joseph Wayne Sample and Sarah Lynn Sample

Type: bk	Chapter: 13 v	Office: 1 (Boston)
Assets: y	Judge: WCH	Case Flag: Repeat-MAB, DebtEd

Select One

Step 9 Proofread your entry and click **Next**.

File a Plan:

15-10071 Joseph Wayne Sample and Sarah Lynn Sample

Type: bk	Chapter: 13 v	Office: 1 (Boston)
Assets: y	Judge: WCH	Case Flag: Repeat-MAB, DebtEd

Docket Text: Modify as Appropriate.
 Chapter 13 Plan With Certificate of Service filed by Debtor Joseph Wayne Sample , Joint Debtor Sarah Lynn Sample (Smith, Attorney)

Step 10 **Final Text.** Proofread this screen carefully and click **Next**.

File a Plan:[15-10071 Joseph Wayne Sample and Sarah Lynn Sample](#)

Type: bk	Chapter: 13 v	Office: 1 (Boston)
Assets: y	Judge: WCH	Case Flag: Repeat-MAB, DebtEd

Docket Text: Final Text

Chapter 13 Plan With Certificate of Service filed by Debtor Joseph Wayne Sample, Joint Debtor Sarah Lynn Sample (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?

Note: This is your final opportunity to review the docket text and make any corrections necessary. 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 11 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.

Notice of Electronic Filing

The following transaction was received from Attorney Smith entered on 11/3/2015 at 3:36 PM EST and filed on 11/3/2015

Case Name: Joseph Wayne Sample and Sarah Lynn Sample

Case Number: [15-10071](#)

Document Number: [8](#)

Docket Text:

Chapter 13 Plan With Certificate of Service filed by Debtor Joseph Wayne Sample, Joint Debtor Sarah Lynn Sample (Smith, Attorney)

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

Document description:Main Document

Original filename:H:\Attorney Training Files\13 Plan.PDF

Electronic document Stamp:

[STAMP bkecfStamp_ID=1021399670 [Date=11/3/2015] [FileNumber=181922-0]

[5fe0716620b1b186059f798c1ded0e750fb35cd85a9751224a27d1500e00ff71ae33

ae3c3fd3b987c16bbcc21e5a205c8a9e183bd2db1ff6213cb5dfea30ad8c]]