
Amended Plans and Motions to Amend Plan

Remember, other than the amended schedules and the matrix, amendments must be filed as separate documents. Start by creating two separate PDF files, one for the Amended Plan and the other for the Motion to Amend the Plan.

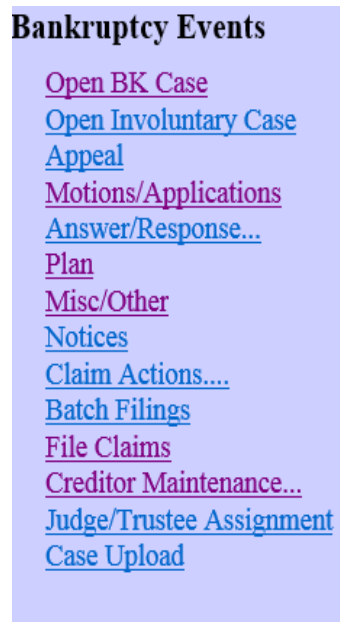
Note: You **MUST** file the **Amended Plan** first and **link it to the original plan** already on file and then file the **Motion to Amend** and **link it to the Amended Plan** you just filed.

File the Amended Plan First:

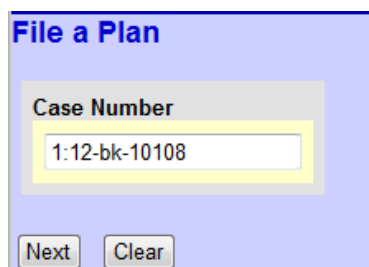
Step 1 Click **Bankruptcy** on the Main Menu Bar.



Step 2 Select **Plan** from the Bankruptcy Events



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

A screenshot of the 'File a Plan' form. The form has a light blue background. At the top, it says 'File a Plan' in blue. Below that is a 'Case Number' label. Underneath is a text input field containing '1:12-bk-10108'. At the bottom of the form are two buttons: 'Next' and 'Clear'.

Step 4 Select **Amended Plan** and Click **Next**.

File a Plan

[12-10108 Jack Russell](#)

Type: bk Chapter: 13 v Office: 1 (Boston)
 Assets: y Case Flag: 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 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"> Amended Plan

Next Clear

Step 5 Click **Next** at the **Joint Filing with Other Attorney** screen (Do not check mark the box)**Step 6** Select the Party Screen will open. Highlight the debtor(s) and click **Next**

File a Plan:

[12-10108 Jack Russell](#)

Type: bk Chapter: 13 v Office: 1 (Boston)
 Assets: y Case Flag: DebtEd

Select the Party:

Russell, Jack (Debtor)	Add/Create New Party
Smith, Jane [U.S. Trustee]	

Next Clear

Step 7 Browse and attach the **Amended Plan**. Click **Next** to continue.

File a Plan:

[12-10108 Jack Russell](#)

Type: bk Chapter: 13 v Office: 1 (Boston)
 Assets: y Case Flag: DebtEd

Filename

Browse...

Attachments to Document: No Yes

Next Clear

Step 8 Select the appropriate event(s) to which your event relates, make sure there is a check mark in the box as you are creating a link to the original plan and click **Next**.

File a Plan:

[12-10108 Jack Russell](#)

Type: bk Chapter: 13 v Office: 1 (Boston)
 Assets: y Case Flag: DebtEd

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

05/14/2012 2 Chapter 13 Plan With Certificate of Service filed by Debtor Jack Russell (Murray, M)

Step 9 Modify the docket text as appropriate. From the drop down list select the correct **Chapter** and **with Certificate of Service** (if you have one). Click **Next**.

File a Plan:

[12-10108 Jack Russell](#)

Type: bk Chapter: 13 v Office: 1 (Boston)
 Assets: y Case Flag: DebtEd

Docket Text: Modify as Appropriate.

Chapter 13 with certificate of service (RE: [2] Chapter 13 Plan) filed by Debtor Jack Russell (Murray, M)

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

File a Plan:

[12-10108 Jack Russell](#)

Type: bk Chapter: 13 v Office: 1 (Boston)
 Assets: y Case Flag: DebtEd

Docket Text: Final Text

Amended Chapter 13 Plan with certificate of service (RE: [2] Chapter 13 Plan) filed by Debtor Jack Russell (Murray, M)

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. 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.

The screenshot shows the ECF interface with a blue header bar containing the ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. The main content area is light blue and contains the following information:

File a Plan:
[12-10108 Jack Russell](#)
 Type: bk Chapter: 13 v Office: 1 (Boston)
 Assets: y Case Flag: DebtEd

United States Bankruptcy Court
District of Massachusetts TRAIN DATABASE

Notice of Electronic Filing
 The following transaction was received from M Murray entered on 5/14/2012 at 12:17 PM EDT and filed on 5/14/2012
Case Name: Jack Russell
Case Number: [12-10108](#)
Document Number: [3](#)

Docket Text:
 Amended Chapter 13 Plan with certificate of service (RE: [2] Chapter 13 Plan) filed by Debtor Jack Russell (Murray, M)

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

Document description:Main Document
Original filename:O:\02-01-2006 Training Files\13 Plan.pdf
Electronic document Stamp:
 [STAMP bkcecfStamp_ID=1021399670 [Date=5/14/2012] [FileNumber=174888-0]
 [01921b0fa13ec7eccc4b80fe5575565518b0e90a3f29c5ae8f34b469078e53b0f365
 1eeef98ebb115a2669cc594aeb15dd7e50ccb9adaf1598ea45cddfad2cd]]

12-10108 Notice will be electronically mailed to:
 M Murray on behalf of Debtor Jack Russell
 mary_murray@mab.uscourts.gov, amber_love@mab.uscourts.gov

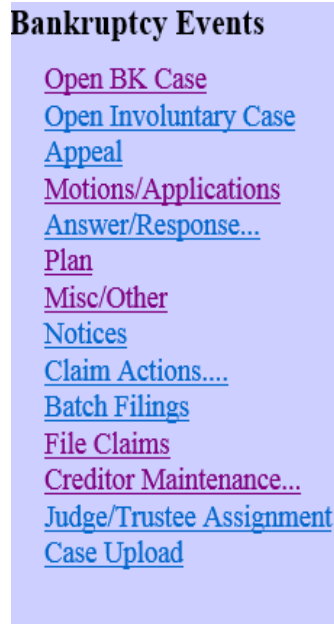
12-10108 Notice will not be electronically mailed to:
 Jane Smith
 Office of the US Trustee
 10 Causeway Street
 Boston, MA 02222

Next, we will docket the Motion to Amend the Plan:

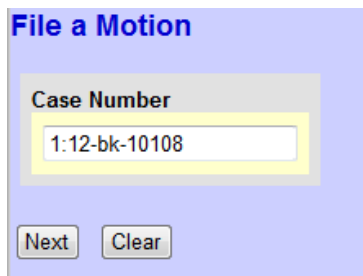
Step 1 Click **Bankruptcy** on the Main Menu Bar.



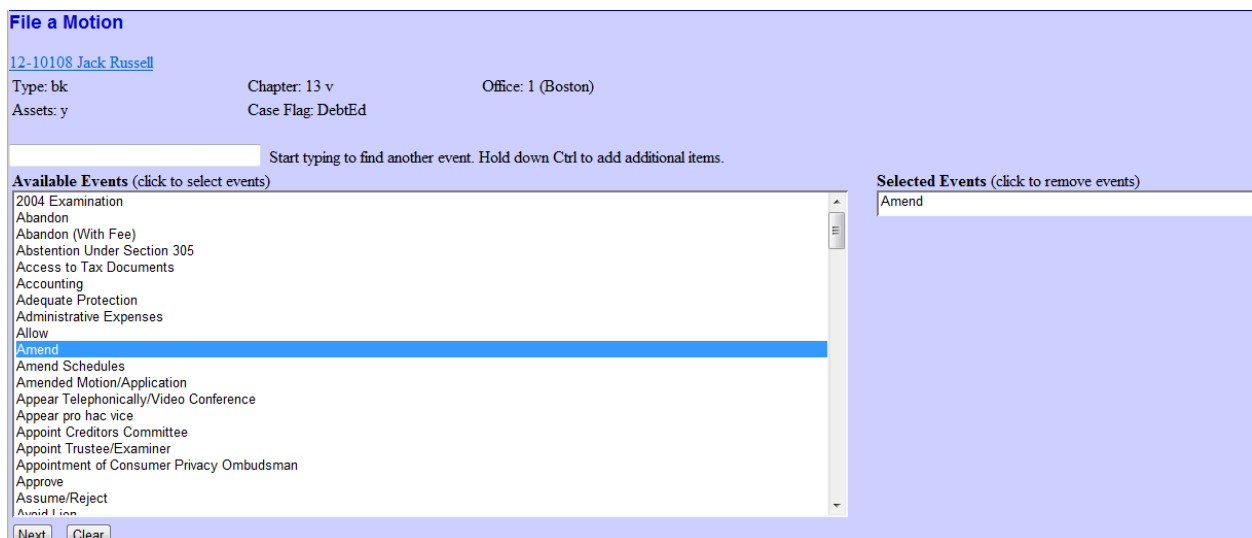
Step 2 Select the **Motions/Applications** Category



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



Step 4 Click on the **Amend** event and Click **Next**.



Step 5 Click **Next** at the Joint Filing with Other Attorney (Do not check mark the box)

Step 6 Select your **client** and click **Next**.

File a Motion:

[12-10108 Jack Russell](#)

Type: bk	Chapter: 13 v	Office: 1 (Boston)
Assets: y	Case Flag: DebtEd	

Select the Party:

Russell, Jack [Debtor]

Smith, Jane [U.S. Trustee]

[Add/Create New Party](#)

Next Clear

Step 7 Browse and attach the **Motion to Amend** and click **Next**.

File a Motion:

[12-10108 Jack Russell](#)

Type: bk	Chapter: 13 v	Office: 1 (Boston)
Assets: y	Case Flag: DebtEd	

Filename

Attachments to Document: No Yes

Next Clear

Step 8 Answer **yes [y]** to the question “Are you Amending the Plan or Schedules [y or n]?”.

File a Motion:

[12-10003 Norman Stubbs and Emma Stubbs](#) **Converted** 07/17/2012

Type: bk	Chapter: 7 v	Office: 1 (Boston)
Assets: n	Judge: JNF	Case Flag: NTCAPR, DebtEd, 727OBJ, CONVERTED

Are you Amending the Plan or Schedules [y or n]?

Next Clear

Step 9 Answer **no [n]** to the question “Are you Amending Schedule D E F or Matrix [y or n]?”.

File a Motion:

[13-10035 Massachusetts Sample](#)

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

Are you Amending Schedule D E F or Matrix [y or n]?

Next Clear

Step 10 Place a **check mark** in the box next to **Plan** and click **Next**.

File a Motion:

[13-10035 Massachusetts Sample](#)

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

Select the amendments you are filing:

- Schedules A-J
- Schedule A
- Schedule B
- Schedule C
- Schedule D
- Schedule E
- Schedule F
- Schedule G
- Schedule H
- Schedule I
- Schedule J
- Statement of Financial Affairs
- Statement of Intention
- Summary of Schedules
- Voluntary Petition
- Matrix
- Plan
- Means Test 22A
- Means Test 22B
- Means Test 22C
- Statement of Social Security Number

Next Clear

Step 11 Click **Next** on the Summary of Schedules screen as you are not entering any dollar amounts.

Summary of Assets and Liabilities and Certain Statistical Information

Report the totals from Schedules A/B, D, E/F, I, J, Forms 122, and Nondischargeable Debt in the boxes provided.

NAME OF SCHEDULE/FORM	ASSETS	LIABILITIES	OTHER
Schedule A/B - Total Real Estate/Property	<input type="text"/>	<input type="text"/>	<input type="text"/>
Schedule A/B - Total Personal Property	<input type="text"/>	<input type="text"/>	<input type="text"/>
Schedule D - Total Secured Claims	<input type="text"/>	<input type="text"/>	<input type="text"/>
Schedule E/F - Total Priority Unsecured Claims	<input type="text"/>	<input type="text"/>	<input type="text"/>
Schedule E/F - Total Nonpriority Unsecured Claims	<input type="text"/>	<input type="text"/>	<input type="text"/>
Schedule I - Monthly Income	<input type="text"/>	<input type="text"/>	<input type="text"/>
Schedule J - Monthly Expenses	<input type="text"/>	<input type="text"/>	<input type="text"/>
Current Monthly Income (Official Form 122A-1, 122B or 122C-1)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Unsecured Claims Amount (Official Form 106Sum, 3a + 3b)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Dischargeable Debt (Computed) Note: Not computed when any value above for D, E/F, or total unsecured claims amount is not known.	<input type="text"/>	<input type="text"/>	<input type="text"/>

How to File a Bankruptcy Case and Associated Documents

Step 12 Place a check mark in the box next to the Amended Plan you just filed and click Next.

File a Motion:
[13-10035 Massachusetts Sample](#)
 Type: bk Chapter: 13 v Office: 1 (Boston)
 Assets: y Case Flag: Repeat-MAB, DebtEd, CounDue

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

- 06/12/2013 [1](#) Chapter 13 Voluntary Petition with deficiencies. Filing Fee in the Amount of \$281 Filed by Massachusetts Sample. (Attachments: # [1](#) Declaration re Electronic Filing # [2](#) Signature Page # [3](#) Chapter 13 Agreement) (Oney, Walter)
- 06/12/2013 [2](#) Statement of Social Security Number(s) filed by Debtor Massachusetts Sample (Oney, Walter)
- 06/12/2013 [3](#) Chapter 13 Plan Without Certificate of Service filed by Debtor Massachusetts Sample (Oney, Walter)
- 06/12/2013 [4](#) Chapter 13 Statement of Current Monthly and Disposable Income (Form 22C) filed by Debtor Massachusetts Sample (Oney, Walter)
- 06/12/2013 [5](#) Disclosure of Compensation of Attorney Walter Oney in the amount of \$4,500.00. plus an additional \$0.00 paid to debtor's counsel for court filing fees. filed by Debtor Massachusetts Sample (Oney, Walter)

Step 13 Modify the docket text as appropriate and click Next.

File a Motion:
[13-10035 Massachusetts Sample](#)
 Type: bk Chapter: 13 v Office: 1 (Boston)
 Assets: y Case Flag: Repeat-MAB, DebtEd, CounDue

Docket Text: Modify as Appropriate.
 Motion filed by Debtor Massachusetts Sample to Amend Plan, [Re: [3] Chapter 13 Plan] . (Love, A)

Step 14 Final Text. Proofread this screen carefully and click **Next**.

File a Motion:
[13-10035 Massachusetts Sample](#)
 Type: bk Chapter: 13 v Office: 1 (Boston)
 Assets: y Case Flag: Repeat-MAB, DebtEd, CounDue

Docket Text: Final Text
 Motion filed by Debtor Massachusetts Sample to Amend Plan, [Re: [3] Chapter 13 Plan] with certificate of service. (Love, A)

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. 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 15 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.

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

File a Motion:

[12-10108 Jack Russell](#)

Type: bk	Chapter: 13 v	Office: 1 (Boston)
Assets: y	Case Flag: DebtEd	

United States Bankruptcy Court
District of Massachusetts TRAIN DATABASE

Notice of Electronic Filing

The following transaction was received from M Murray entered on 5/14/2012 at 2:21 PM EDT and filed on 5/14/2012

Case Name: Jack Russell
Case Number: [12-10108](#)
Document Number: [!](#)

Docket Text:
Motion filed by Debtor Jack Russell to Amend (Re:[3] Amended Plan) with certificate of service (Murray, M)

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

Document description:Main Document
Original filename:O:\02-01-2006 Training Files\Adversary Proceeding.pdf
Electronic document Stamp:
[STAMP bkccfStamp_ID=1021399670 [Date=5/14/2012] [FileNumber=174891-0]
[578b9726d109b2cd738fba09b3e8278994f74d0d5e9c5c620973c5c27857dbaefa06
63e7e0a772e029c129ebdb103bcd005e3283731f6702614ffaf4633903b4]]

12-10108 Notice will be electronically mailed to:

M Murray on behalf of Debtor Jack Russell
mary_murray@mab.uscourts.gov, amber_love@mab.uscourts.gov

12-10108 Notice will not be electronically mailed to:

Jane Smith
Office of the US Trustee
10 Causeway Street
Boston, MA 02222