
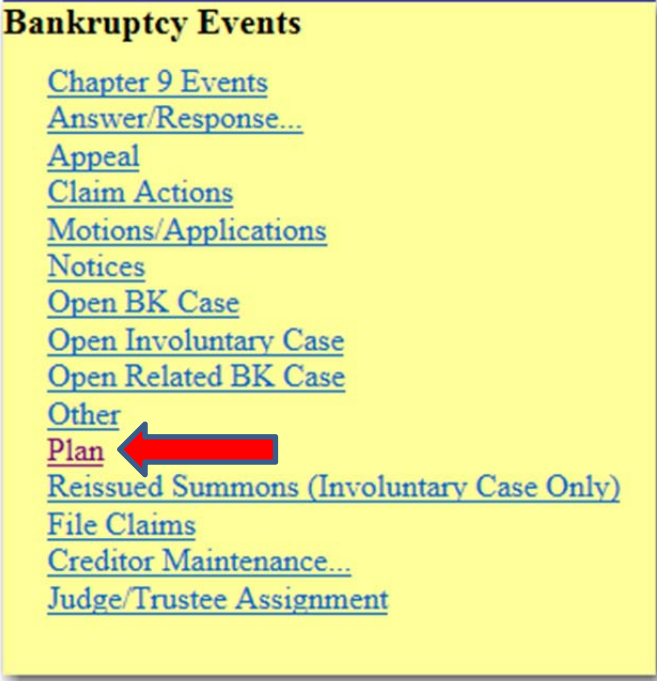


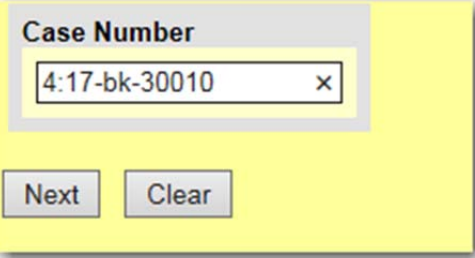
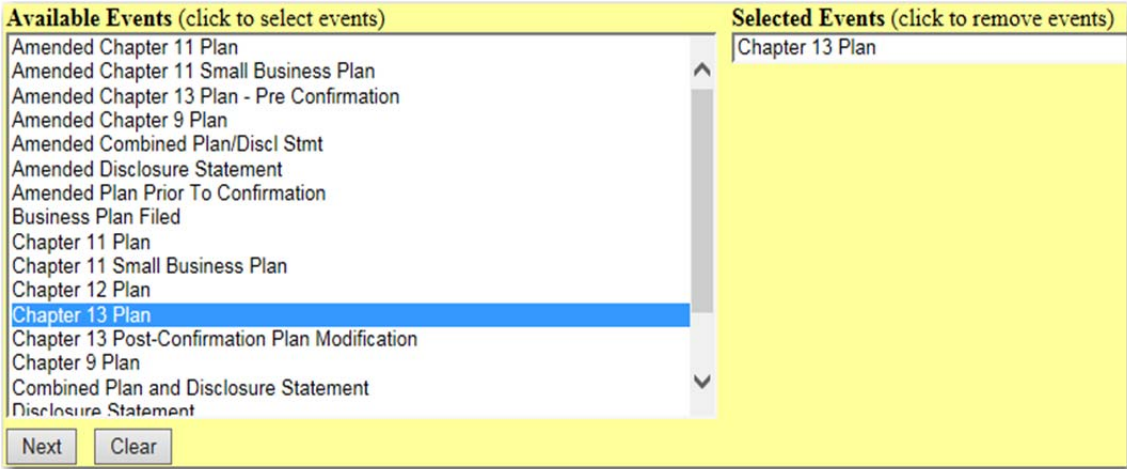
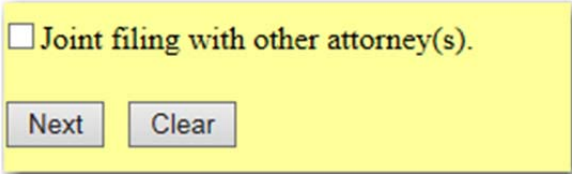
DOCKETING GUIDE FOR CHAPTER 13 PLAN

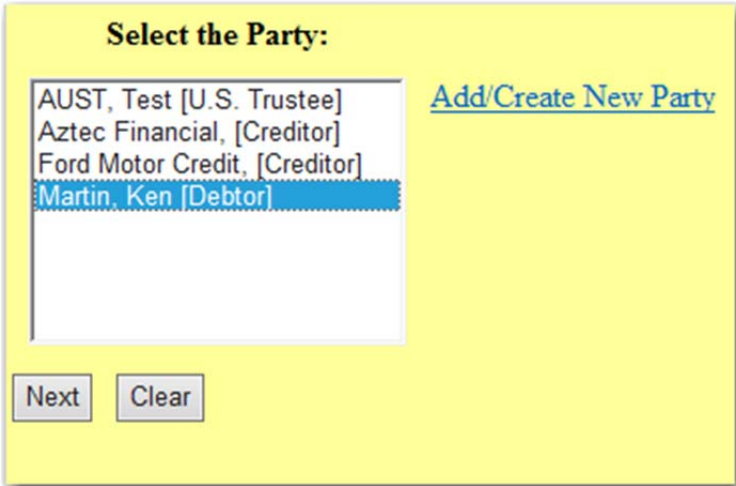
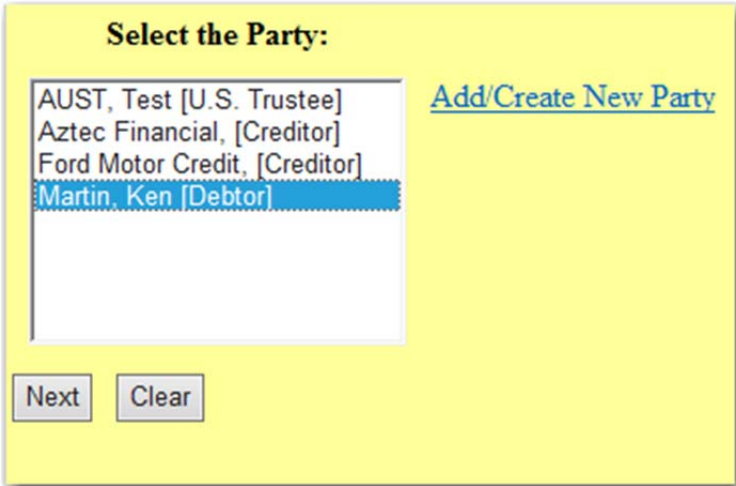
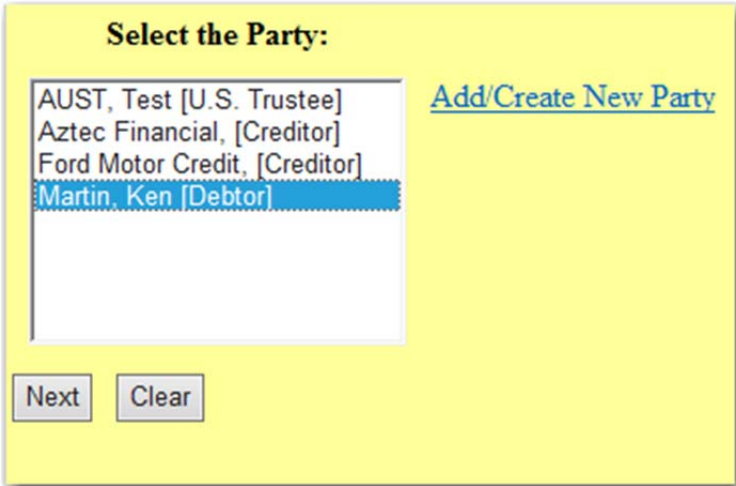
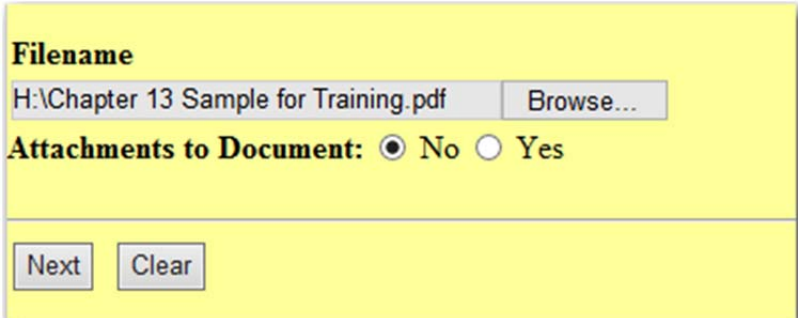
Chapter 13 Plan - This event code will be used to file a Chapter 13 Plan or re-filing of a Chapter 13 Plan to correct a deficiency.

Step by Step Procedures:

Step	Action
1	<p>Log in to CM/ECF.</p> <div data-bbox="313 648 1430 1312" style="border: 1px solid black; padding: 10px;"> <p style="text-align: center;">CM/ECF Filer or PACER Login</p> <p>Notice This is a Restricted Web Site for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.</p> <p>Instructions for viewing filed documents and case information: If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, you may register online at http://www.pacer.gov.</p> <p>Instructions for filing: Enter your CM/ECF filer login and password if you are electronically filing something with the court.</p> <div style="border: 1px solid gray; padding: 5px;"> <p>Authentication</p> <p>Login: <input type="text" value="jclark"/></p> <p>Password: <input type="password" value="*****"/></p> <p>Client code: <input type="text"/></p> </div> <p style="font-size: small;">IMPORTANT NOTICE OF REDACTION RESPONSIBILITY: All filers must redact: Social Security or taxpayer-identification numbers; dates of birth; names of minor children; and financial account numbers, in compliance with Fed. R. Bankr. P. 9037. This requirement applies to all documents, including attachments.</p> <p><input checked="" type="checkbox"/> I understand that, if I file, I must comply with the redaction rules. I have read this notice.</p> <p><input type="button" value="Login"/> <input type="button" value="Clear"/></p> </div> <p>Notice An access fee of \$0.10 per page or \$2.40 per document with an audio attachment, as approved by the Judicial Conference of the United States, will be assessed for access to this service. For more information about CM/ECF, click here or contact the PACER Service Center at (800) 676-6856.</p> <p><i>CM/ECF has been tested using Firefox and Internet Explorer 8 and 9.</i></p>

Step	Action
2	<p>Click or Hover on Bankruptcy on the CM/ECF blue menu bar.</p>  <p>The screenshot shows the CM/ECF menu bar with the following items: Bankruptcy (highlighted with a red arrow), Query, Reports, Utilities, Search, and Logout. Below the menu bar is a yellow box titled 'Bankruptcy Events' containing a list of links: Chapter 9 Events, Answer/Response..., Appeal, Claim Actions, Motions/Applications, Notices, Open BK Case, Open Involuntary Case, Open Related BK Case, Other, Plan, Reissued Summons (Involuntary Case Only), File Claims, Creditor Maintenance..., and Judge/Trustee Assignment.</p>
3	<p>Select Plan from the list of Bankruptcy events.</p>  <p>The screenshot shows a close-up of the 'Bankruptcy Events' list. The 'Plan' link is highlighted with a red arrow. The list includes: Chapter 9 Events, Answer/Response..., Appeal, Claim Actions, Motions/Applications, Notices, Open BK Case, Open Involuntary Case, Open Related BK Case, Other, Plan, Reissued Summons (Involuntary Case Only), File Claims, Creditor Maintenance..., and Judge/Trustee Assignment.</p>

Step	Action
4	<p>Enter or Verify case number and click [Next].</p> 
5	<p>Select Chapter 13 Plan from the list of available events and click [Next].</p>  <p>NOTE: THIS EVENT CODE MUST BE USED WHEN RE-FILE A CHAPTER 13 PLAN TO CORRECT A DEFICIENCY NOTICE (PRE-CONFIRMATION). IN THE FINAL DOCKET TEXT TYPE "CORRECTED" IN THE TEXT BOX</p>
6	<p>Click [Next].</p> 

Step	Action				
7	<p>The Select Party screen displays.</p> <table border="1" data-bbox="313 327 1442 989"> <thead> <tr> <th data-bbox="313 327 586 390">If filed by...</th> <th data-bbox="586 327 1442 390">Then...</th> </tr> </thead> <tbody> <tr> <td data-bbox="313 390 586 989">Attorney</td> <td data-bbox="586 390 1442 989"> <p>Select the debtor from the list and click [Next].</p>  </td> </tr> </tbody> </table>	If filed by...	Then...	Attorney	<p>Select the debtor from the list and click [Next].</p> 
If filed by...	Then...				
Attorney	<p>Select the debtor from the list and click [Next].</p> 				
8	<p>[Click] Browse and verify you have the correct PDF attached, and click [Next].</p> 				

Step	Action						
9	<p>If applicable, select any of the following requests that are included with the Chapter 13 Plan and click [Next].</p> <div data-bbox="316 331 1412 552" style="border: 1px solid black; background-color: #ffffcc; padding: 5px;"> <p>Select any of the following requests that are included with the Chapter 13 Plan (Click Next if none of these requests are included.):</p> <p><input type="checkbox"/> Request for Liens to be Stripped [Class 3.1]</p> <p><input type="checkbox"/> Request for Judicial Liens and Non-Possessory, Non-Purchase Money Liens to be Avoided [Class 3.2]</p> <p><input type="checkbox"/> Request to Assume or Reject Executory Contracts and/or Unexpired Leases [Class 6]</p> <p>Next Clear</p> </div> <p>Click [Next] if none of these requests are included in the plan.</p>						
10	<p>If applicable, select the number of requests for Liens to be Stripped [3.1] and click [Next].</p> <div data-bbox="316 783 1315 1071" style="border: 1px solid black; background-color: #ffffcc; padding: 5px;"> <p>How many requests for liens to be stripped are included in the plan [3.1]</p> <p>1 2 3 4 5 6</p> <p>Clear</p> </div> <div data-bbox="316 1094 1425 1297" style="border: 1px solid black; padding: 5px;"> <p>Class 3.1 Liens to be Stripped. 11 USC §506(a).</p> <table border="1" data-bbox="321 1157 1409 1276"> <thead> <tr> <th data-bbox="321 1157 743 1188">Creditor</th> <th data-bbox="743 1157 1409 1188">Collateral</th> </tr> </thead> <tbody> <tr> <td data-bbox="321 1188 743 1220"></td> <td data-bbox="743 1188 1409 1220"></td> </tr> <tr> <td data-bbox="321 1220 743 1251"></td> <td data-bbox="743 1220 1409 1251"></td> </tr> </tbody> </table> </div>	Creditor	Collateral				
Creditor	Collateral						

Step	Action															
11	<p>If applicable, select the number of requests for Judicial Liens and Non-Possessory, Non-Purchase Money Liens to be Avoided [3.2] and click [Next].</p> <div data-bbox="315 331 1435 569" style="background-color: yellow; border: 1px solid black; padding: 5px;"> <p>How many requests for judicial liens and non-possessory, non-purchase money liens to be avoided are included in the plan [3.2]</p> <div style="display: flex; align-items: center;"> <div style="border: 1px solid black; padding: 2px; margin-right: 5px;"> 1 2 3 4 5 6 </div> <div style="border: 1px solid gray; padding: 2px; margin-left: 5px;">Clear</div> </div> </div> <div data-bbox="315 590 1435 789" style="border: 1px solid gray; padding: 5px; margin-top: 10px;"> <p style="text-align: center;">Class 3.2 Judicial Liens and Non-Possessory, Non-Purchase Money Liens to be Avoided. 11 USC §522(f).</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; text-align: center;">Creditor</th> <th style="width: 50%; text-align: center;">Collateral</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table> </div>	Creditor	Collateral													
Creditor	Collateral															
12	<p>If applicable, select the number of requests for Continuing Lease/Contract Payment [6.1] and click [Next].</p> <div data-bbox="315 932 1435 1255" style="background-color: yellow; border: 1px solid black; padding: 5px;"> <p>How many requests for Continuing Lease/Contract Payments are included in the plan? [6.1]</p> <div style="display: flex; align-items: center;"> <div style="border: 1px solid black; padding: 2px; margin-right: 5px;"> none 1 2 3 4 5 6 </div> <div style="border: 1px solid gray; padding: 2px; margin-left: 5px;">Clear</div> </div> </div> <div data-bbox="315 1276 1435 1495" style="border: 1px solid gray; padding: 5px; margin-top: 10px;"> <p style="text-align: center;">Class 6.1 Continuing Lease/Contract Payments:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%; text-align: center;">Creditor</th> <th style="width: 25%; text-align: center;">Property</th> <th style="width: 10%; text-align: center;">Monthly Payment</th> <th style="width: 15%; text-align: center;">Lease/Contract expiration date</th> <th style="width: 25%; text-align: center;">Direct or Via Trustee</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table> </div>	Creditor	Property	Monthly Payment	Lease/Contract expiration date	Direct or Via Trustee										
Creditor	Property	Monthly Payment	Lease/Contract expiration date	Direct or Via Trustee												

Step	Action						
13	<p>If applicable, select the number of requests for rejecting the executory contracts and unexpired leases listed in this subparagraph 3 [6.3] and click [Next].</p> <div data-bbox="318 331 1442 642" style="border: 1px solid black; background-color: #ffffcc; padding: 5px;"> <p>How many requests for rejecting the executory contracts and unexpired leases listed in this subparagraph 3 are included in the plan? [6.3]</p> <div style="display: flex; align-items: flex-start;"> <div style="border: 1px solid black; padding: 2px; margin-right: 5px;"> none 1 2 3 4 5 6 </div> <div style="border: 1px solid gray; padding: 2px; margin-left: 5px;">Clear</div> </div> </div> <div data-bbox="318 659 1442 953" style="border: 1px solid gray; padding: 10px; margin-top: 10px;"> <p style="text-align: center;">Class 6.3 Debtor rejects the executory contracts and unexpired leases listed in this subparagraph 3. Any unexpired lease or executory contract that is neither expressly assumed in Class 6.1 above or expressly rejected below shall be deemed rejected as of the date of confirmation of debtor's chapter 13 Plan to the same extent as if that unexpired lease or executory contract was listed below. (See Paragraph K of the Additional Terms, Conditions and Provisions for additional information):</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; text-align: center;">Creditor</th> <th style="width: 50%; text-align: center;">Property</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> </tbody> </table> </div>	Creditor	Property				
Creditor	Property						

Step	Action
14	<p>Verify final text and click [Next].</p> <div data-bbox="318 296 1442 562" style="border: 1px solid gray; padding: 5px; background-color: #ffffcc;"> <p>Docket Text: Modify as Appropriate.</p> <p>Chapter 13 Plan <input type="text" value=""/> , Includes (2) Requests for Liens to be Stripped (2) Requests for Judicial Liens and Non-Possessory, Non-Purchase Money Liens to be Avoided (2) Requests for Continuing Lease/Contract Payments (1) Request for rejecting the executory contracts and unexpired leases listed in this subparagraph 3 Filed by Debtor Ken Martin . (Clark, Attorney)</p> <p><input type="button" value="Next"/> <input type="button" value="Clear"/></p> </div> <p>The number of each request will display in the final text.</p> <p>NOTE: IN THE FINAL DOCKET TEXT PUT "CORRECTED" CHAPTER 13 PLAN IF THE PLAN IS BEING RE-FILED TO CORRECT A DEFICIENCY (PRE-CONFIRMATION).</p> <div data-bbox="318 793 1442 1060" style="border: 1px solid gray; padding: 5px; background-color: #ffffcc;"> <p>Docket Text: Modify as Appropriate.</p> <p>Chapter 13 Plan <input type="text" value="Corrected"/> , Includes (2) Requests for Liens to be Stripped (2) Requests for Judicial Liens and Non-Possessory, Non-Purchase Money Liens to be Avoided (2) Requests for Continuing Lease/Contract Payments (1) Request for rejecting the executory contracts and unexpired leases listed in this subparagraph 3 Filed by Debtor Ken Martin . (Clark, Attorney)</p> <p><input type="button" value="Next"/> <input type="button" value="Clear"/></p> </div>
15	<p>Verify final text and click [Next].</p> <div data-bbox="318 1245 1406 1577" style="border: 1px solid gray; padding: 5px; background-color: #ffffcc;"> <p>Docket Text: Final Text</p> <p>Chapter 13 Plan , Includes (2) Requests for Liens to be Stripped (2) Requests for Judicial Liens and Non-Possessory, Non-Purchase Money Liens to be Avoided (2) Requests for Continuing Lease/Contract Payments (1) Request for rejecting the executory contracts and unexpired leases listed in this subparagraph 3 Filed by Debtor Ken Martin. (Clark, Attorney)</p> <p>Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.</p> <p><input type="button" value="Next"/> <input type="button" value="Clear"/></p> </div>

Step	Action
16	<p>The NEF (Notice of Electronic Filing) displays. Transaction completed.</p> <div data-bbox="310 338 1414 972" style="background-color: #ffffcc; padding: 10px;"> <p>Notice of Electronic Filing</p> <p>The following transaction was received from Attorney Clark entered on 11/22/2017 at 4:30 PM EST and filed on 11/22/2017</p> <p>Case Name: Ken Martin</p> <p>Case Number: 16-40003</p> <p>Document Number: 21</p> <p>Docket Text: Chapter 13 Plan , Includes (2) Requests for Liens to be Stripped (2) Requests for Judicial Liens and Non-Possessory, Non-Purchase Money Liens to be Avoided (2) Requests for Continuing Lease/Contract Payments (1) Request for rejecting the executory contracts and unexpired leases listed in this subparagraph 3 Filed by Debtor Ken Martin. (Clark, Attorney)</p> <p>The following document(s) are associated with this transaction:</p> <p>Document description:Main Document Original filename:H:\Chapter 13 Sample for Training.pdf Electronic document Stamp: [STAMP bkecfStamp_ID=1068232149 [Date=11/22/2017] [FileNumber=505954-0] [4ef64cf5a5530a6298d96068af165f4c0075379a894e8d3c33afb78eb7533de84d785b126bd5a1b08ff51548b8d7f78f3ce2d83ba67e239abddf478f71c81d6]]</p> <p>16-40003 Notice will be electronically mailed to:</p> <p>Jane Murphy on behalf of Creditor Aztec Financial jane_murphy@mieb.uscourts.gov</p> <p>16-40003 Notice will not be electronically mailed to:</p> <p>Test AUST</p> <p>Attorney Clark on behalf of Debtor Ken Martin 211 Western Avenue Detroit, MI 48226</p> </div>