

Filing a Chapter 13 Plan After the Case Has Commenced

Slide 1 – Main Menu



CM/ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Select Bankruptcy

UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF NEW YORK

**U.S. Bankruptcy Court
Eastern District of New York
Official Court Electronic Document Filing System**

[PLEASE NOTE: CM/ECF is unavailable every weekday morning between 5:30 a.m. and 5:45 a.m. We apologize for any inconvenience.](#)

This facility is for Official Court Business only. Activity to and from this site is logged. Document filings on this system are subject to Federal Rule of Civil Procedure 11 and Federal Rule of Bankruptcy Procedure 9011. Evidence of unauthorized or criminal activity will be forwarded to the appropriate law enforcement officials under 18USC 152 and 3571

From the CM/ECF menu bar, select **Bankruptcy**.

Filing a Chapter 13 Plan After the Case Has Commenced

Slide 2 – Bankruptcy Events

The screenshot shows the ECF (Electronic Case Filing) interface. At the top is a blue navigation bar with the ECF logo and menu items: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the navigation bar is the "Bankruptcy Events" section, which contains a list of links: Answer/Response..., Appeal, Claim Actions, Creditor Maintenance..., File Claims, Motions/Applications/Presentments, Notices, Open Voluntary Case, Open an Involuntary Case, Other, Plan, Upload Proposed Order, and Judge/Trustee Assignment. To the right of this list is a "New R3 Menu Items" section with a link for Case Upload. A red arrow points from a "Select Plan" button to the "Plan" link in the main list. The URL at the bottom of the screenshot is https://ecf-train.nyeb.uscourts.gov/cgi-bin/Dispatch.pl?plan.

From the Bankruptcy Events list, select **Plan**.

Filing a Chapter 13 Plan After the Case Has Commenced

Slide 3 – Enter Case number

The screenshot shows the ECF (Electronic Case Filing) interface. At the top, there is a navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "File a Plan". The main content area is light blue and contains a "Case Number" input field with the value "12-70028" and a "Find This Case" button. Below the input field, there are two buttons: "Next" and "Clear". The "Next" button is highlighted with a red border, and a tooltip with the text "Select Next" is visible over it.

Type in your case number, and select **Next** to continue.

Filing a Chapter 13 Plan After the Case Has Commenced

Slide 4 – Available Events

The screenshot displays the 'File a Plan' interface on the CM/ECF system. At the top, there is a navigation bar with links for Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below this, the page title is 'File a Plan' and the case number is '8-12-70028 Elaine Jane Lewis, Jr'. A search bar contains the text 'Start typing to find another event. Hold down Ctrl to add additional items.' Below the search bar, there are two columns: 'Available Events (click to select events)' and 'Selected Events (click to remove events)'. The 'Available Events' list includes various plan types, with 'Chapter 13 Plan Filed After Commencement (Not to be used to file an Amended Ch 13 Plan)' highlighted in blue. A tooltip points to this event with the text 'Select Chapter 13 Plan Filed After Commencement (Not to be used to file an Amended Chapter 13 Plan)'. The 'Selected Events' box contains the same event. At the bottom left, there are 'Next' and 'Clear' buttons, with a tooltip pointing to 'Next' that says 'Select Next'.

From the list of Available Events, select **Chapter 13 Plan Filed After Commencement (Not to be used to file an Amended Chapter 13 Plan)**. Once you select it, the event appears in the **Selected Events** box to the right of the screen. Make sure the event in the **Selected Events** box is correct as this event will be uploaded to the CM/ECF system.

Select **Next** to continue.

TIP: In order to file an Amended Chapter 13 Plan, use the event **Amended Chapter 13 Plan**.

Filing a Chapter 13 Plan After the Case Has Commenced

Slide 5 – Joint Filing?

The screenshot shows the ECF (Electronic Case Filing) interface. At the top, there is a navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the text 'File a Plan:' is displayed. Underneath, the case number and name '8-12-70028 Elaine Jane Lewis, Jr' are shown. A checkbox labeled 'Joint filing with other attorney(s)' is present and is unchecked. Below the checkbox, there are two buttons: 'Next' and 'Clear'. The 'Next' button is highlighted with a red rectangular box, and a tooltip with the text 'Select Next' is positioned over it.

This is not a Joint filing with other attorney(s), so do not check the box. Select **Next** to continue.

Filing a Chapter 13 Plan After the Case Has Commenced

Slide 6 – Select the Party

The screenshot shows the ECF (Electronic Case Filing) interface. At the top, there is a navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "File a Plan:". Underneath, the case number "8-12-70028 Elaine Jane Lewis, Jr" is displayed. The main section is titled "Select the Party:". A dropdown menu is open, showing the selected party "Lewis, Elaine Jane Jr [Debtor]". A tooltip is visible over the dropdown, containing the text "Select Lewis, Elaine Jane Jr [Debtor]". To the right of the dropdown is a link "Add/Create New Party". Below the dropdown are two buttons: "Next" and "Clear".

From the **Select the Party** screen, select the Debtor's name.

Filing a Chapter 13 Plan After the Case Has Commenced

Slide 7 – Select the Party Cont'd

The screenshot shows the ECF (Electronic Case Filing) system interface. At the top, there is a navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "File a Plan:". Underneath, the case number "8-12-70028 Elaine Jane Lewis, Jr" is displayed. The main section is titled "Select the Party:". A dropdown menu is open, showing the selected party "Lewis, Elaine Jane Jr | Debtor". To the right of the dropdown is a link "Add/Create New Party". Below the dropdown are two buttons: "Next" and "Clear". A tooltip is visible over the "Next" button, containing the text "Select Next".

Select **Next** to continue.

Filing a Chapter 13 Plan After the Case Has Commenced

Slide 8 – Amended Plan Warning



The screenshot shows the ECF (Electronic Case Filing) interface. At the top, there is a navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the text "File a Plan:" is displayed. Underneath, the case number "8-12-70028 Elaine Jane Lewis, Jr" is shown. A red warning message reads: "Warning: Do not use this event to file an Amended Chapter 13 Plan." Below the warning, there are three buttons: "Next" (highlighted with a red box), "Clear", and "Select Next" (which is a tooltip for the "Next" button).

Read the **Warning: Do not use this event to file an Amended Chapter 13 Plan.**

Select **Next** to continue.

Filing a Chapter 13 Plan After the Case Has Commenced

Slide 9 – Loss Mitigation

The screenshot shows the ECF (Electronic Case Filing) interface. At the top, there is a navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the text "File a Plan:" is displayed. Underneath, the case number "8-12-70028 Elaine Jane Lewis, Jr" is shown. A prominent warning message reads: "WARNING: LOSS MITIGATION IS USED FOR JUDGES CRAIG, STONG, LORD AND EISENBERG ONLY". Below the warning, there are two buttons: "Next" and "Clear". The "Next" button is highlighted with a red border, and a tooltip labeled "Select Next" is visible over it.

Read the **Warning** for Loss Mitigation. Select **Next** to continue.

Filing a Chapter 13 Plan After the Case Has Commenced

Slide 10 – Loss Mitigation Cont'd



The screenshot shows the ECF (Electronic Case Filing) system interface. At the top, there is a navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the text "File a Plan:" is displayed. Underneath, the case number "8-12-70028 Elaine Jane Lewis, Jr" is shown. The main question is "Is this Case a Loss Mitigation Matter?". A dropdown menu is open, showing "Yes" and "No" options. A "Clear" button is located to the right of the dropdown. A tooltip labeled "Select No" is pointing to the "No" option in the dropdown menu.

From the drop down arrow, select **Yes** or **No** to the question, **Is this Case a Loss Mitigation Matter?** For this lesson, select **No**.

TIP: If the filer selected **Yes** from the drop down box, the case must be assigned to either Judges Craig, Stong, Eisenberg or Lord and on the next screen an Objection due date is automatically set.

Filing a Chapter 13 Plan After the Case Has Commenced

Slide 11 – Loss Mitigation Cont'd

MECF Bankruptcy Adversary Query Reports Utilities Search Logout

File a Plan:

8-12-70028 Elaine Jane Lewis, Jr

Is this Case a Loss Mitigation Matter?

No ▾

Next Clear

Select Next

Select **Next** to continue.

Filing a Chapter 13 Plan After the Case Has Commenced

Slide 12 – Browse to Upload Plan

The screenshot shows the ECF (Electronic Case Filing) interface. At the top, there is a navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the text "File a Plan:" is displayed, followed by the case number "8-12-70028 Elaine Jane Lewis, Jr".

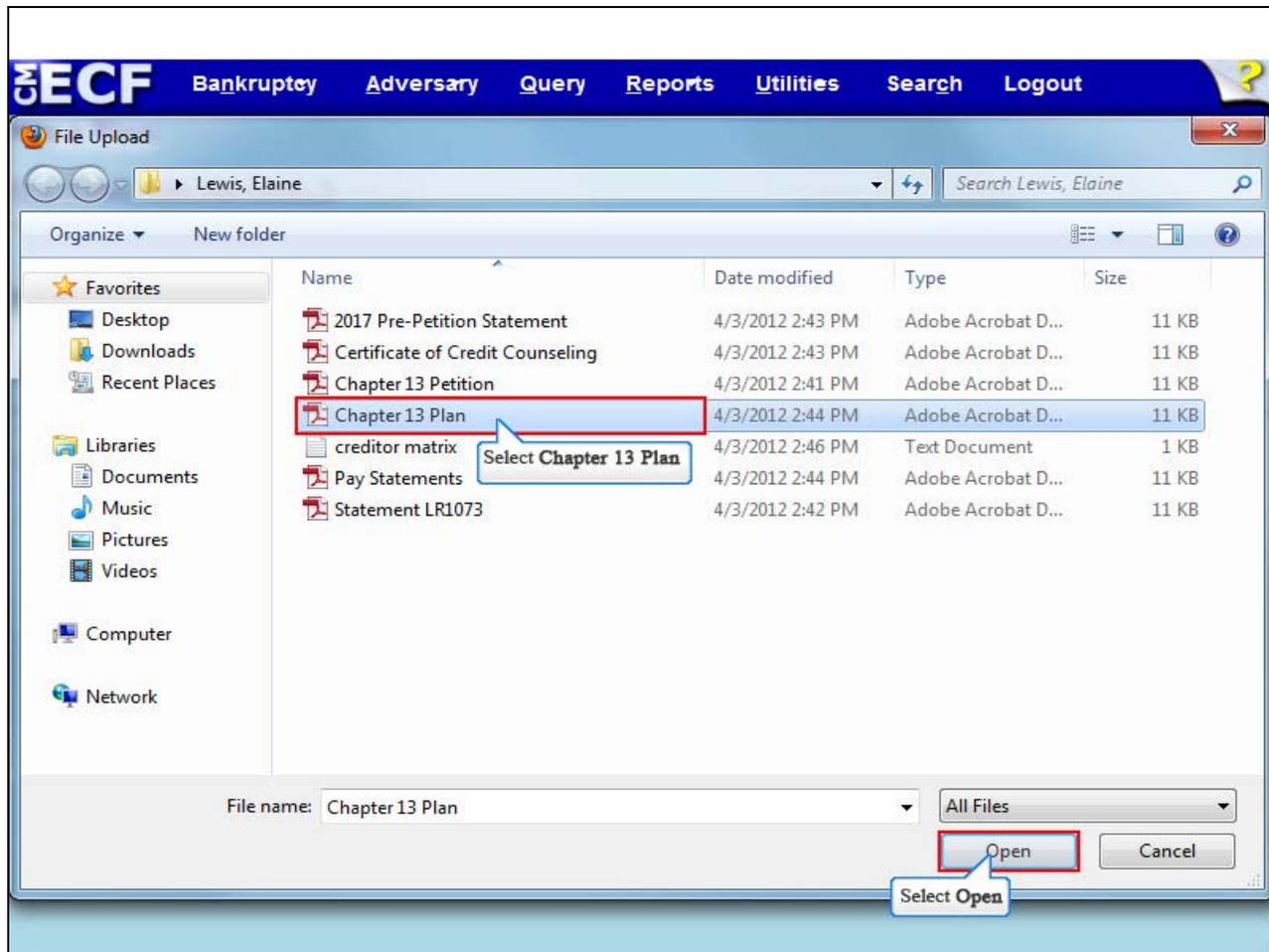
The main form area contains a "Filename" label above a text input field. To the right of the input field is a "Browse..." button, which is highlighted with a red box. A tooltip with the text "Select Browse..." is visible next to the button. Below the input field, there is a section for "Attachments to Document:" with two radio buttons: "No" (which is selected) and "Yes".

At the bottom of the form, there are two buttons: "Next" and "Clear".

Select **Browse...** to upload the Chapter 13 Plan.

Filing a Chapter 13 Plan After the Case Has Commenced

Slide 13 – Upload Plan Cont'd



The File Upload box appears.

Select the **Chapter 13 Plan**. It is highly recommended that you first right click to open and view the file before uploading to confirm that it is the correct document.

Select **Open** to upload the Chapter 13 Plan.

Filing a Chapter 13 Plan After the Case Has Commenced

Slide 14 - Upload Plan Cont'd

The screenshot shows the ECF (Electronic Case Filing) interface. At the top, there is a navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "File a Plan:". The case number and name are displayed as "8-12-70028 Elaine Jane Lewis, Jr".

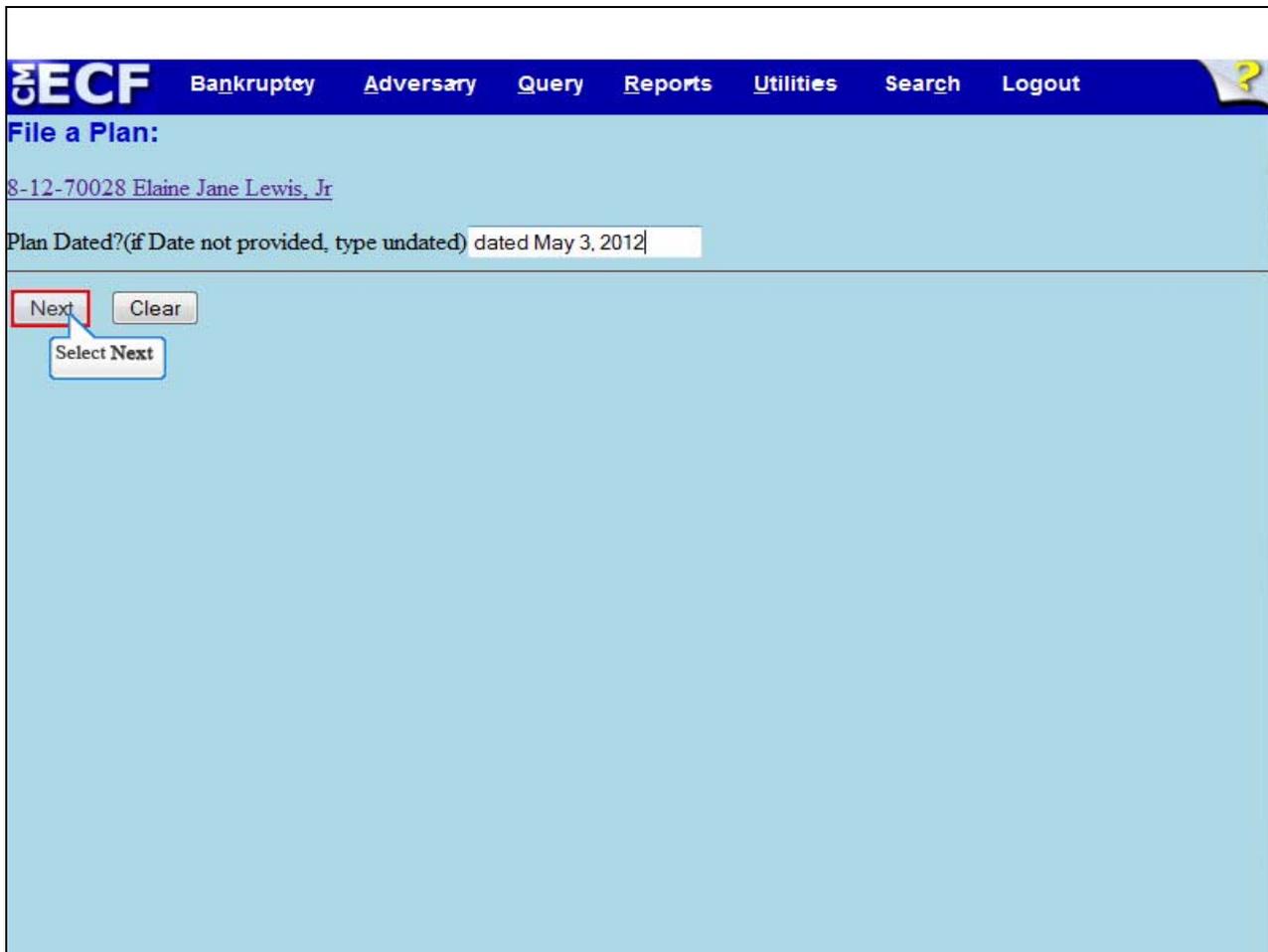
The "Filename" field contains the text "\\nyeb.circ2.dcn\ci-data-vol6\vol6\smar" followed by a "Browse..." button. Below the filename field, there is a section for "Attachments to Document" with radio buttons for "No" (selected) and "Yes".

At the bottom of the form, there are two buttons: "Next" and "Clear". The "Next" button is highlighted with a red rectangular box. A tooltip with the text "Select Next" is positioned over the "Next" button.

The file name appears in the **Filename** box. Select **Next** to continue.

Filing a Chapter 13 Plan After the Case Has Commenced

Slide 15 – Date Plan



The screenshot shows the ECF (Electronic Case Filing) interface. At the top, there is a navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the text "File a Plan:" is displayed. Underneath, the case number "8-12-70028 Elaine Jane Lewis, Jr" is shown. A text input field labeled "Plan Dated?(if Date not provided, type undated)" contains the text "dated May 3, 2012". Below the input field, there are two buttons: "Next" and "Clear". The "Next" button is highlighted with a red box, and a blue callout box with the text "Select Next" points to it.

Type the date of the **Plan**, and select **Next** to continue.

Filing a Chapter 13 Plan After the Case Has Commenced

Slide 16

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

File a Plan:

8-12-70028 Elaine Jane Lewis, Jr

Next Clear

Select Next

Select **Next** to continue.

Filing a Chapter 13 Plan After the Case Has Commenced

Slide 17 – Final Docket Text

MECF Bankruptcy Adversary Query Reports Utilities Search Logout

File a Plan:

8-12-70028 Elaine Jane Lewis, Jr

Docket Text: Final Text

Chapter 13 Plan dated May 3, 2012 Filed by Simon Marcus on behalf of Elaine Jane Lewis Jr. (Marcus, Simon)

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

Have you redacted?

Select Next

Review the Final **Docket Text** before submitting. By selecting **Next**, the filer commits the transaction and will have no further opportunity to modify the submission.

Select **Next** to continue.

Have you redacted? This question refers to the filer's uploaded Plan and not the data entries. This is a final reminder to comply with the **Redaction Requirements (Fed. R. Bankr. P. 9037)**. The Electronic Case Filing System does not redact the content of any document uploaded by the filer.

Filing a Chapter 13 Plan After the Case Has Commenced

Slide 18 – Notice of Electronic Filing

The screenshot displays the ECF system interface. At the top, there is a navigation bar with links for Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "File a Plan:" followed by the case number "8-12-70028 Elaine Jane Lewis, Jr". The court name is "U.S. Bankruptcy Court Eastern District of New York". The main content area is titled "Notice of Electronic Filing" and contains the following information:

The following transaction was received from Simon Marcus entered on 5/3/2012 at 2:19 PM EST and filed on 5/3/2012

Case Name: Elaine Jane Lewis, Jr
Case Number: 8-12-70028
Document Number: 2

Docket Text:
Chapter 13 Plan dated May 3, 2012 Filed by Simon Marcus on behalf of Elaine Jane Lewis Jr. (Marcus, Simon)

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

Document description: Main Document
Original filename: Chapter 13 Plan.pdf
Electronic document Stamp:
[STAMP bkecfStamp_ID=979333796 [Date=5/3/2012] [FileNumber=131420-0] [2c56a5758a7a2a1a9b22fc6381e531afa9d482a3c3bfff0adb1da00c21f1773cbad3c838b6450a9eb9e6c4ed3c809556ac2a7b433f6a7115e940ac26bd4f1ac34]]

8-12-70028 Notice will be electronically mailed to:
Simon Marcus on behalf of Debtor Elaine Lewis
simon_marcus@nyeb.uscourts.gov

8-12-70028 Notice will not be electronically mailed to:

The **Notice of Electronic Filing** is the receipt evidencing the filing of the Debtor's Chapter 13 Plan. Any filer with an ECF login and password who docketed on the case receives this **Notice of Electronic Filing** (NEF) in his or her e-mail account. This NEF receipt alerts e-filers who have docketed up to this point on the case that the Debtor's Chapter 13 Plan has been filed.

The **Notice of Electronic Filing** also indicates the date and time the Plan is filed.

Document Number - In the e-mail, filers must select the Document Number hyperlink to view the Plan. This is referred to as the FREE LOOK. If the filer loses the free look, the filer must query the docket through PACER.

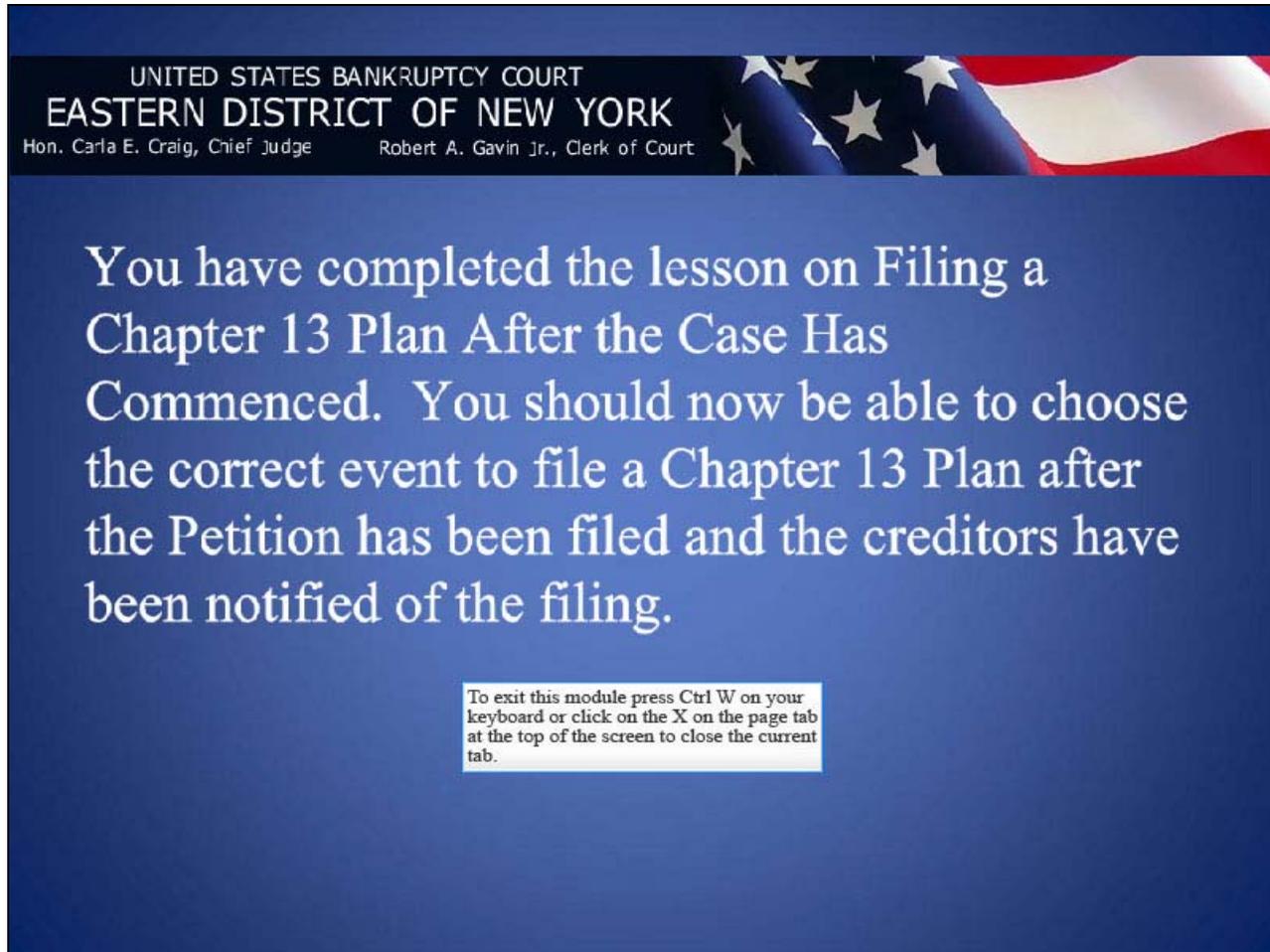
Docket Text - duplicates the Final Docket Text as it appears on the docket.

Notice will be electronically mailed to - Identifies the parties in the case who will receive electronic notice of the filing in their e-mail account.

Notice will not be electronically mailed to - Identifies the parties in the case who will not receive electronic notice of the filing and must be served conventionally.

Filing a Chapter 13 Plan After the Case Has Commenced

Slide 19 - Summary



UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF NEW YORK
Hon. Carla E. Craig, Chief Judge Robert A. Gavin Jr., Clerk of Court

You have completed the lesson on Filing a Chapter 13 Plan After the Case Has Commenced. You should now be able to choose the correct event to file a Chapter 13 Plan after the Petition has been filed and the creditors have been notified of the filing.

To exit this module press Ctrl W on your keyboard or click on the X on the page tab at the top of the screen to close the current tab.