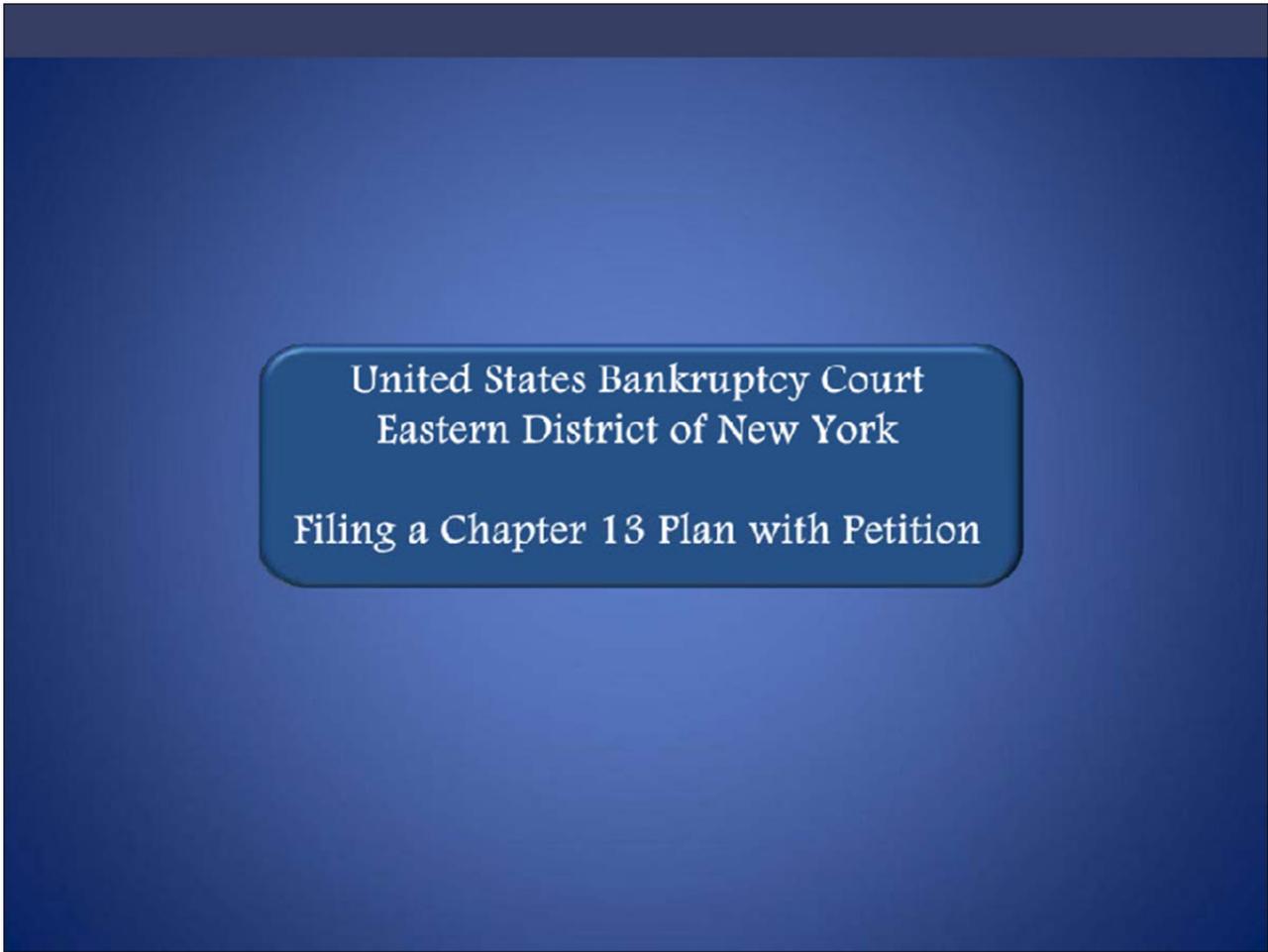


Filing a Chapter 13 Plan with Petition

Slide 1 - Welcome



Welcome to the United States Bankruptcy Court Eastern District of New York's lesson on Filing a Chapter 13 Plan with Petition.

Filing a Chapter 13 Plan with Petition

Slide 2 - Navigation Instructions

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

Navigation Instructions

Table of Contents:

Use the Table of Contents (TOC) to jump to different sections of the module. You can open it and close it with either:

The arrow in the top left corner of the screen,  **Table of Contents**

Or

The TOC button in the Navigation bar. 

Playback Controls:

Playback controls are located at the bottom of the screen. They may be used to move forward or back, or to rewind to the beginning of the lesson. The playback controls also include a pause/play button toggle. 

You can turn the audio on or off by clicking the speaker icon. 

Additional Information:

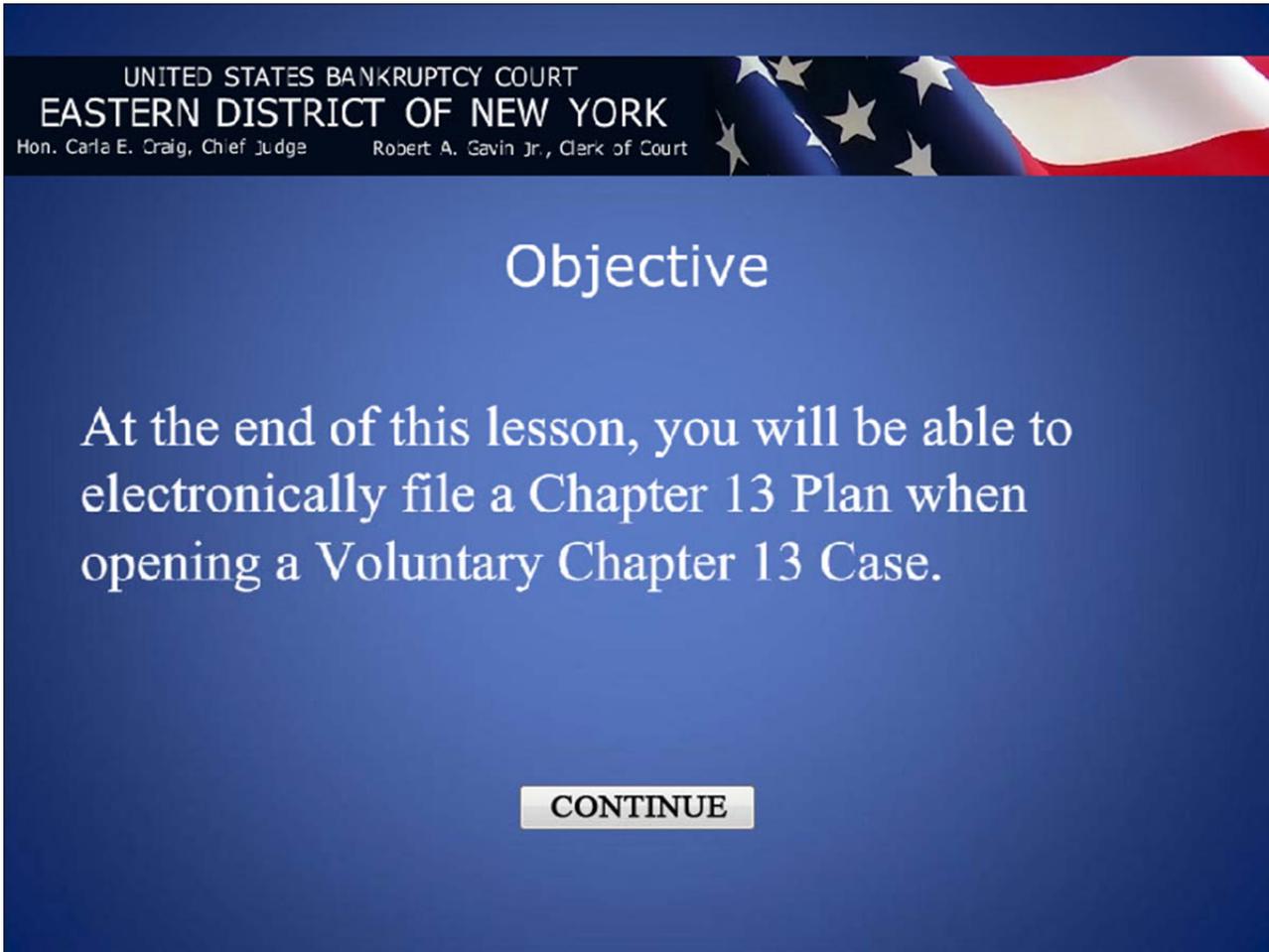
Additional information on this module will be displayed when the filer clicks on the “i”. 

Additional filing information is displayed when the mouse hovers over the tip star icon. 

Select **START** when you are ready to begin.

START

Slide 3 - Objective



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

Objective

At the end of this lesson, you will be able to electronically file a Chapter 13 Plan when opening a Voluntary Chapter 13 Case.

CONTINUE

Filing a Chapter 13 Plan with Petition

Slide 4 - ECF Main Menu



ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Select Bankruptcy



**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.

Welcome to the U.S. Bankruptcy Court for the Eastern District of New York Electronic Document Filing System. This service is for attorneys and firms participating in the electronic filing system.

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

Filing a Chapter 13 Plan with Petition

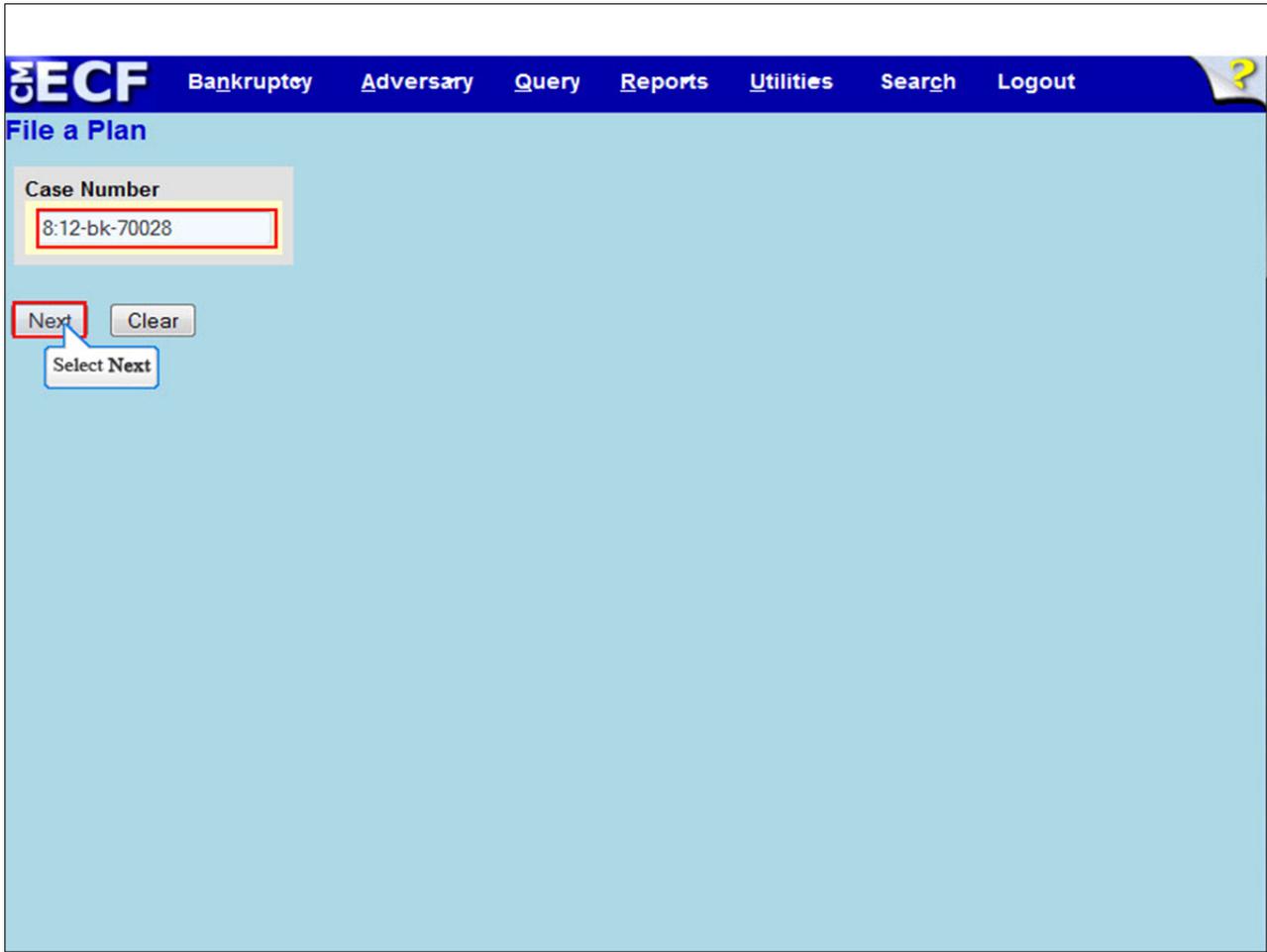
Slide 5 - Bankruptcy Events

The screenshot shows the ECF (Electronic Case Filing) interface. At the top, there is a blue navigation bar with the ECF logo and menu items: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "Bankruptcy Events". A list of menu items is displayed on the left side, including: 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, under the heading "New R3 Menu Items", there is a link for "Case Upload". A red rectangular box highlights the "Plan" link, and a red arrow points from a "Select Plan" button to the "Plan" link. At the bottom of the screenshot, the URL "https://ecf-train.nyeb.uscourts.gov/cgi-bin/Dispatch.pl?plan" is visible.

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

Filing a Chapter 13 Plan with Petition

Slide 6 - 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 text "8:12-bk-70028". Below the input field, there are two buttons: "Next" and "Clear". The "Next" button is highlighted with a red box, and a tooltip with the text "Select Next" is positioned over it.

Type in your case number if it is not already there, and select **Next** to continue.

Filing a Chapter 13 Plan with Petition

Slide 7 - Available Events for Plan

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

File a Plan

8-12-70028 Elaine Jane Lewis, Jr

Start typing to find another event. Hold down Ctrl to add additional items.

Available Events (click to select events)

- Amended Chapter 11 Plan
- Amended Chapter 11 Small Business Plan
- Amended Chapter 13 Plan
- Amended Chapter 9 Plan
- Amended Disclosure Statement
- Amended Disclosure Statement for Chapter 11 Small Business
- Chapter 11 Plan
- Chapter 11 Small Business Plan
- Chapter 12 Plan
- Chapter 13 Plan Filed After Commencement (Not to be used to file an Amended Ch 13 Plan)
- Chapter 13 Plan with Petition**
- Chapter 9 Plan
- Disclosure Statement
- Disclosure Statement for Chapter 11 Small Business

Selected Events (click to remove events)

- Chapter 13 Plan with Petition

Next Clear

Select Next

Select Chapter 13 Plan with Petition

From the list of **Available Events**, select **Chapter 13 Plan with Petition**. 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 ECF system.

Select **Next** to continue.

Filing a Chapter 13 Plan with Petition

Slide 8

ECF Bankruptcy Adversary Query Reports Utilities Search Logout ?

File a Plan:

[8-12-70028 Elaine Jane Lewis, Jr](#)

Joint filing with other attorney(s).

Next Clear

Select Next

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 with Petition

Slide 9 - Select the Party

The screenshot shows the ECF (Electronic Case Filing) interface. At the top, there is a blue 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 section is titled "Select the Party:". A dropdown menu is open, showing the selected party "Lewis, Elaine Jane Jr [Debtor]" and a tooltip that says "Select Lewis, Elaine Jane Jr [Debtor]". To the right of the dropdown is a link "Add/Create New Party". At the bottom of the form, there are two buttons: "Next" and "Clear".

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

Filing a Chapter 13 Plan with Petition

Slide 10 – Select the Party Cont'd

The screenshot shows the ECF system interface. At the top, there is a blue navigation bar with the ECF logo and menu items: 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 section is titled "Select the Party:". It features a dropdown menu with "Lewis, Elaine Jane Jr [Debtor]" selected. To the right of the dropdown is a link labeled "Add/Create New Party". Below the dropdown 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.

Select **Next** to continue.

Filing a Chapter 13 Plan with Petition

Slide 11 – Warning

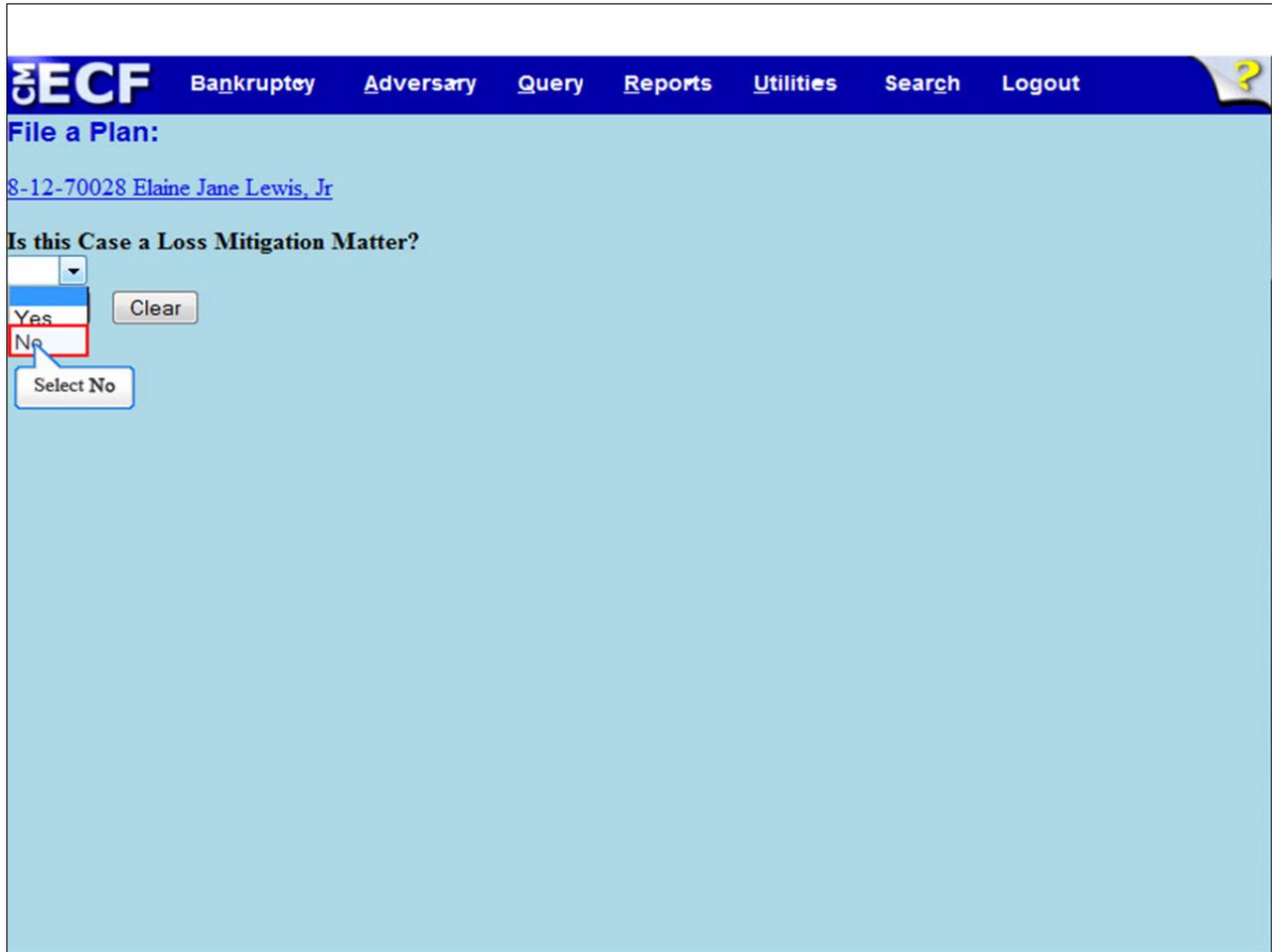
The screenshot shows the ECF (Electronic Case Filing) system interface. At the top, there is a navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the text "File a Plan:" is displayed. Underneath, the case number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

Read the Warning for Loss Mitigation.

Select **Next** to continue.

Filing a Chapter 13 Plan with Petition

Slide 12 - 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, followed by the case number "8-12-70028 Elaine Jane Lewis, Jr". 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 visible 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 with Petition

Slide 13 – Loss Mitigation Cont'd

ECF 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 with Petition

Slide 14 - Browse for Plan

The screenshot shows the ECF (Electronic Case Filing) interface. At the top, there is a blue 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:" followed by the case number "8-12-70028 Elaine Jane Lewis, Jr".

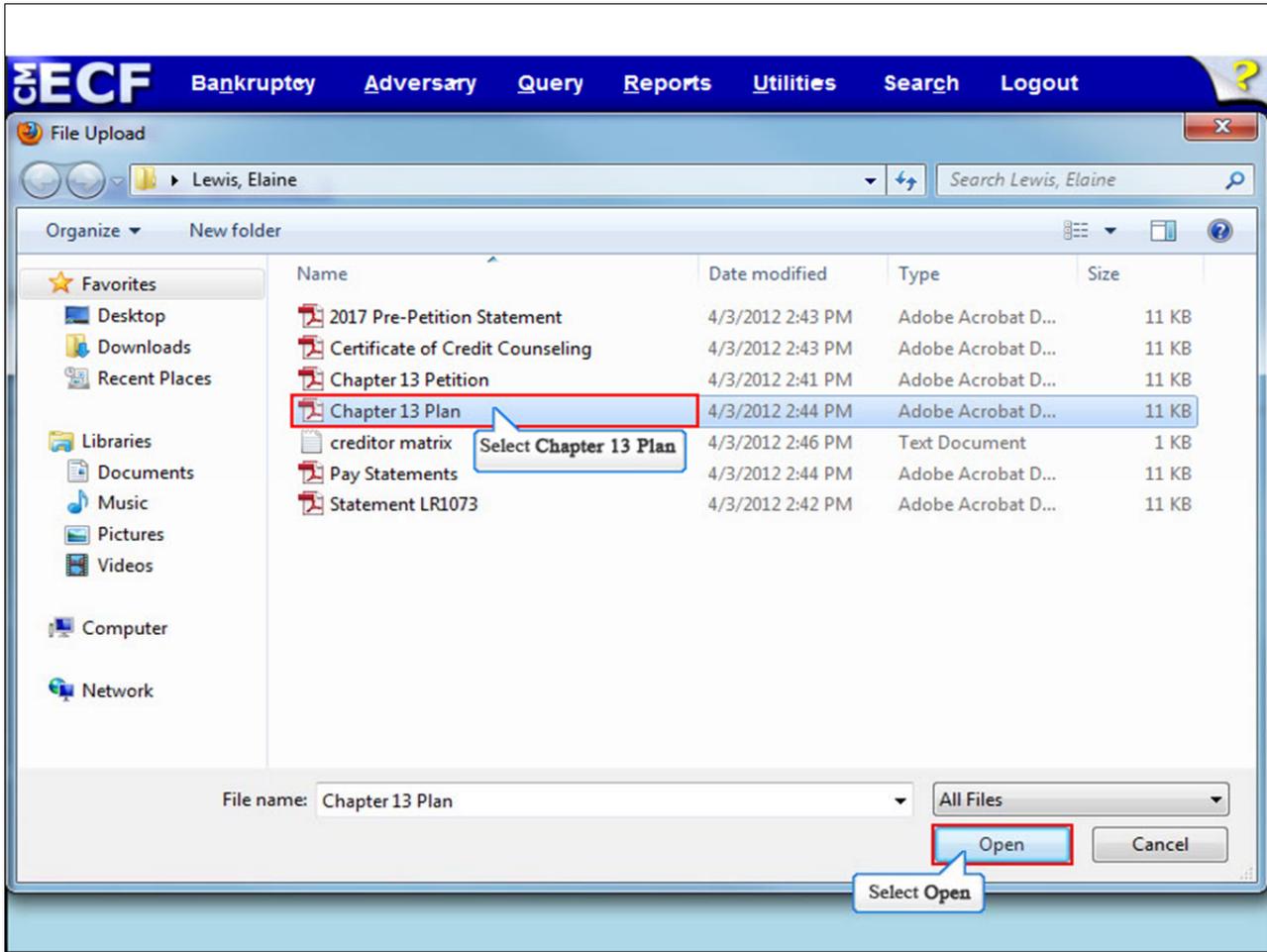
The main content area is light blue and contains a "Filename" label above an empty text input field. To the right of the input field is a "Browse..." button, which is highlighted with a red box. Below the input field, there is a section for "Attachments to Document:" with two radio buttons: "No" (which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

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

Select **Browse...** to upload the Debtor's Chapter 13 Plan.

Filing a Chapter 13 Plan with Petition

Slide 15 – Plan File Upload – Browse 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 that is being attached to confirm that it is the correct document being uploaded. Select **Open** to upload the **Chapter 13 Plan**.

Filing a Chapter 13 Plan with Petition

Slide 16 – Browse Cont'd

ECF Bankruptcy Adversary Query Reports Utilities Search Logout ?

File a Plan:

[8-12-70028 Elaine Jane Lewis, Jr](#)

Filename
\\nyeb.circ2.dcn\ci-data-vol6\vol6\smar

Attachments to Document: No Yes

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

Filing a Chapter 13 Plan with Petition

Slide 17 – Date of Plan

ECF Bankruptcy Adversary Query Reports Utilities Search Logout ?

File a Plan:

[8-12-70028 Elaine Jane Lewis, Jr](#)

Plan Dated?(if Date not provided, type undated)

Select Next

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

Filing a Chapter 13 Plan with Petition

Slide 18 – Plan Upload 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:" and the case number is "8-12-70028 Elaine Jane Lewis, Jr". There are two buttons: "Next" and "Clear". A tooltip is visible over the "Next" button with the text "Select Next".

Select **Next** to continue.

Filing a Chapter 13 Plan with Petition

Slide 19 - Final Docket Text

ECF 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 April 12, 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.

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.

Select **Next** to continue.

Filing a Chapter 13 Plan with Petition

Slide 20 - Notice of Electronic Filing

ECF Bankruptcy Adversary Query Reports Utilities Search Logout ?

File a Plan:
[8-12-70028 Elaine Jane Lewis, Jr](#)

U.S. Bankruptcy Court
Eastern District of New York

Notice of Electronic Filing

The following transaction was received from Simon Marcus entered on 4/12/2012 at 3:54 PM EST and filed on 4/12/2012

Case Name: Elaine Jane Lewis, Jr
Case Number: [8-12-70028](#)
Document Number: [2](#)

Docket Text:
Chapter 13 Plan dated April 12, 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=4/12/2012] [FileNumber=131210-0]
[0a1928dd218f7195e103a53dedd33f3e62408471e8cbafea97456ca80145c02f714bd
e01512ab822558720add65af0bb58c247a7593b7f99c58ff1c353b9afe3]]

8-12-70028 Notice will be electronically mailed to: **CONTINUE**

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.

Select **Continue** to learn about the rest of the Notice of Electronic Filing.

Filing a Chapter 13 Plan with Petition

Slide 21 – Notice of Electronic Filing Cont'd

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. A yellow question mark icon is visible in the top right corner. The main content area shows a transaction received from Simon Marcus on 4/12/2012 at 3:54 PM EST. The case details are as follows:

- Case Name:** Elaine Jane Lewis, Jr
- Case Number:** [8-12-70028](#)
- Document Number:** [2](#)

Docket Text:
Chapter 13 Plan dated April 12, 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=4/12/2012] [FileNumber=131210-0]
[0a1928dd218f7195e103a53dedd33f3e62408471e8cbafea97456ca80145c02f714bd
e01512ab822558720add65af0bb58c247a7593b7f99c58ff1c353b9afe3]]

8-12-70028 Notice will be electronically mailed to:

Simon Marcus on behalf of Debtor Elaine Lewis
simon_marcus@nyeb.uscourts.gov

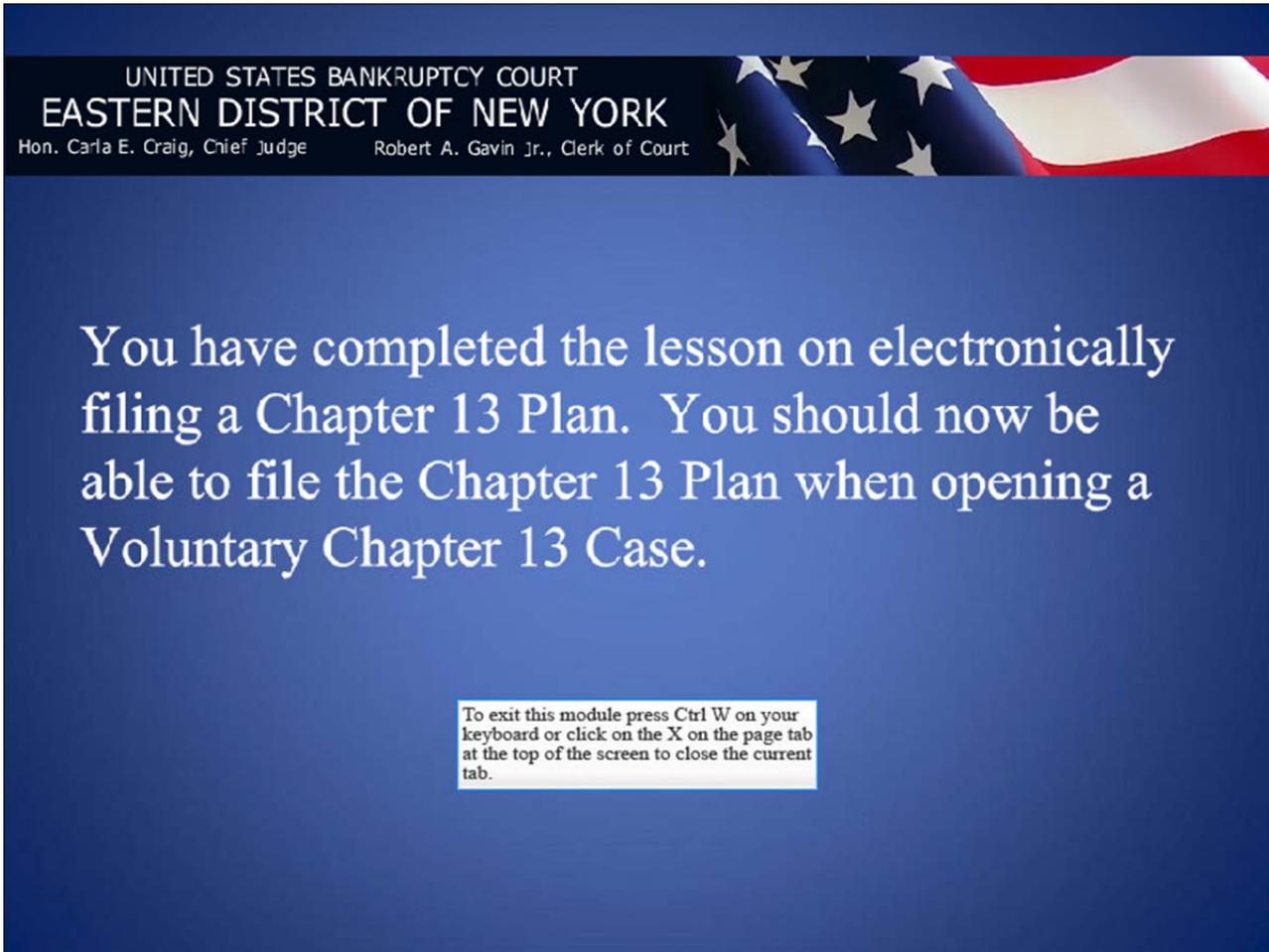
8-12-70028 Notice will not be electronically mailed to:

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 with Petition

Slide 22 - Summary

The slide features a dark blue background with a white American flag graphic on the right side. At the top left, the text reads "UNITED STATES BANKRUPTCY COURT EASTERN DISTRICT OF NEW YORK" in white, with "Hon. Carla E. Craig, Chief Judge" and "Robert A. Gavin Jr., Clerk of Court" listed below. The main text in the center is white and reads: "You have completed the lesson on electronically filing a Chapter 13 Plan. You should now be able to file the Chapter 13 Plan when opening a Voluntary Chapter 13 Case." At the bottom center, a small white box contains the text: "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."/>

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 electronically filing a Chapter 13 Plan. You should now be able to file the Chapter 13 Plan when opening a Voluntary Chapter 13 Case.

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.