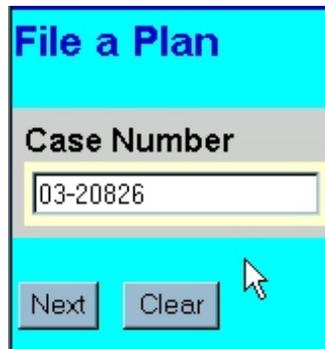


FILING A PLAN - Instructions for filing a Chapter 9, 11, 12 or 13 Plan.

STEP 1 Select **Bankruptcy** from the **Main Menu**, and then select **Plan** from the **Bankruptcy Events** menu..

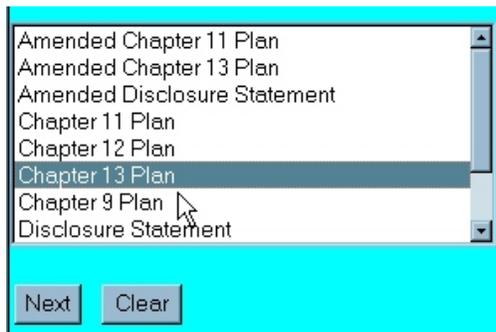


STEP 2 The **Case Number** screen displays.



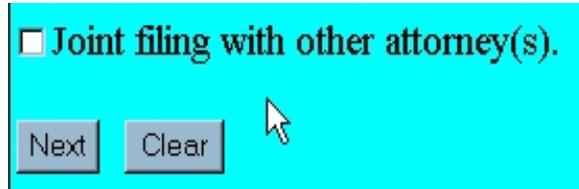
- ◆ Type in the **Case Number**.
- ◆ Click on the **Next** button.

STEP 3 The **select type of document** screen displays.



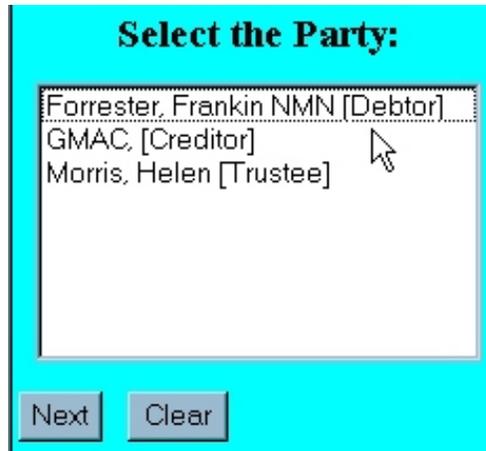
- ◆ Using up and down arrows to the right of the box, scroll the options to highlight the type of document being filed.
- ◆ Click on the **Next** button.

STEP 4 The **Joint filing with other attorney(s)** prompt is displayed.



- ◆ Click in the **Joint filing with other attorney(s)** box only if this is a joint filing to add any additional attorneys.
- ◆ Click on the **Next** button.

STEP 5 The **Select the Party** screen displays.



- ◆ Click on the party(s) name.
- ◆ Click on the **Next** button .

STEP 6 The **Select the pdf document** screen displays.

- ◆ Type the path and file name in the blank box, or
- ◆ Click on the **Browse** button to navigate to the appropriate directory and file.
- ◆ If there are no attachments to the document, click on the **Next** button.

STEP 7 The **Motions to Avoid Liens** screen displays.

- ◆ If the plan contains **Motions to Avoid Liens**, fill in the information as requested in each field.
- ◆ Click on the **Next** button.

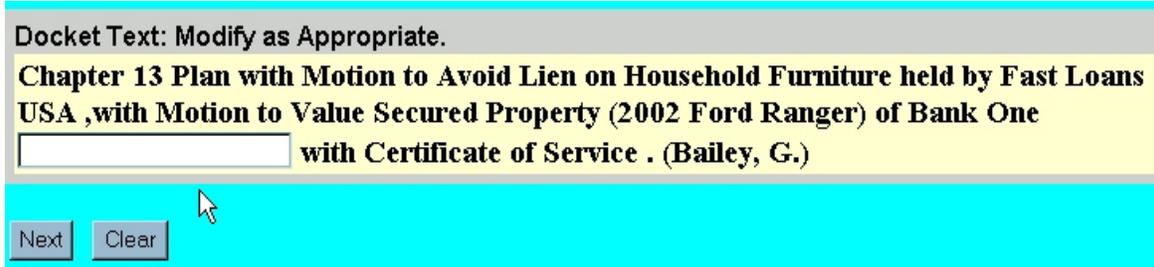
STEP 8 The **Motion to Avoid Lien #3 and Value Secured Property #1** screen displays.

- ◆ If the plan contains **Motions to Value Secured Property**, fill in the information as requested in each field.
- ◆ Click **Next** to proceed to next screen, which will provide an additional opportunity to add Motions to Value Secured Property #2 and #3.
- ◆ Click on the **Next** button.

STEP 9 The **With Certificate of Service? y or n:** screen displays.

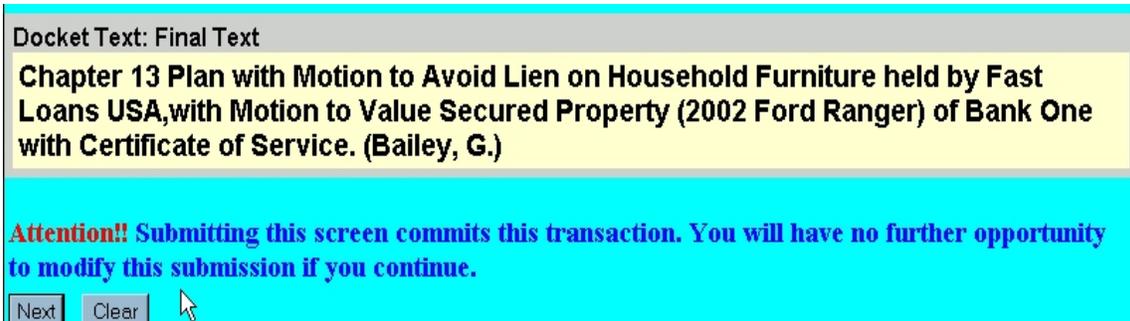
- ◆ Enter a **lower case “y”** if a certificate of service is attached to the **pdf file**; enter a **lower case “n”** if there is no certificate of service. **NOTE: CAPITAL letters will not work in this field!**
- ◆ Click on the **Next** button.

STEP 10 The **Docket Text: Modify as Appropriate** screen displays.



- ◆ Add additional text if needed.
- ◆ Click on the **Next** button.

STEP 11 The **Final Text** editing screen appears. This is your **last** opportunity to make corrections to your entry.



- ◆ Verify the final docket text. If correct, click on the **Next** button.
- ◆ If the final docket text is incorrect, you must click on your **Browser's Back** button to correct your entries.
- ◆ To abort or restart the transaction, click on the **Bankruptcy** hyperlink on the Menu Bar.

STEP 12 The **Notice of Electronic Filing** screen will display showing the essential data for this filing. Scroll down to view the entire receipt.

Notice of Electronic Filing

The following transaction was received from Bailey, G. J. entered on 3/1/2004 at 2:49 PM EST and filed on 3/1/2004

Case Name: Frankin NMN Forrester
Case Number: [2:03-bk-20826](#)
Document Number: [13](#)

Docket Text:
Chapter 13 Plan with Motion to Avoid Lien on Household Furniture held by Fast Loans USA, with Motion to Value Secured Property (2002 Ford Ranger) of Bank One with Certificate of Service. (Bailey, G.)

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

Document description:Main Document
Original filename:O:\PDFfiles\Bankruptcy - Plan.pdf
Electronic document Stamp:
[STAMP bkecfStamp_ID=1019576470 [Date=3/1/2004] [FileNumber=12037-0] [5ff00f2527f9050631156917244be5b6481b03ebba87118b721f414fa2f2a2c59e03993f39f56f8e35a7c72df34abad7bba0a7053df86d078a201830b0d802d8]]

2:03-bk-20826 Notice will be electronically mailed to:

GJB Attorney ,
G. J. Bailey atygyb@attorneymail.com, mysecretary@attorneymail.com, myparalegal@attorneymail.com
student2 student2@aol.com