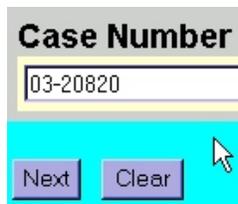


**Motion to Modify Confirmed Plan**

**STEP 1** Select **Bankruptcy** from the *Main Menu*. Click on **Motions/Applications** from the *Bankruptcy Events* menu.

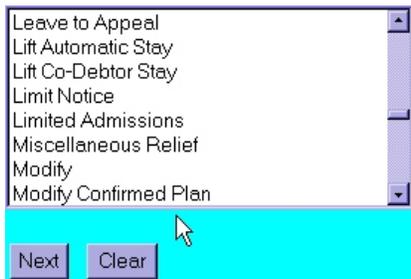


**STEP 2** The **Case Number** screen displays.



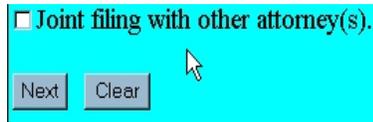
- ◆ **Case Number** - type the case number in YY-NNNNN format
- ◆ Click **Next** to continue.

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



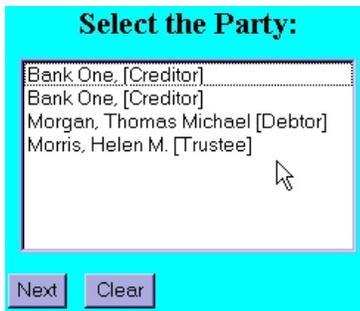
- ◆ Scroll down list and highlight **Modify Confirmed Plan**.
- ◆ Click on the **Next** button.

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



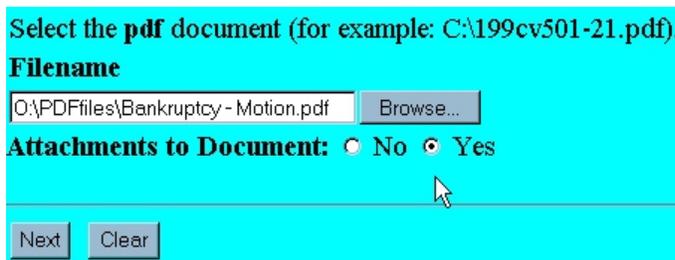
- ◆ Click in the **Joint filing with other attorney(s)** box if filing jointly with another attorney.
- ◆ Click on the **Next** button.

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



- ◆ Highlight 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.
- ◆ To attach a **Proposed Order** and other documents, (e.g. an exhibit, appendix):
  - ▶ Click on the radio button next to **'Yes.'**
  - ▶ Click on the **Next** button.

**STEP 7** The **Select one or more attachments:** screen displays.

**Select one or more attachments.**  
 1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf).  
**Filename**  
   
 2) Select a document type and/or enter a description.  
**Type**                      **Description**  
                        
 3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

- ◆ Use the **Browse** button to navigate to the location of all necessary files.
- ◆ **Type** - click on the down arrow to select the type of attachment, if listed.
- ◆ **Description** - type in any additional description if needed.
- ◆ **Add to List** - click this button to add selected attachment to list. As documents are added to list, they will appear in the filename list box.
- ◆ Click on the **Next** button.

**STEP 8** The **Certificate of Service** screen displays.

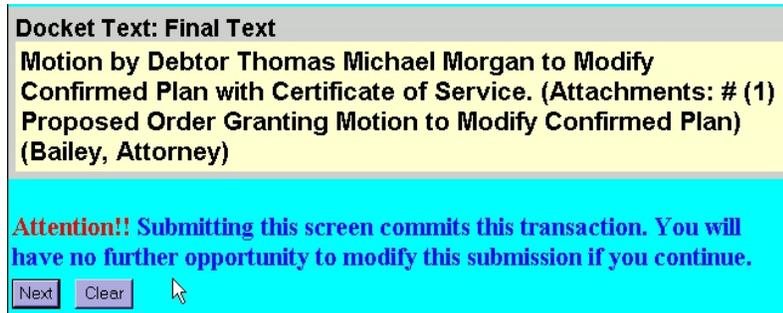
**With Certificate of Service? y or n:**

- ◆ Enter a lowercase ‘y’ or ‘n’ in the text box to indicate if a Certificate of Service is attached.
- ◆ Click on the **Next** button.

**STEP 9** A **Verification** screen displays. Verify the accuracy of the case name and case number, then click on the **Next** button.

**File a Motion:**  
 2:03-bk-20820 Thomas Michael Morgan

**STEP 10** The **Docket Text: Final Text** screen displays.



- ◆ Verify the *Final Docket* text. If correct, click **Next**.
- ◆ 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 11** The **Notice of Electronic Filing** screen will display showing the essential data for this filing. Scroll down to view the entire receipt.

