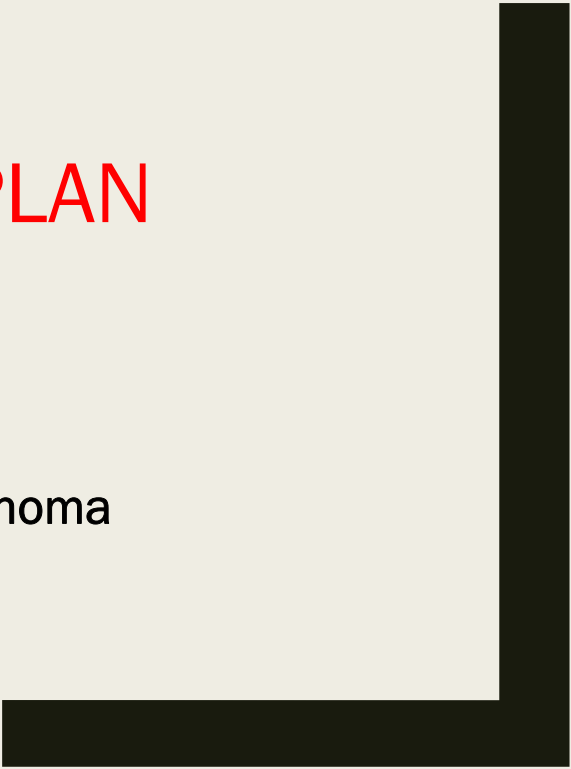


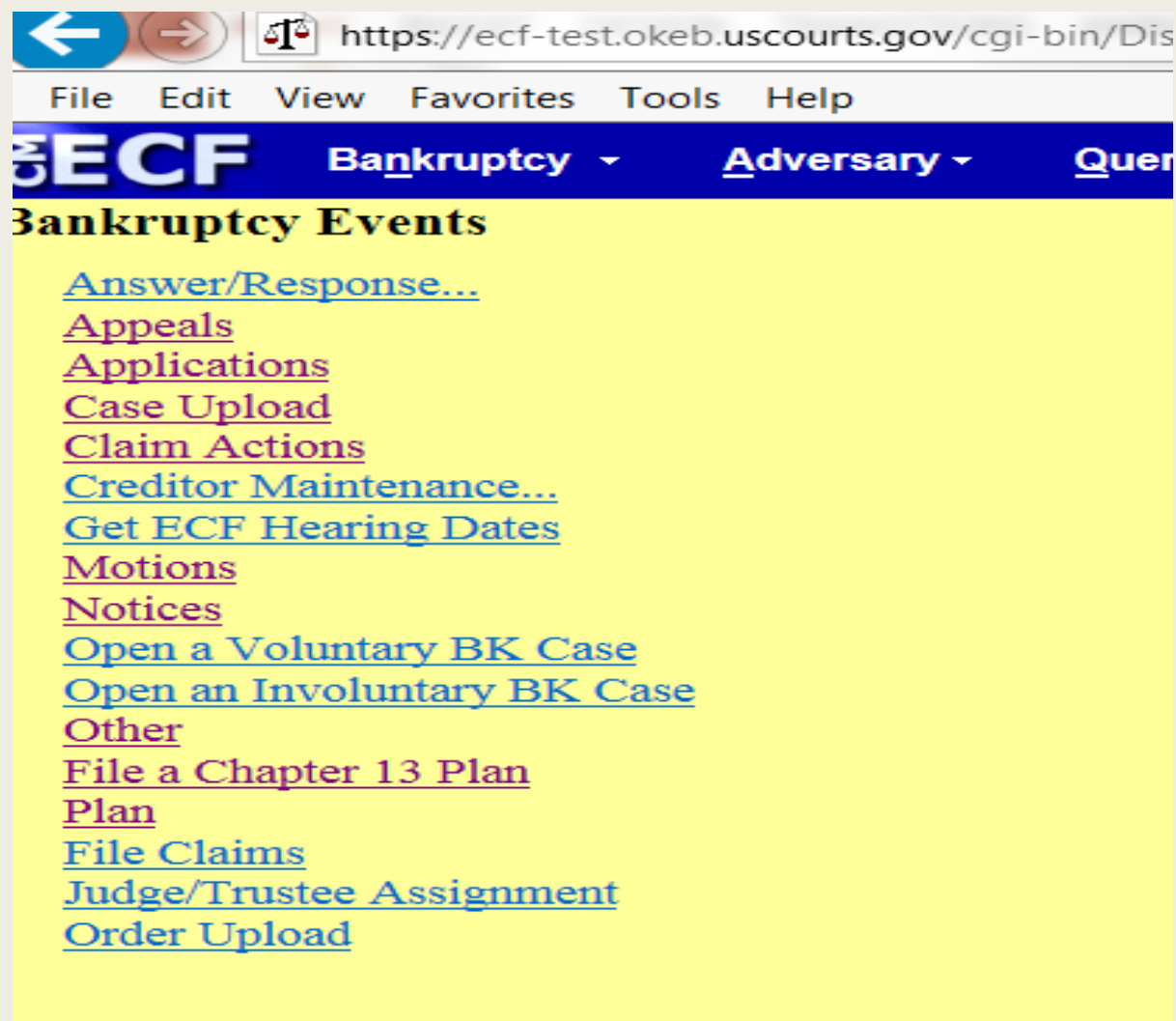


# HOW TO FILE A CHAPTER 13 PLAN

Effective December 1, 2017  
Oklahoma Eastern Bankruptcy of Oklahoma



Under Bankruptcy Events, **select** “File a Chapter 13 Plan”



The screenshot shows a web browser window with the URL <https://ecf-test.okeb.uscourts.gov/cgi-bin/Dis>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. Below the browser window, the ECF logo is visible, followed by navigation tabs for Bankruptcy, Adversary, and Quer. The main content area is titled "Bankruptcy Events" and lists the following options:

- [Answer/Response...](#)
- [Appeals](#)
- [Applications](#)
- [Case Upload](#)
- [Claim Actions](#)
- [Creditor Maintenance...](#)
- [Get ECF Hearing Dates](#)
- [Motions](#)
- [Notices](#)
- [Open a Voluntary BK Case](#)
- [Open an Involuntary BK Case](#)
- [Other](#)
- [File a Chapter 13 Plan](#)
- [Plan](#)
- [File Claims](#)
- [Judge/Trustee Assignment](#)
- [Order Upload](#)

Enter correct case number. **Click** “Next”

**CM ECF** Bankruptcy ▾ Adversary ▾ Query Rep

### File a Chapter 13 Plan

**Case Number**

17-80024 × Find This Case

Next Clear

**Select** “Chapter 13 Plan”. If the Plan has Requests included in parts 3.2, 3.5, 3.6 or 6.1, **hold Ctrl key** and **select** appropriate Request events. IMPORTANT: All events selected MUST appear in the “Selected Events” column on the far right. If a request is selected in error, **click** on the request in far right column to remove. **Click** “Next”

The screenshot shows a software interface with a blue header bar containing navigation icons and text: "Claims Register", "List of Creditors", "Deadlines/Hearings", "Calendar Events" (with a date field set to "11/6/2017"), "Associated Cases", and "Docket Sheet". Below the header, the main content area has a yellow background and is titled "File a Chapter 13 Plan". Underneath, it displays case details for "17-80024 Rosemary Sample":  
Type: bk                      Chapter: 13 v                      Office: 7 (Okmulgee)  
Assets: y                      Judge: TRC                      Case Flag: CounDue, DebtEd

Below the details is a search input field with the placeholder text: "Start typing to find another event. Hold down Ctrl to add additional items." Below the search field are two columns of event lists:

- Available Events (click to select events)**
  - Chapter 13 Plan
  - 3.2 Valuation (Request)
  - 3.5 Lien Avoidance (Request)** (highlighted in blue)
  - 3.6 Surrender of Collateral (Request)
  - 6.1 Assume Lease or Executory Contract
- Selected Events (click to remove events)**
  - Chapter 13 Plan
  - 3.2 Valuation (Request)
  - 3.5 Lien Avoidance (Request)

At the bottom of the interface are two buttons: "Next" and "Clear".

Select the filer (Debtor and Joint Debtor if joint case)

**ECF** Bankruptcy ▾ Adversary ▾ Query Reports ▾ Utilities ▾ S

**File a Chapter 13 Plan :**

[17-80024 Rosemary Sample](#)

Type: bk	Chapter: 13 v	Office: 7 (Okmulgee)
Assets: y	Judge: TRC	Case Flag: CounDue, DebtEd

**Select the Party:**

Bonney, William Mark [Trustee]
Office of the United States Trustee, [U.S. Trustee]
<b>Sample, Rosemary [Debtor]</b>

[Add/Create New Party](#)

Next Clear

For every request event that is selected, a screen displays for each request asking “How many requests included in the plan?” Select the appropriate number, **Click** “Next”.

**IMPORTANT: If you have more than five (5) requests, Select 5. Then the Clerks office will add additional requests.**

**File a Chapter 13 Plan :**

[17-80024 Rosemary Sample](#)

Type: bk	Chapter: 13 v	Office: 7 (Okmulgee)
Assets: y	Judge: TRC	Case Flag: CounDue, DebtEd

**How many requests to avoid lien are included in the plan?**

**Note: If you have more than five (5) requests to avoid lien, select 5. Then the Clerks Office will add additional requests.**

1  
 2  
 3  
 4  
 5

**Browse** and attach PDF of Plan. **IMPORTANT: The Plan must be filed using Local Form 3015-1(B)**

**File a Chapter 13 Plan :**

[17-80024 Rosemary Sample](#)

Type: bk	Chapter: 13 v	Office: 7 (Okmulgee)
Assets: y	Judge: TRC	Case Flag: CounDue, DebtEd

---

**Filename**

**Attachments to Document:**  No  Yes

---

Message displays regarding requirement to file separate certificates of mailing pursuant to 7004 for any Requests in parts 3.2, 3.5, 3.6 or 6.1

**File a Chapter 13 Plan :**

[17-80024 Rosemary Sample](#)

Type: bk	Chapter: 13 v	Office: 7 (Okmulgee)
Assets: y	Judge: TRC	Case Flag: CounDue, DebtEd

**NOTE: If your Plan includes Requests in parts 3.2, 3.5, 3.6 or 6.1 that require service pursuant to 7004 you MUST file a separate certificate of mailing stating manner and proof of service.**



This screen prompts to select the type of Plan being filed. The dropdown list gives the selection “Original Chapter 13 Plan”, “Amended Chapter 13 Plan” or “Modified Chapter 13”.

The screenshot shows the ECF (Electronic Case Filing) interface. At the top is a dark blue navigation bar with the ECF logo and menu items: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logou. Below this is a yellow background area with the heading "File a Chapter 13 Plan :". Underneath, there is a link for "17-80024 Rosemary Sample". A table of case details is displayed:

Type: bk	Chapter: 13 v	Office: 7 (Okmulgee)
Assets: y	Judge: TRC	Case Flag: CounDue, DebtEd

Below the table, a bold instruction reads: "Please highlight which document you are filing. YOU MUST MAKE A SELECTION." A dropdown menu is shown with "Original Chapter 13 Plan" selected. At the bottom of the form are two buttons: "Next" and "Clear".

In this example the selection made was “**Original Chapter 13 Plan**”. Therefore this message displays indicating the Court will mail the Plan **IF** filed the same date as the Petition.

File Edit View Favorites Tools Help

**ECF** Bankruptcy ▾ Adversary ▾ Query Reports ▾ Utilities ▾ Search Logout ?

**File a Chapter 13 Plan :**

17-80024 Rosemary Sample

Type: bk	Chapter: 13 v	Office: 7 (Okmulgee)
Assets: y	Judge: TRC	Case Flag: CounDue, DebtEd

**If the Plan is filed the same date as the Petition, the Court will mail the Plan for you. HOWEVER, if not a Certificate of Mailing stating the Plan was mailed to all creditors listed on the mailing Matrix must be filed.**

Next Clear

If the selection on the previous screen was “Amended Chapter 13 Plan” the message displayed would direct the filer to also file a Notice of Filing of Amended Plan, Notice of Deadline to File Objections and Notice of Confirmation Hearing Local Form 420C-1 and Certificate of Mailing.

File Edit View Favorites Tools Help

**ECF** Bankruptcy ▾ Adversary ▾ Query Reports ▾ Utilities ▾ Search Logout

**File a Chapter 13 Plan :**

[17-80024 Rosemary Sample](#)

Type: bk	Chapter: 13 v	Office: 7 (Okmulgee)
Assets: y	Judge: TRC	Case Flag: CounDue, DebtEd

**A Notice of Filing of Amended Plan, Notice of Deadline to File Objections and Notice of Confirmation Hearing Local Form 420C-1 and a Certificate of Mailing stating the Plan was mailed to all creditors listed on the mailing Matrix must be filed.**

If the selection on the previous screen was “**Modified Chapter 13 Plan**” the message displayed would direct the filer to also file a **Motion to Modify, Notice of Filing of Motion to Modify and Modified Plan, Notice of Objection Deadline and Notice of Confirmation Hearing Local Form 420C-2 and Certificate of Mailing.**

File Edit View Favorites Tools Help

**ECF** Bankruptcy ▾ Adversary ▾ Query Reports ▾ Utilities ▾ Search Logout ?

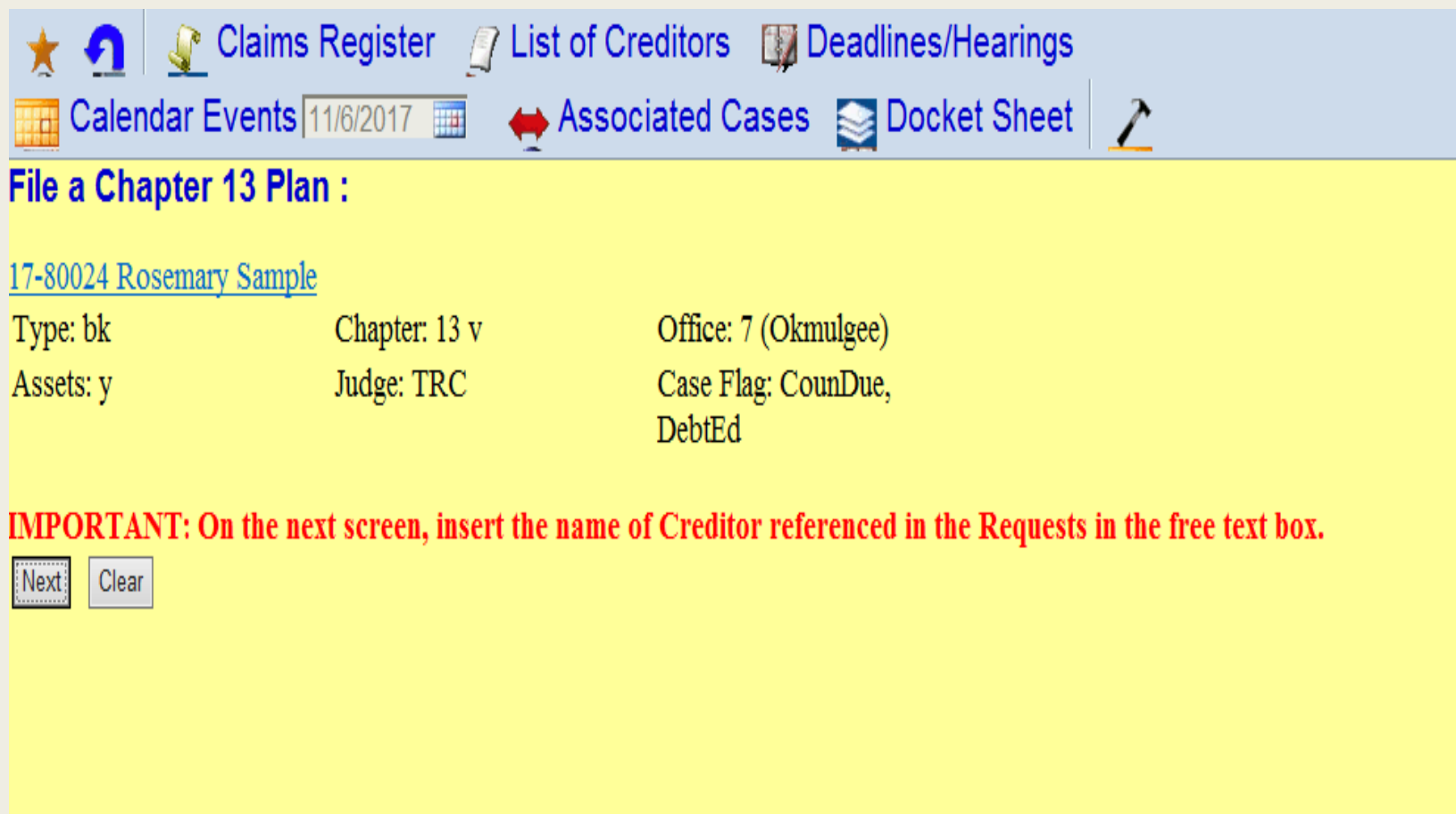
**File a Chapter 13 Plan :**

[17-80024 Rosemary Sample](#)

Type: bk	Chapter: 13 v	Office: 7 (Okmulgee)
Assets: y	Judge: TRC	Case Flag: CounDue, DebtEd

**A Motion to Modify must be filed. A Notice of Motion to Modify and Modified Plan, Notice of Objection Deadline and Notice of Confirmation Hearing Local Form 420C-2 and a Certificate of Mailing stating the Plan was mailed to all creditors listed on the mailing the Matrix must be filed.**

The next message instructs the filer to **add** the name of the **creditor** listed in the Requests included in the Plan in the free text box on the **“Modify as Appropriate”** screen.



The screenshot shows a software interface with a blue header bar containing navigation icons and labels: a star, a refresh arrow, a document icon, 'Claims Register', a mobile phone icon, 'List of Creditors', a calendar icon, 'Deadlines/Hearings', a calendar icon, 'Calendar Events' with a date field '11/6/2017', a double-headed red arrow icon, 'Associated Cases', a stack of papers icon, 'Docket Sheet', and a pencil icon.

Below the header, the main content area has a yellow background. It starts with the text 'File a Chapter 13 Plan :'. Underneath is a blue hyperlink '17-80024 Rosemary Sample'. Below the link are three columns of case information: 'Type: bk', 'Chapter: 13 v', and 'Office: 7 (Okmulgee)'; 'Assets: y', 'Judge: TRC', and 'Case Flag: CounDue, DebtEd'.

A red instruction follows: 'IMPORTANT: On the next screen, insert the name of Creditor referenced in the Requests in the free text box.' At the bottom left, there are two buttons: 'Next' and 'Clear'.

Below is an example of “**Modify as Appropriate**” screen after names of creditors have been added.

**FILE**   [Bankruptcy](#)   [Adversary](#)   [Query](#)   [Reports](#)   [Guides](#)   [Search](#)   [Logout](#)

### File a Chapter 13 Plan :

[17-80024 Rosemary Sample](#)

Type: bk	Chapter: 13 v	Office: 7 (Okmulgee)
Assets: y	Judge: TRC	Case Flag: CounDue, DebtEd

**Docket Text: Modify as Appropriate.**

**Chapter 13 Plan, Request for Valuation RE: Creditor**  **, Request to Avoid Lien**  
**RE: Creditor**  **, Motion for Valuation RE: Creditor**

**Filed by Debtor Rosemary Sample . (Been, Wanda)**

Below is an example of how the “Final Text” should appear.

**File a Chapter 13 Plan :**

[17-80024 Rosemary Sample](#)

Type: bk	Chapter: 13 v	Office: 7 (Okmulgee)
Assets: y	Judge: TRC	Case Flag: CounDue, DebtEd

Docket Text: Final Text

**Chapter 13 Plan, Request for Valuation RE: Creditor *Sears*, Request to Avoid Lien RE: Creditor *ABC Credit*, Motion for Valuation RE: Creditor *Western Finance* Filed by Debtor Rosemary Sample. (Been, Wanda)**

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

Have you redacted?

# AMENDED PLANS

- Amended Chapter 13 Plans must be marked “Amended” on the local form.
- The Amended Plan will supersede all prior plans and moot objections thereto. Any previously scheduled hearing will be stricken.
- Each time an Amended Plan is filed the Amended Plan MUST be accompanied by Local Form 420C-1 Notice of Confirmation Hearing and Notice of Objection Deadline and a certificate of mailing. If service is required under 7004 for Requests contained within the plan a certificate of mailing stating manner and proof of service must be filed.
- The Amended Plan and the Notice of Hearing MUST be mailed to all parties listed on the official mailing matrix giving 28 days notice of the confirmation hearing.



# MODIFIED PLANS

- Modifications made after confirmation shall be accomplished by filing a Motion to Modify, a Modified Plan and Local Form 420(C) Notice of Confirmation hearing. The filer must give 21 days notice for objection and 28 days notice of the confirmation hearing to all creditors.
- An Amended Modified Plan will supersede all prior plans and moot any objections thereto. Any previously scheduled hearing will be stricken.
- Each time a Modified Plan is amended the Amended Modified Plan MUST be accompanied by an Amended Motion to Modify and a Local Form 420(C) Notice of Confirmation hearing. The filer must give 21 days notice for objection and 28 days notice of the confirmation hearing to all creditors each time a Modified Plan is filed.