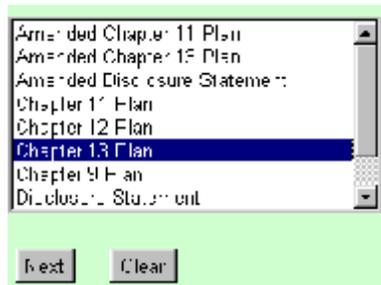


## FILING DEBTOR'S CHAPTER 13 PLAN

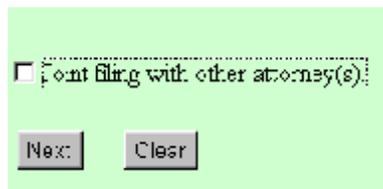
- \* Click **Bankruptcy** on the CMECF Main Menu Bar.
- \* At the **Bankruptcy Events** screen, click **Plan**.
- \* At the Case Number screen, enter your case number.
- \* Click **Next**.

The Document Selection screen appears as shown below.



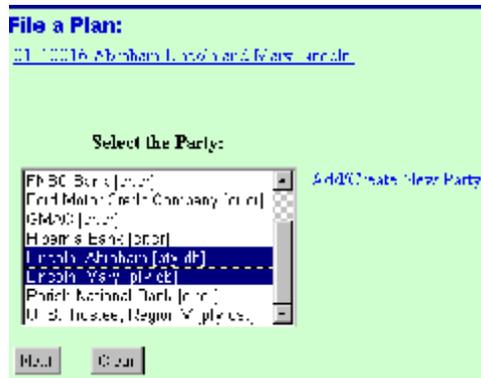
- \* Select **Chapter 13 Plan**.
- \* Click **Next**.

The Joint Filing with Other Attorney screen appears.



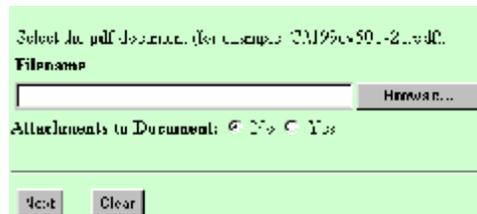
- \* If this is a joint filing with another attorney, select the box.
- \* If this is not a joint filing with another attorney, do not select the box.
- \* Click **Next**.

- \* At the Party Selection screen, select the debtor(s) as shown in the screen below.



- \* Click **Next**.

The PDF Selection screen appears as shown below.



You need to locate, preview and associate the PDF file with the docket entry.

- \* Click the **Browse** button.

The File Upload window appears.

- \* Click the down arrow to the right of the **Files of type** field as shown in the screen on the next page.



The following screen will flash as Adobe Acrobat Reader opens.



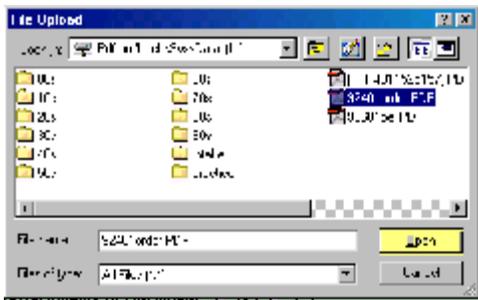
The selected file will open with Adobe Acrobat Reader.



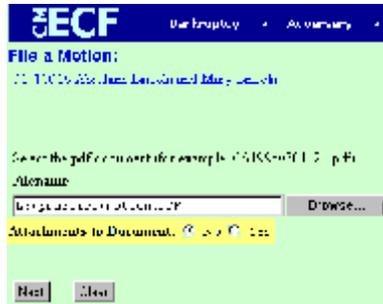
- \* Check the file to confirm that it is the correct one.
- \* Close Acrobat Reader by clicking the **X** on the (blue) Adobe title bar.

This will bring you back to the File Upload window.

- \* Double click the PDF file or click the **Open** button as indicated in the File Upload window below.

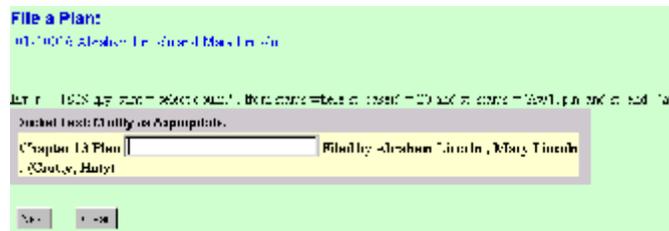


This associates the PDF file with the docket entry as shown in the following screen.



- \* After the file is associated, click **Next**.

The Modify Text screen appears as shown below.



There should be no modifications necessary in this screen.

- \* Click **Next**.

The Final Text screen appears as shown below.



- \* Read the docket entry carefully.

This is your last opportunity to correct or abort the entry.

- \* If this is correct, click **Next**.

The Notice of Electronic Filing appears which you should always print.