



# UNITED STATES BANKRUPTCY COURT DISTRICT OF MARYLAND

## CM/ECF Attorney Training Module

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### PLANS

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Plans are docketed as separate events, even if filed simultaneously with a voluntary petition. A Certificate of Service (Local Bankruptcy Form M-1) is required with the filing of a Chapter 13 Plan and must be added as an attachment to the Plan instead of a separate entry. An Amended Plan is filed before confirmation of the plan, and a Modified Plan is filed after confirmation of the plan.

#### FILING STEPS FOR CHAPTER 11, 12 OR 13 PLAN:

1. Click 'Bankruptcy' on the Blue Menu Bar
2. The Bankruptcy Events menu displays. Click 'Plan'
3. The Case Number screen displays. Enter the case number in yy-nnnnn format. Click 'Next'
4. The Available Events screen appears. Scroll down to 'Chapter 11 Plan' or 'Chapter 12 Plan' or 'Chapter 13 Plan' or type any part of the event name in the search window to narrow the list. The search is not case sensitive. Select the correct event. The event will then show in the 'Selected Events' window. (If you select the incorrect event, click in the 'Selected Events' window to remove it). Click 'Next'
5. The Select the Party screen displays. Scroll through the list of parties, if your party is found, highlight the name. If the name of the party is not found, click Add/Create New Party. Click 'Next'. If this is the first time you are filing on behalf of the party filer, a check box will appear to create the association between attorney and client. Check the box. Click 'Next'
6. The PDF Document Selection screen displays. Click the 'Browse' button and navigate to the PDF document. Select the PDF and then click 'Open'. Attachments to Documents: Select the radio button for Yes. Click 'Next'. A separate browse screen appears. 1) Select the pdf document that contains the attachment. 2) Fill in the fields for Category and/or Description. 3) Click 'Add to List'. Click 'Next'
7. A message displays: **The Certificate of Service for the Plan (Local Form M1) should be attached.** Click 'Next'
8. The reminder "Did you attach the Certificate of Service?" displays (if you select 'yes' you can continue on the next page; if you select 'no', the reminder "**A Certificate of Service is required. Please go back and attach the Certificate of Service**" appears. Click 'Next'.
9. The Case Information screen displays. Verify Name of Debtor(s) and Case Information. Click 'Next'



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10. The final approval screen appears: **Attention!!** Submitting this screen commits this transaction. You will have no further opportunity to this modify submission if you continue. **Have you redacted?** If something is not correct, click the back arrow in your browser. If the text reads correctly, click 'Next'
11. The Notice of Electronic Filing screen displays.

### FILING STEPS FOR AMENDED CHAPTER 13 PLAN:

1. Click 'Bankruptcy' on the Blue Menu Bar
2. Click the 'Plan' hyperlink
3. Enter the case number in yy-nnnnn format. Click 'Next'
4. Scroll down to 'Amended Chapter 13 Plan' or type any part of the event name in the search window to narrow the list. The search is not case sensitive. Select the correct event. The event will then show in the 'Selected Events' window. (If you select the incorrect event, click in the 'Selected Events' window to remove it). Click 'Next'
5. The Select the Party screen displays. Scroll through the list of parties, if your party is found, highlight the name. If the name of the party is not found, click Add/Create New Party. (Refer to Add/Create New Party for complete instructions). Click 'Next'.
6. If this is the first time you are filing on behalf of the party filer, a check box will appear to create the association between attorney and client. Check the box. Click 'Next'
7. The PDF Document Selection screen displays. Click the 'Browse' button and navigate to the PDF document. Select the PDF and then click 'Open'. Attachments to Documents: Select the radio button for Yes. Click 'Next'. A separate browse screen appears. 1) Select the pdf document that contains the attachment. 2) Fill in the fields for Category and/or Description. 3) Click 'Add to List'. Click 'Next'.
8. The reminder "Did you attach the Certificate of Service?" displays (if you select 'yes' you can continue on the next page; if you select 'no', the reminder "**A Certificate of Service is required. Please go back and attach the Certificate of Service**" appears. Click 'Next' –
9. DO NOT refer to existing event – Click 'Next'



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10. The Plan Payment Amount and Duration of Plan screens appear: Enter the amount of payments per month. Enter the length of the plan in the months field. Click 'Next'
11. The Modify Docket Text screen displays. Modify as appropriate, using the drop-down menu at the beginning of the docket text. Click 'Next'
12. The final approval screen appears: **Attention!! Submitting this screen commits this transaction. You will have no further opportunity to this modify submission if you continue. Have you redacted?** If something is not correct, click the back arrow in your browser. If the text reads correctly, click 'Next'
13. The Notice of Electronic Filing screen displays.

### FILING STEPS FOR AMENDED CHAPTER 11 PLAN:

1. Click 'Bankruptcy' on the Blue Menu Bar
2. Click the 'Plan' hyperlink
3. Enter the case number in yy-nnnnn format. Click 'Next'
4. Scroll down to 'Amended Chapter 11' or type any part of the event name in the search window to narrow the list. The search is not case sensitive. Select the correct event. The event will then show in the 'Selected Events' window. (If you select the incorrect event, click in the 'Selected Events' window to remove it). Click 'Next'
5. The Select the Party screen displays. Scroll through the list of parties, if your party is found, highlight the name. If the name of the party is not found, click Add/Create New Party. (Refer to Add/Create New Party for complete instructions). Click 'Next'. If this is the first time you are filing on behalf of the party filer, a check box will appear to create the association between attorney and client. Check the box. Click 'Next'
6. The PDF Document Selection screen displays. Click the 'Browse' button and select your PDF document and click 'Next'
7. Check the box to Refer to existing event(s). Click 'Next'
8. Select the most recently filed Chapter 11 Plan. Click 'Next'



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9. The Modify Docket Text screen displays. Modify as appropriate, using the drop-down menu at the beginning of the docket text. Click 'Next'
10. The final approval screen appears: **Attention!! Submitting this screen commits this transaction. You will have no further opportunity to this modify submission if you continue. Have you redacted?** If something is not correct, click the back arrow in your browser. If the text reads correctly, click 'Next'
11. The Notice of Electronic Filing screen displays.

**A Motion to Modify the Plan and a Notice of Motion are required, and a Proposed Modified Plan must be included as an attachment to the Motion. See Motion and Notice of Motion for instructions on filing a Motion to Modify Plan.**

**If the Motion to Modify is granted, the Case Administrator will enter the Modified Plan on the case docket after the entry of the Order granting the Motion. In the event an Amended Modified Plan needs to be docketed after the filing of the original Motion to Modify, please file it using the below Miscellaneous Event 'Line'.**

### FILING STEPS:

1. Click 'Bankruptcy' on the Blue Menu Bar
2. Click the 'Miscellaneous' hyperlink
3. Enter the case number in yy-nnnnn format. Click 'Next'
4. Scroll down to 'Line' or type any part of the event name in the search window to narrow the list. The search is not case sensitive. Select the correct event. The event will then show in the 'Selected Events' window. (If you select the incorrect event, click in the 'Selected Events' window to remove it). Click 'Next'
5. The Select the Party screen displays. Scroll through the list of parties, if your party is found, highlight the name. If the name of the party is not found, click Add/Create New Party. (Refer to Add/Create New Party for complete instructions). Click 'Next'. If this is the first time you are filing on behalf of the party filer, a check box will appear to create the association between attorney and client. Check the box. Click 'Next'



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6. The message screen displays: [Please do not use this event for changes of address, notice of appearances, or for document withdrawals. Notice of Change of Address, Notice of Appearance and Request for Notice, and Withdrawal of Document are available on the Miscellaneous menu.](#) Click 'Next'
7. The PDF Document Selection screen displays. Click the 'Browse' button and select your PDF document and click 'Next'
8. The Refer to Existing Event screen will appear. Check the box to refer to existing event(s). Click 'Next'
9. The Related Event Category screen displays. Select the event (Motion) for which your Amended Modified Plan relates. Click 'Next'
10. The Appropriate Event(s) screen displays. Check the appropriate event(s) (Motion to Modify) Click 'Next'
11. The Modify Docket Text screen displays. Modify the docket text and note that you are filing an Amended Modified Plan. Click 'Next'
12. The final approval screen appears: **Attention!!** [Submitting this screen commits this transaction. You will have no further opportunity to this modify submission if you continue.](#) **Have you redacted?** If something is not correct, click the back arrow in your browser. If the text reads correctly, click 'Next'

### FILING STEPS FOR CHAPTER 13 PLAN SUPPLEMENT:

1. Click 'Bankruptcy' on the Blue Menu Bar
2. The Bankruptcy Events menu displays. Click 'Plan'
3. The Case Number screen displays. Enter the case number in yy-nnnnn format. Click 'Next'
4. The Available Events screen appears. Scroll down to 'Chapter 13 Plan Supplement to Value Security or Avoid Lien' or type any part of the event name in the search window to narrow the list. The search is not case sensitive. Select the correct event. The event will then show in the 'Selected Events' window. (If you select the incorrect event, click in the 'Selected Events' window to remove it). Click 'Next'
5. The Select the Party screen displays. Scroll through the list of parties, if your party is found, highlight the name. If the name of the party is not found, click Add/Create New



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- Party. Click 'Next'. If this is the first time you are filing on behalf of the party filer, a check box will appear to create the association between attorney and client. Check the box. Click 'Next'
6. The PDF Document Selection screen displays. Click the 'Browse' button and navigate to the PDF document. Click 'Next'
  7. Select the appropriate event (Plan) to which your event relates. Click 'Next'
  8. Select the appropriate box for the additional relief requested (see questions 5.1 and/or 5.3 of the Plan)
  9. Enter the address or description of the property. Enter the name of the creditor associated with this Plan Supplement. Click 'Next'
  10. The Modify Docket Text screen displays. Modify as appropriate. Click 'Next'
  11. The final approval screen appears: **Attention!! Submitting this screen commits this transaction. You will have no further opportunity to this modify submission if you continue. Have you redacted?** If something is not correct, click the back arrow in your browser. If the text reads correctly, click 'Next'
  12. The Notice of Electronic Filing screen displays.

### FILING STEPS FOR OBJECTION TO CONFIRMATION OF PLAN:

1. Click 'Bankruptcy' on the Blue Menu Bar
2. The Bankruptcy Events menu displays. Click 'Plan'
3. The Case Number screen displays. Enter the case number in yy-nnnnn format. Click 'Next'
4. The Available Events screen appears. Scroll down to 'Objection to Confirmation of Plan' or type any part of the event name in the search window to narrow the list. The search is not case sensitive. Select the correct event. The event will then show in the 'Selected Events' window. (If you select the incorrect event, click in the 'Selected Events' window to remove it). Click 'Next'



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5. The Select the Party screen displays. Scroll through the list of parties, if your party is found, highlight the name. If the name of the party is not found, click Add/Create New Party. Click 'Next'. If this is the first time you are filing on behalf of the party filer, a check box will appear to create the association between attorney and client. Check the box. Click 'Next'
6. The PDF Document Selection screen displays. Click the 'Browse' button and navigate to the PDF document. Click 'Next'
7. Select the appropriate event (Plan) to which your event relates. Click 'Next'
8. The Modify Docket Text screen displays. Modify as appropriate. Click 'Next'
9. The final approval screen appears: **Attention!! Submitting this screen commits this transaction. You will have no further opportunity to this modify submission if you continue. Have you redacted?** If something is not correct, click the back arrow in your browser. If the text reads correctly, click 'Next'
10. The Notice of Electronic Filing screen displays.