

# Chapter 13 Plan – Initial Plan

<u>Procedure Date:</u> 5/8/2013	<u>Official/Local Form:</u> <a href="#">Chapter 13 Plan Form 4/14/08</a>	<u>Rules/Code Sections:</u> <a href="#">11 U.S.C. § 1321</a> <a href="#">11 U.S.C. § 1322</a> <a href="#">FRBP Rule 3015(b)</a>
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## How to Process

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### Overview

A Chapter 13 Plan – Initial Plan is filed by the debtor or debtor's attorney when the Chapter 13 Voluntary Petition is filed or within fourteen (14) days after the case is filed or converted to Chapter 13.

[Critical Errors vs. Important Errors – Chapter 13 Plan - Initial Plan](#)

Note: Do not use this event to amend a pre or post-confirmation plan. This event is for the initial plan only.

### END OF OVERVIEW



### Filing Requirements

- [Chapter 13 Plan Form \(4/14/08\)](#)
- May be filed without attorney bar ID number

Note: A Certificate of Service is NOT required. The Court will serve the plan.

## END OF FILING REQUIREMENTS



### Intake

- Ensure [Filing Requirements](#) are met
- [Quality control](#) the document(s)
- File stamp the document(s)
- Route the original (and copies, if any) to the assigned case administrator

## END OF INTAKE



### Electronic

- In the QC Editor, click the document number to open the document
- Ensure [Filing Requirements](#) are met
- [Quality control](#) the document(s)

IF...	Then
<p><b>the plan is missing debtor(s) or attorney signature(s)</b></p>	<ul style="list-style-type: none"> <li>• Issue a <a href="#">Notice of Deficiency</a></li> <li>• Do NOT serve the plan – delete from the BNC Bin</li> <li>• Enhance the docket entry to state, “Plan not served – no signature.”</li> </ul>
<p><b>the plan is missing a case number (if filed with the petition, a case number is not required)</b></p>	<ul style="list-style-type: none"> <li>• Notify debtor’s attorney that case number is missing</li> <li>• Do NOT serve the plan – delete from the BNC Bin</li> <li>• Enhance the docket entry to state, “Plan not served –</li> </ul>

	missing case number. Attorney notified."
<b>the plan contains an incorrect case number</b>	<ul style="list-style-type: none"> <li>• Issue a <a href="#">Notice Regarding Incorrect Name/Case Number</a></li> <li>• Do NOT serve the plan – delete from the BNC Bin</li> <li>• Enhance the docket entry to state, "Plan not served – incorrect case number."</li> </ul>
<b>the case has been dismissed and a motion to reconsider or vacate dismissal has not been filed</b>	<ul style="list-style-type: none"> <li>• Do NOT serve the plan – delete from the BNC Bin</li> <li>• Enhance the docket entry to state, "Plan not served – case dismissed."</li> </ul>
<del><b>the plan was filed using an incorrect event code</b></del>	<ul style="list-style-type: none"> <li><del>• Notify debtor's attorney to refile the document using correct event code</del></li> <li><del>• Enhance the docket entry to state, "Incorrect Event Code used – Notified Attorney."</del></li> </ul>
<b>the plan was filed using an incorrect event code that <u>does not</u> create a document to be released from the BNC bin (i.e. Notice)</b>	<ul style="list-style-type: none"> <li>• Notify debtor's attorney to refile the plan using correct event code</li> <li>• Enhance the docket entry to state, "Incorrect Event Code used – Notified Attorney."</li> </ul>
<b>the plan was filed using an incorrect PLAN event code (i.e. Pre-Confirmation Plan Amendment but should be Initial Plan)</b>	<ul style="list-style-type: none"> <li>• Modify the docket text to match the document</li> </ul>

replaced strike through text with highlighted text

- Verify the docket text and make corrections, if necessary
- Click the "Mark as Checked" box in QC Editor before moving on to the next event
- Audit the case for pending deadlines associated with this event and [terminate pending deadlines](#), if necessary

- **IF** this event is the **ONLY** remaining deficiency related to the [Notice of Deadlines to Correct New Case Deficiency](#), terminate the “Petition Deficiency” deadline as well.
- If applicable, generate a [Notice of Deficiency](#)

Note: Remember to release the plan from the BNC bin

## END OF ELECTRONIC



### Docket

- Ensure [Filing Requirements](#) are met
- [Quality Control](#) the document(s)
- Select **Bankruptcy**
- Select **Plan**
- Enter case number (xx-xxxxx)
- Click **Next**
- Select the **filing attorney**
- Click **Next**
  - **IF** an attorney is not listed
    - Use [Add/Create New Attorney](#)
    - Click **Next**
  - **IF** the document is not being filed by an attorney
    - Click **Next**
    - Click **OK**
- Select the **party filer**
- Click **Next**
  - **IF** the party is not listed
    - Use [Add/Create New Party](#)
    - Click **Next**
- If you see the message: **IMPORTANT: The following attorney/party association(s) will be created in this case. De-selecting a party association will result in the filing attorney NOT receiving Notices of Electronic Filing for that party. If this is a joint filing, review the list carefully to ensure that only parties represented by the filing attorneys are selected.**
  - Remove the check mark from any party not represented by the filing attorney
  - Click **Next**
- Click **Next**

- Select **01-Chapter 13 - Initial Plan**
- Click **Next**
- Enter the **Date filed** from the file stamp
- You will see the message:  
[DO NOT USE THIS EVENT TO FILE AN AMENDMENT TO A CHAPTER 13 PLAN \(USE EVENT 02\) OR TO FILE A POST-CONFIRMATION MODIFICATION \(USE EVENT 03\)](#)
- Click **Next**
- **Browse** to select the document to be filed (.pdf)
- Click **Next**
- Do not refer to existing event
- Click **Next**
- Verify the docket text and make corrections, if necessary
- Click **Next**
- You will see the message: **Please note:** The docket event has been entered. The Notice of Electronic Filing will display after forms processing.
- Do **NOT** remove the check mark following the statement: **The following form(s) have been requested. Remove the check mark from any you do not wish to generate.**
  - **IF** the check mark is removed, the plan cannot be served.
- Click **Next**
- Click **Next**
- In the lower right corner of the document, write the document number and your initials
- If necessary, generate a [Notice of Deficiency](#)

**END OF DOCKET**

