

# **HOW TO E-FILE A CHAPTER 13 PLAN**

Effective December 1, 2017

U.S. Bankruptcy Court

Southern District of New York

# SELECT BANKRUPTCY IN THE BLUE BAR. THEN SELECT “CHAPTER 13 PLAN & RELATED MOTIONS”

**MECF**    Bankruptcy    Adversary    Query    Reports    Utilities    Search    Logout

**Bankruptcy Events**

<a href="#">Answer/Response...</a>	<a href="#">Order Upload</a>
<a href="#">Appeal</a>	<a href="#">Loss Mitigation Filings</a> <b>NYSB only</b>
<a href="#">Batch Filings</a>	<a href="#">File Ch.13 Debt Notice</a>
<a href="#">Claim Actions</a>	
<a href="#">Creditor Maintenance...</a>	
<a href="#">File Claims</a>	
<a href="#">Claims Upload</a>	
<a href="#">Motions/Applications</a>	
<a href="#">Multi-Case Docketing</a>	
<a href="#">Notices</a>	
<a href="#">Open Voluntary BK Case</a>	
<a href="#">Open Involuntary BK Case</a>	
<a href="#">Other</a>	
<a href="#">Plan</a>	
<a href="#">Chapter 13 Plan &amp; Related Motions</a>	
<a href="#">Trustee/US Trustee</a>	
<a href="#">Trustee's 341 Filings</a>	



# ENTER THE CASE NUMBER AND CLICK NEXT

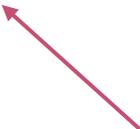
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File a Chapter 13 Plan

Case Number

1:17-bk-10026

Next Clear



Select “**Model Chapter 13 Plan.**” If the Plan includes any of the items in Part 1.2 or Part 5, hold the Ctrl Key and select the appropriate Motion events.

In accordance with Bankruptcy Rule 3015.1, this Plan:

- does  does not contain any nonstandard provision (See Part 8 herein for any non-standard provision);
- does  does not limit the amount of a secured claim based on valuation of the collateral for the claim (See Part 3 herein);
- does  does not avoid a security interest or lien (See Part 3 herein);
- does  does not request loss mitigation (See Part 8 herein).

#### PART 5 EXECUTORY CONTRACTS AND UNEXPIRED LEASES

Pursuant to 11 U.S.C. § 1322(b), Debtor assumes or rejects the following unexpired lease(s) or executory contract(s). For any assumed executory contract or unexpired lease with an arrearage to cure, the arrearage will be cured in the Plan with regular monthly payments to be paid directly to the contract party by the Debtor. The cure amount will be as set forth below, unless an objection to such amount is filed, by the date to object to confirmation to the Plan, in which event, the cure amount shall be fixed by the Court. *If the Plan provides for the assumption or rejection of a contract or unexpired lease, it must be served on the other party to the agreement under Bankruptcy Rule 7004.*

**IMPORTANT:** Always select **Model Chapter 13 Plan first**. Then, hold the **Ctrl Key** and select any appropriate **Motion events**. All events selected MUST appear in the Selected Events column on the far right. Click **Next**, when everything has been selected.

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Start typing to find another event. Hold down Ctrl to add additional items.

Available Events (click to select events)	Selected Events (click to remove events)
Model Chapter 13 Plan	Model Chapter 13 Plan
Application for Loss Mitigation	Application for Loss Mitigation
Motion, Assume Lease or Executory Contract	
Motion, Avoid Security Interest or Lien	Motion, Avoid Security Interest or Lien
Motion, Valuation	

Next Clear

Hold Ctrl Key and select the plan and all motions events included within the plan.

**NOTE: TO REMOVE A SELECTED EVENT – CLICK ON THE MOTION NAME IN THE “SELECTED EVENTS” COLUMN OR CLICK CLEAR TO REMOVE ALL SELECTED EVENTS TO START OVER.**

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Start typing to find another event. Hold down Ctrl to add additional items.

Available Events (click to select events)	Selected Events (click to remove events)
Model Chapter 13 Plan Application for Loss Mitigation Motion, Assume Lease or Executory Contract Motion, Avoid Security Interest or Lien Motion, Valuation	Model Chapter 13 Plan Application for Loss Mitigation Motion, Avoid Security Interest or Lien



# SELECT THE FILER

(SELECT BOTH THE DEBTOR AND JOINT DEBTOR, IF APPLICABLE, BY HOLDING THE CTRL BUTTON AND SELECTING THE PARTIES)

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Please select the filer.

Select the Party:

Pullen, Kamara C. [Debtor]	<a href="#">Add/Create New Party</a>
United States Trustee, [U.S. Trustee]	

Next Clear

**FOR EVERY MOTION EVENT THAT IS SELECTED, A SCREEN DISPLAYS ASKING “HOW MANY REQUESTS ARE INCLUDED IN THE PLAN?” SELECT THE APPROPRIATE NUMBER AND CLICK NEXT.**

**ENTER ADDITIONAL INFORMATION REGARDING EACH MOTION IN THE DOCKET TEXT.**

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

**Enter information regarding each lien in the final docket text screen**

**Note: If you have more than five (5) motions to avoid lien, please contact the Clerks Office for further instructions.**

1

2

3

4

5

**CLICK BROWSE AND ATTACH THE PDF VERSION OF THE MODEL CHAPTER 13 PLAN. CLICK NEXT.**  
**(NOTE: NYSB LOCAL FORM CHAPTER 13 PLAN MUST BE USED. SEE**  
**[HTTP://WWW.NYSB.USCOURTS.GOV/CHAPTER-13-FILING-AND-PLAN-INFORMATION](http://www.nysb.uscourts.gov/chapter-13-filing-and-plan-information))**

The image shows a screenshot of the ECF Bankruptcy filing system interface. The main window displays the 'File a Chapter 13 Plan' section for case 17-10026-cgm Kamara C. Pullen. The 'Filename' field is empty, and the 'Browse...' button is highlighted with a red arrow labeled '1'. Below the filename field, the 'Attachments to Document' section has radio buttons for 'No' (selected) and 'Yes'. At the bottom of the ECF interface, the 'Next' button is highlighted with a red arrow labeled '4'. Overlaid on top of the ECF interface is a 'File Upload' dialog box. The dialog box shows the 'Documents' library with a folder named 'Chapter 13 Plan' containing a file named 'NYSBModelCh13Plan', which is highlighted with a red arrow labeled '2'. The 'File name' field at the bottom of the dialog contains 'NYSBModelCh13Plan', and the 'Open' button is highlighted with a red arrow labeled '3'. The 'All Files' file type is selected in the dropdown menu.

**SERVICE OF THE CHAPTER 13 PLAN MUST  
BE EFFECTUATED PURSUANT TO LOCAL  
BANKRUPTCY RULE 3015-1(C). CLICK NEXT.**

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**WARNING: Service of the Chapter 13 Plan must be effectuated Pursuant to LBR 3015-1(c).**

# SELECT THE COMMITMENT PERIOD OF THE CHAPTER 13 PLAN AND CLICK NEXT.

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### Select the Commitment Period of the Chapter 13 Plan:

- Pursuant to 11 USC Section 1325(b)(4), the applicable commitment period is 60 months
- Pursuant to 11 USC Section 1325(b)(4), the applicable commitment period is 36 months
- Annual commitment period is 36 months and Debtor moves to extend to 60 months



**ECF WILL ASK IF THIS IS AN AMENDED PLAN IF A PLAN HAS PREVIOUSLY BEEN FILED. SELECT THE CHECKBOX IF THE PLAN IS BEING AMENDED.**

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**Is the plan being amended?**

If yes, check the box

**THE FOLLOWING SCREEN IS IN REFERENCE TO SECTION 1.3 OF THE MODEL CHAPTER 13 PLAN. SELECT **YES** OR **NO** TO INDICATE IF THE DEBTOR HAS RECEIVED A DISCHARGE WITHIN THE LAST 4 YEARS PRIOR TO THIS PETITION FILING DATE.**

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**Has Debtor received a discharge within the last 4 years prior to this petition filing date?**

- Yes
- No

Next

Clear

# IF A MOTION EVENT IS SELECTED, ENTER THE HEARING DATE AND TIME OBTAINED FROM CHAMBERS.

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Hearing Information

In order to enter a hearing date/time/location, you **must** obtain prior approval from the presiding judge. Contact the Chambers of Judge Morris at (845) 452-4200.

Hearing Time [optional]:  

Hearing Date [optional]:  

Location

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**ENTER ANY ADDITIONAL INFORMATION, AS NEEDED. VERIFY THE DOCKET TEXT FOR ACCURACY. BELOW IS AN EXAMPLE OF A PLAN WITH ALL OPTIONS SELECTED. CLICK THE BROWSER BACK BUTTON TO MAKE ANY CHANGES, IF NEEDED. CLICK NEXT IF EVERYTHING IS CORRECT.**

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**File a Chapter 13 Plan :**

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Docket Text: Modify as Appropriate.

**Model Chapter 13 Plan** , **Application for Loss Mitigation Pursuant to General Order M455**  
, **Motion to Assume Lease or Executory Contract** with **ABC Leasing** ,  **Motion to Avoid Security**  
**Interest or Lien** of **ZYX Lien** , **Motion for Valuation of Collateral** **Re: Creditor**  **Filed by Debtor Kamara C. Pullen .**  
**(MercadoATY, Jessica)**

**BELOW IS AN EXAMPLE OF THE FINAL TEXT SCREEN OF AN AMENDED CHAPTER 13 PLAN WITH ADDED TEXT REFLECTED. IF EVERYTHING IS CORRECT, CLICK NEXT TO SUBMIT THE FILING.**

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**File a Chapter 13 Plan :**

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Docket Text: Final Text

**Amended Model Chapter 13 Plan , Application for Loss Mitigation Pursuant to General Order M455 , Motion to Assume Lease or Executory Contract *with ABC Leasing*, Motion to Avoid Security Interest or Lien of *ZYX Lien*, Motion for Valuation of Collateral *Re: Creditor* Filed by Debtor Kamara C. Pullen. (MercadoATY, Jessica)**

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

Have you redacted?

# THE NOTICE OF ELECTRONIC FILING RECEIPT WILL DISPLAY AFTER THE FILING HAS BEEN SUBMITTED.

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**File a Chapter 13 Plan :**

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**U.S. Bankruptcy Court**  
**Southern District of New York**

Notice of Electronic Filing

The following transaction was received from Jessica M. MercadoATY entered on 11/30/2017 at 9:19 AM and filed on 11/30/2017

**Case Name:** Kamara C. Pullen  
**Case Number:** [17-10026-cgm](#)  
**Document Number:** [7](#)

**Docket Text:**  
Amended Model Chapter 13 Plan , Application for Loss Mitigation Pursuant to General Order M455 , Motion to Assume Lease or Executory Contract *with ABC Leasing*, Motion to Avoid Security Interest or Lien of *ZYX Lien*, Motion for Valuation of Collateral *Re: Creditor* Filed by Debtor Kamara C. Pullen. (MercadoATY, Jessica)