

United States Bankruptcy Court - Western District of Virginia

Reference Guide

File an Amended Chapter 13 Plan. Effective 12/01/2017 use of Official Form 113 is mandatory.

Step	Action
1	Log in to CM/ECF. Select Bankruptcy >Plan and type in case number. Next.
2	Select Amended Chapter 13 Plan. Next.
3	If you are filing this plan with another attorney, click in the check box. Next. If you are not filing this plan with another attorney, click Next.
4	Select debtor(s). Next. Have you redacted? Browse and upload plan. Next.
5	Has This Plan Been Confirmed? Select “Yes” or “No” from drop down box. Next.
6	Is a Chapter 13 Amended Plan Cover Sheet and Notice of Hearing included? Select Yes or No. Next.
7	<p>UPDATE: Select ALL of the following request(s) included in THIS amended plan. If none, Next.</p> <p>a) Request for valuation of security, payment of fully secured claims and modification of undersecured claims [Part 3.2]</p> <p>b) Request for lien avoidance [Part 3.4]</p> <p>c) Request to surrender collateral [Part 3.5]</p> <p>d) Request for assumption/rejection of executory contracts and unexpired leases [Part 6]</p> <p>Next. If none, Next.</p>
8	Only include confirmation hearing date, time and location if this is an amended plan filed WITH an Amended Plan Cover Sheet and Notice of Hearing. Confirmation hearing dates, times, and locations are posted on the Court’s web site at the Judges info tab.
9	Has a Certificate of Service been filed for this amended plan? Select Yes or No. Next.
10	Does this amended plan include special notice to creditors? Select Yes or No. Next.
11	At Docket Text: Modify as Appropriate screen make any changes necessary. Next. If none, Next.

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12	Verify final docket text.
13	Last chance. Have you redacted? If so, Next. If not, start docketing process over after you have redacted and saved your pdf document.
14	Notice of Electronic filing appears and the docketing process is complete.