

United States Bankruptcy Court - Western District of Virginia

Reference Guide

File a 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 Chapter 13 Plan. Next.
3	If you are filing this plan with another attorney, click in the check box then click 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	Select any request(s) included in the plan: a) Request for valuation of security, payment of fully secured claims and modification of undersecured claims [Part 3.2] b) Request for lien avoidance [Part 3.4] c) Request to surrender collateral [Part 3.5] d) Request for assumption/rejection of executory contracts and unexpired leases [Part 6] Next. If none, Next.
6	Has a Certificate of Service been filed for this plan? Select Yes or No. Next.
7	Does this plan include special notice to creditors? Select Yes or No. Next.
8	Verify final docket text.
9	Last chance. Have you redacted? If so, Next. If not, start docketing process over after you have redacted and saved your pdf document.
10	Notice of Electronic filing appears and the docketing process is complete.