

**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. Effective 12/01/2018 if an amended plan is filed, it must be accompanied by an Amended Plan Cover Sheet and Notice of Hearing. Use of the court’s Certificate of Mailing/Service form is not mandatory but is recommended. These forms are available on the court’s web site under Local Forms. The court will no longer issue the Order and Notice on Amended Plan.

| Step | Action |
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| 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, 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 the mandatory Chapter 13 Amended Plan Cover Sheet and Notice of Hearing (mandatory) included? Select Yes or No. Next. |
| 7 | UPDATE: Select ALL of the following request(s) included in THIS amended plan. If none, Next. a) Request for valuation of security, payment of fully secured claims and modification of under secured 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. |
| 8 | Include confirmation hearing date, time and location when an amended plan is filed with the 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 | Is a Certificate of Service/Mailing being filed for this plan? Select No if Certificate of Service/Mailing will be docketed separately. If no, please note that Certificate of Service/Mailing is due within three (3) business days. |
| 10 | Does this amended plan include special notice to creditors? Select Yes or No. Next. |

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| 11 | At Docket Text: Modify as Appropriate screen make any changes necessary. Next. If none, Next. |
| 12 | Verify final docket text. Verify that Request marked in step 7 matches the attached plan. |
| 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. |