

CHAPTER 11 SMALL BUSINESS PLAN

See also page one of the voluntary petition in the section titled, *Chapter 11 Debtors*.

This event is programmed in CM/ECF to automatically transmit statistical information to the Administrative Office of the U.S. Courts pursuant to statutory mandates of BAPCPA. Please be sure this is the most appropriate event for the pleading you are e:filing.

STEP 1 Select **Bankruptcy** from main menu

STEP 2 Select **Plan** category

STEP 3 Enter case number; click [NEXT]

STEP 4 Select **Chapter 11 Small Business Plan**; click [NEXT]

STEP 5 If this is a joint filing, place a check in the box and click [NEXT]. If this is not a joint filing, click [NEXT] to skip this screen.

STEP 6 **Select the Party** or click **Add/Create New Party**; click [NEXT]

☛ *TIP - If this is the first time you are appearing on behalf of this party you will be asked to place a check in the box to create an association. Failure to place a check in the box results in the e:filer NOT receiving Notices of Electronic Filing in this case.*

STEP 7 Upload the PDF document and any attachments (ie: Certificate of Service, Proposed Order); click [NEXT]

☛ *TIP - Be sure to upload the correct .pdf. After Browsing your files, right click on your file name and select open from the pop up menu. If you upload the wrong .pdf and notice the error while you are still on this screen, highlight the file name and click REMOVE from the list.*

STEP 8 Screen displays, *Is this a Modified plan?* Please note the default *YES*. If you accept this default, the next screen displays radio buttons: *Before Confirmation* and *After Confirmation*.

If this is not a modified plan, place a check in the *No* radio button; click [NEXT]

STEP 9 Docket text displays. Other than a selection from the prefix box, the entry cannot be modified on this screen. If modification is necessary, use the [BACK] button on your browser.

SAMPLE DOCKET ENTRY

[Prefix selection if appropriate] Chapter 11 Small Business Plan filed by Test Attorney on behalf of Test Client.

STEP 10 *Notice of Electronic Filing* displays.