

DEBTOR REPAYMENT PLAN

This is NOT a Chapter 13 plan event. This document may be provided to debtors after completing a credit counseling course.

- STEP 1** Select **Bankruptcy** from main menu
- STEP 2** Select **Misc Events**
- STEP 3** Enter case number; click [NEXT]
- STEP 4** Select **Debtor Repayment Plan** from drop down menu; 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.*
- STEP 7** Upload the PDF document and any attachments; click [NEXT]
- ☛ *TIP - Supporting documents such as Certificates of Service, proposed orders etc must be uploaded as ATTACHMENTS to the main document.*
- STEP 8** Screen displays, *Who is Debt Repayment Plan Being Filed For?*. Select the appropriate radio button; click [NEXT]
- STEP 9** Confirm case information; click [NEXT]

STEP 10 Docket text displays. The entry cannot be modified on this screen. If modification is necessary, use the [BACK] button on your browser.

SAMPLE DOCKET TEXT

Debtor Repayment Plan filed by Test Attorney on behalf of Test Client.

STEP 11 *Notice of Electronic Filing* displays