

CHAPTER 11 PLAN

The Chapter 11 Plan and Disclosure Statement are filed as 2 separate events. **DO NOT** upload the Disclosure Statement as an attachment to the Plan.

Please refer to [D.N.J. LBR 3016-1](#) and [Local Form 19](#) for more specific information on filing a Chapter 11 Plan.

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.

NOTE: This event is also used to docket Modified Chapter 11 Plans.

- STEP 1** Choose **Bankruptcy** from main menu
- STEP 2** Choose **Plan** category
- STEP 3** Enter case number; click [NEXT]
- STEP 4** Select **Chapter 11 Plan** from drop down list; click [NEXT]
- STEP 5** If this is a joint filing, place a check in the box; click [NEXT]. If this is not a joint filing, click [NEXT] to skip this screen
- STEP 6** Select party or click [ADD/CREATE PARTY]; click [NEXT]
- STEP 7** Upload PDF file; click [NEXT]

☛ *TIP 1 - Supporting documents such as a Certificate of Service shall be uploaded as an Attachment to the Plan.*

☛ *TIP 2 - DO NOT use this event to file or upload a Disclosure Statement*

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 appears; select prefix from pull-down list if applicable: e.g. *First Amended*; review for accuracy; click [NEXT]

☛ *TIP - Other than the selection of a prefix, text of docket entry cannot be modified from this screen. If an error is made, abort the transaction and begin again.*

SAMPLE DOCKET TEXT

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

STEP 10 **Notice of Electronic Filing** displays