

DISCLOSURE STATEMENT

The Disclosure Statement and Chapter 11 Plan are filed as 2 separate events. Do not upload the Plan as an attachment to the Disclosure Statement .

Please refer to [D.N.J. LBR 3016-2](#) and [Local Form 18](#) for more information regarding the filing a Chapter 11 Disclosure Statement.

NOTE: This event is also used to file Modified Disclosure Statements.
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- STEP 1** Choose **Bankruptcy** from main menu
- STEP 2** Choose **Plan** category
- STEP 3** Enter case number; click [NEXT]
- STEP 4** Select **Disclosure Statement** 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 Disclosure Statement.*
 - ☛ *TIP 2 - **DO NOT** use this event to file or upload a Chapter 11 Plan*
- STEP 8** Docket text appears; select applicable prefix, if any: e.g. *First Modified*; 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] Disclosure Statement filed by Test Attorney on behalf of Test Client.

STEP 10 **Notice of Electronic Filing** displays