



## Chapter 13 – Mandatory Form Plan

1. Download the Mandatory Form Plan to your computer (Open these files in **Adobe Reader 8 or Acrobat 8 Professional**. To get **Adobe Reader 8.1.2** (for free), go to: <http://www.adobe.com/products/acrobat/readstep2.html>).
2. Save the \*.pdf document and give it a file name that is meaningful to the case. (You may need to modify this \*.pdf document and submit it later as an amended plan).
3. Completing the Plan:

### Page 1:

- a. Debtor – Enter the name of each Debtor, including fkas, nkas, dbas, fdbas, etc. The form accommodates multiple names. When you enter a sixth name, a scroll bar will automatically appear.

In re: Jane Doe Jack Frack Bill Smith Fred Flintstone Barney Rubble		: Case No. : Chapter 13 : Judge	
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Debtor(s).

- b. Case Number – Enter the case number (if you know it).
- c. Judge's Name – Select the Judge's name (if you know it) from the drop-down list.
- d. Check Boxes – Check or select one item in each box that contains check-boxes. If checking "Amended Plan" in the first box, enter the date amended. You will see a popup calendar for inputting date fields.

<span style="float: left;">&lt;</span> <span style="margin: 0 auto;">March, 2008</span> <span style="float: right;">&gt;</span>						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
24	25	26	27	28	29	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5
<span style="border: 1px solid red; display: inline-block; width: 15px; height: 10px; vertical-align: middle;"></span> <b>Today: 3/10/2008</b>						

- e. Dividend to unsecured creditors:  
 In the dividend box, fill in the percentage dividend to unsecured creditors. Enter numbers only. You may enter a decimal also (3.5 becomes 3.50 %).

Dividend to unsecured creditors: <u>3.50</u> %
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## Chapter 13 – Mandatory Form Plan

f. Joint Debtor Claims to be Eligible for Discharge:

These check boxes are mutually exclusive. You are allowed to uncheck them if you need to.

Joint Debtor Claims to be Eligible for Discharge: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
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g. Last box titled Debtor:

Enter either the date the petition was filed OR the date the case was converted from Chapter 7 to Chapter 13.

h. Plan Payments:

Plan Payments is a unique input field. It is free format, allows multiple lines of data, and is for entering step-payments. See below.

**A. PAYMENTS**

**A(1). Plan Payments.**

The future earnings of Debtor are submitted to the supervision and control of the Trustee. Debtor shall pay the Trustee the sum of \$ 200.00 for June through August   
\$159.00 for September through December.  
per month (enter all step-payments), for a period not to exceed sixty months. Debtor shall commence payments

i. Indicating Changes in Amended Plans – Any changes from the original plan must be highlighted. Click the  button on the form to highlight your changes. Clicking the  button again removes the highlighting. **Only highlight items that are changes from the original plan.**

\$   – Highlighting indicates a change from the original plan.

**Pages 2-9:**

a. There are several tables which, if applicable to your case, require the entry of data. There are three buttons associated with each table:

The  button adds another row to the table.

The  button deletes a row from the table.

The  button highlights the entry in yellow.

### Chapter 13 – Mandatory Form Plan

A	Creditor	Lease/PMSI	Property Description	Monthly Adequate Protection Payment	C
X		▼			C

- b. Note that the fields within each table that require entry of text will allow multiple lines of data. Those fields within each table that require dates, dollar amounts of payments or percentages will permit only one entry.

Enter only numbers in the fields requiring dollar amounts, interest rates or percentages. Do NOT enter commas, dollar signs or percentage signs; these will enter automatically.

- c. Press the A button to add a row to the table.

A	Creditor	Lease/PMSI	Property Description	Monthly Adequate Protection Payment	C
X	1st National Bank Columbus, Ohio 34544	Lease ▼	Car	\$123.88	C
X		▼			C

- d. Press the X button to remove a row from the table.


A	Creditor	Lease/PMSI	Property Description	Monthly Adequate Protection Payment	C
X	1st National Bank Columbus, Ohio 34544	Lease ▼	Car	\$123.88	C

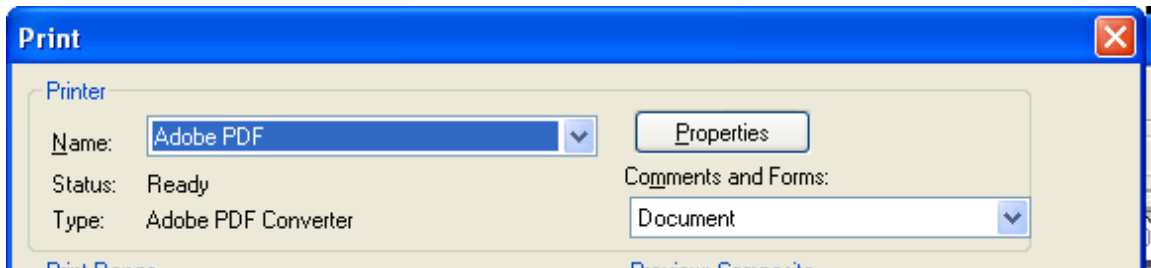
- e. Press the C button to indicate that this row is or includes a change from the original plan. The row will be highlighted in yellow. Press the C again to remove the highlighting.

A	Creditor	Lease/PMSI	Property Description	Monthly Adequate Protection Payment	C
X	1st National Bank Columbus, Ohio 34544	Lease ▼	Car	\$123.88	C

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### 4. Printing the Plan:

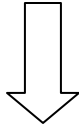
Once the plan is completed, you must print the plan as an Adobe .pdf document to submit it to CM/ECF. Click the  button on the form. This accomplishes two things: it will open the Print Dialog box, and will ensure that all of the buttons (A, X and C) and drop-down boxes that appear on the form are eliminated in the final version. Choose “Adobe PDF” in the Name: drop-down box (see below). Click the OK Button. Give the file a name and location. This is the file you will upload to CM/ECF.



# Quick Reference

## 1. Download Plan

Mandatory Form Plan.pdf



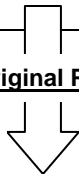
Download from Internet and save to your local computer.

Mandatory Form Plan.pdf

Open these files in **Adobe Reader 8 or Acrobat 8 Professional**  
To get **Adobe Reader 8.1.2** (for free), go to  
<http://www.adobe.com/products/acrobat/readstep2.html>

## 2. Create Original Plan

File #1



SmithJohnOriginal.pdf  
**Create** a file.

**Enter** data in form

**Save** a copy of this Original form.

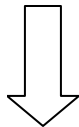
Do **NOT** upload this to CM.

**Print** to pdf

**Save** file with a meaningful name.

**Upload** this file to CM/ECF.

File #2



SmithJohnOrigToCM.pdf  
**Upload** this File.

## 3. Amend the Original Plan

File #3



SmithJohnAmend.pdf

**Amend** the form

**Save** a copy of this Amended form.

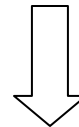
Do **NOT** upload this to CM.

**Print** to pdf

**Save** file with a meaningful name.

**Upload** this file to CM/ECF.

File #4



SmithJohnAmendToCM.pdf  
**Upload** this File

