

**UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF VIRGINIA**

PUBLIC NOTICE

**Electronic Selection of Motion Events from Picklist at Time of Selecting Revised Form of
Chapter 13 Plan and Related Motions
Effective December 1, 2017**

Effective December 1, 2017, as provided for in the Clerk's Notice dated November 9, 2017, the revised form of Chapter 13 Plan and Related Motions (Form of Plan) must be used as set forth in Standing Order No. 17-5. A PDF version of the Form of Plan was attached to the November 9, 2017, Public Notice, and has been provided to various bankruptcy software vendors. As of December 1, 2017, the on-line version of the Form of Plan will be accessible on the Court's internet web site, www.vaeb.uscourts.gov, at Forms>[Bankruptcy Forms](#).

The Court's on-line version of the Form of Plan provides for the following four motion requests: valuation of security, payment of fully secured claims, and modification of undersecured claims; assumption of executory contracts and/or unexpired leases; lien avoidance; and termination of stay as to collateral surrendered. When filing the Form of Plan electronically, filers will need to select the appropriate motion requests from the picklist at the same time as selecting the Form of Plan. A set of instructions on filing a Form of Plan is attached and will be made available on the Court's internet web site, www.vaeb.uscourts.gov, at ECF Helpdesk>CM/ECF Users' Guides>[CM/ECF Attorney Users' Guide](#). If further assistance is required, e-filers may call the appropriate division of the Bankruptcy Clerk's Office: www.vaeb.uscourts.gov, ECF Helpdesk>CM/ECF – [Getting Started>Training Contacts](#).

William C. Redden
Clerk of Court

November 22, 2017

Attachment

**UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF VIRGINIA**

File a Chapter 13 Plan and Related Motions

Effective December 1, 2017

STEP 1

- Select **Bankruptcy** from the menu bar (dark blue).
- Select **Plan** from the **Bankruptcy Events** menu.

STEP 2

- Enter the case number on **Case Number** screen.
- Click **Next**.

STEP 3

- Select the debtor(s) on the **Select the Party** screen.
- Click **Next**.

STEP 4

- The **Available Events** screen will appear with the ****Chapter 13 Plan and Related Motions** as the first event in the picklist.
- Below the Chapter 13 Plan and Related Motions event, you will see the 4 request events collecting statistical data.
 - Requests with double asterisk (**) are to be used when the original chapter 13 plan and related motions is docketed. The requests with a single asterisk (*) are to be used when requests accompany an amended/modified plan.
- Using the control (Ctrl) key, hold and select appropriate requests embedded in the plan in which you are seeking relief.

Start typing to find an event.

Available Events (click to select events)

- **Chapter 13 Plan and Related Motions - Include Request events, as appropriate**
- **Request for Assumption of Executory Contracts and/or Unexpired Leases
- **Request for Lien Avoidance
- **Request for Valuation of Security, Payment of Fully Secured Claims, Modification of Undersecured C
- **Request that the Stay under 11 U.S.C. 362(s) be Terminated as to Collateral Surrendered
- *Amended/Modified Chapter 13 Plan and Related Motions - Include Request events, as appropriate
- *Request for Assumption of Executory Contracts and/or Unexpired Leases
- *Request for Lien Avoidance
- *Request for Valuation of Security, Payment of Fully Secured Claims, Modification of Undersecured C
- *Request that the Stay under 11 U.S.C. 362(s) be Terminated as to Collateral Surrendered
- Acceptance of Plan
- Amended Disclosure Statement
- Amended/Modified Chapter 11 Plan
- Amended/Modified Chapter 12 Plan Filed
- Certification re: Compliance with Requirements of 11 U.S.C. Section 1325
- Chapter 11 Plan
- Chapter 12 Plan Filed
- Order Confirmation of Plan Completion and Request for Discharge

Next Clear

- Click **Next**.

NOTE: If you do not select a Request with the Chapter 13 Plan and Related Motions, on the next screen you will be asked if the plan contains one or more of the requests that bear a statistical marker. Select “No” to allow you to proceed with filing. Select “Yes” to allow you to go back to picklist and select appropriate requests.

Does the plan contain one or more of the following requests?:

[No. 4] Request for valuation of security, payment of fully secured claims, and modification of undersecured claims
 [No. 7] Request for assumption of executory contracts and/or unexpired leases
 [No. 8] Request for lien avoidance
 [No. 9] Request for termination of stay as to collateral surrendered

Yes
 No

If you select request with the plan entry, the system will not display the screen above, but allow you to continue filing.

Selection of [No. 7] **Request for assumption of executory contracts and/or unexpired leases** will ask if the debtor is rejecting the contract/lease. Answer accordingly.

STEP 5

- Verify the docket text on the **Docket Text: Modify as Appropriate**.

Docket Text: Modify as Appropriate.

Chapter 13 Plan and Related Motions [] , Request for Assumption of Executory Contracts and/or Unexpired Leases (CM06) [] , Request for Lien Avoidance []
 [] , Request for Valuation of Security, Payment of Fully Secured Claims, and Modification of Undersecured Claims [] , Request that the Stay under 11 U.S.C. 362(e) be Terminated as to Collateral Surrendered in the Plan [] filed by Tidal Wave . (Marshall, Sandra)

- Add additional docket text to the entry using the text boxes after each part of the entry.
- Click **Next**.

STEP 6

- Verify the docket text on the **Docket Text: Final Text** screen.

STEP 7

- The **Notice of Electronic Filing** displays, providing confirmation the document/transaction has been committed to the CM/ECF system and has been made a part of the court record.

If further assistance is needed, e-filers may call the Clerk's Office for the applicable division.