



**STEP 3** The **Case Number** screen displays. (See Figure 3.)

- ◆ Enter the case number.
- ◆ Click **[Next]** to continue.

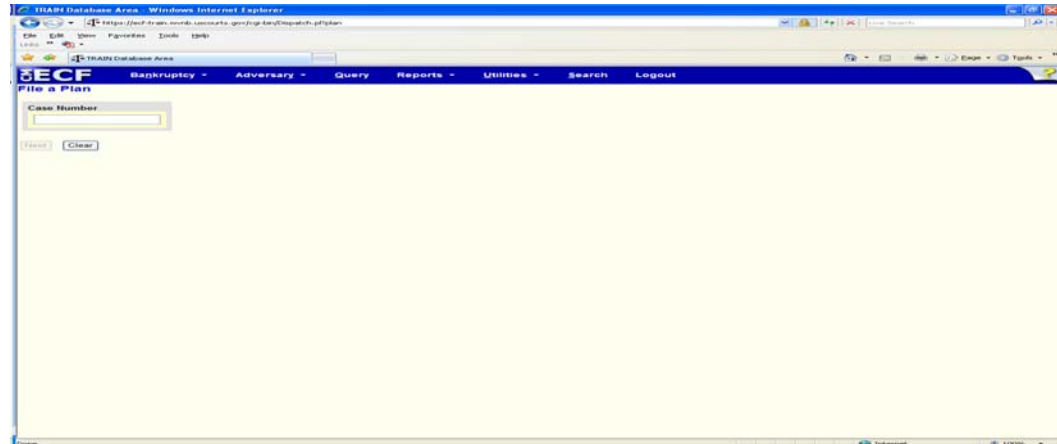


Figure 3

**STEP 4** The **Document Selection** screen displays. (See Figure 4.)

- ◆ Verify the case number and case name.
- ◆ If the case number and name do not match your document, click the browser **[Back]** button to try again. You may use the browser **[Back]** button at any time during this process to verify former screens until the final submission
- ◆ Click to highlight **Chapter 13 Plan** in Available Events list.
- ◆ Click **[Next]** to continue.

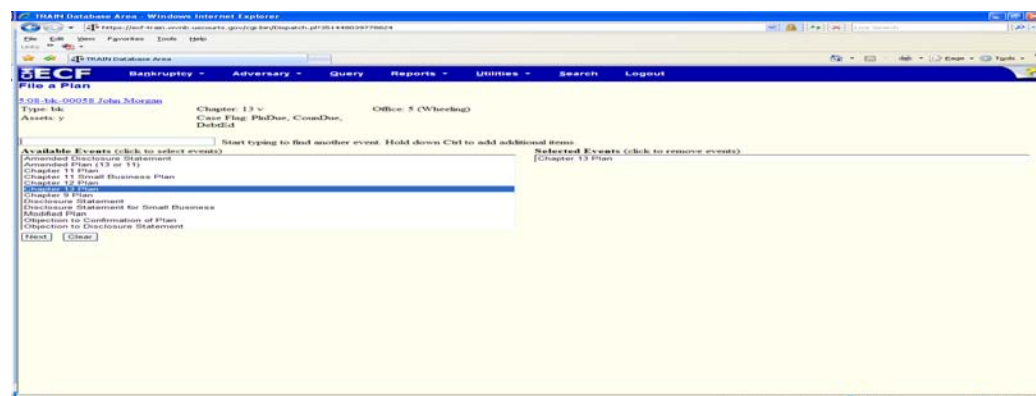


Figure 4

**STEP 5** If you are not filing the plan jointly with other attorneys, do not select this screen. (See Figure 5.)

- ◆ Click **[Next]** to continue.

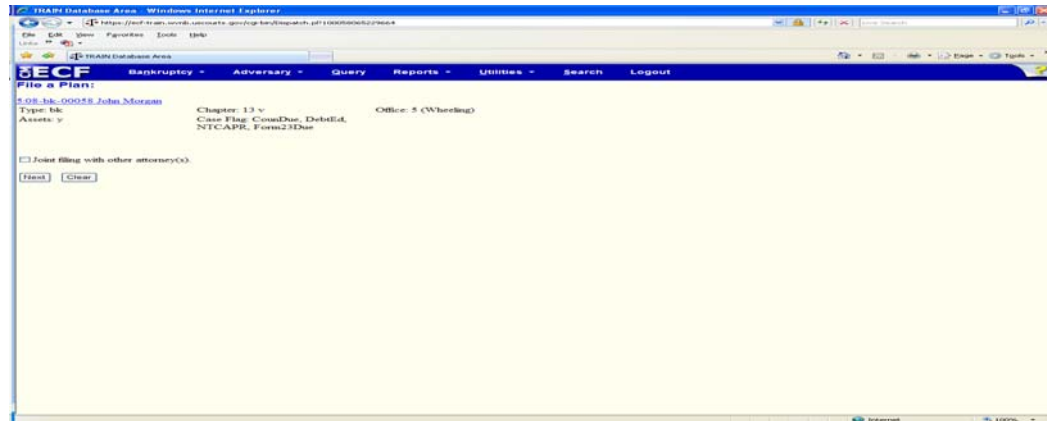


Figure 5

**STEP 6** The select the party filer screen appears. (See Figure 6.)

- ◆ Select the debtor(s)
- ◆ Click **[Next]** to continue.

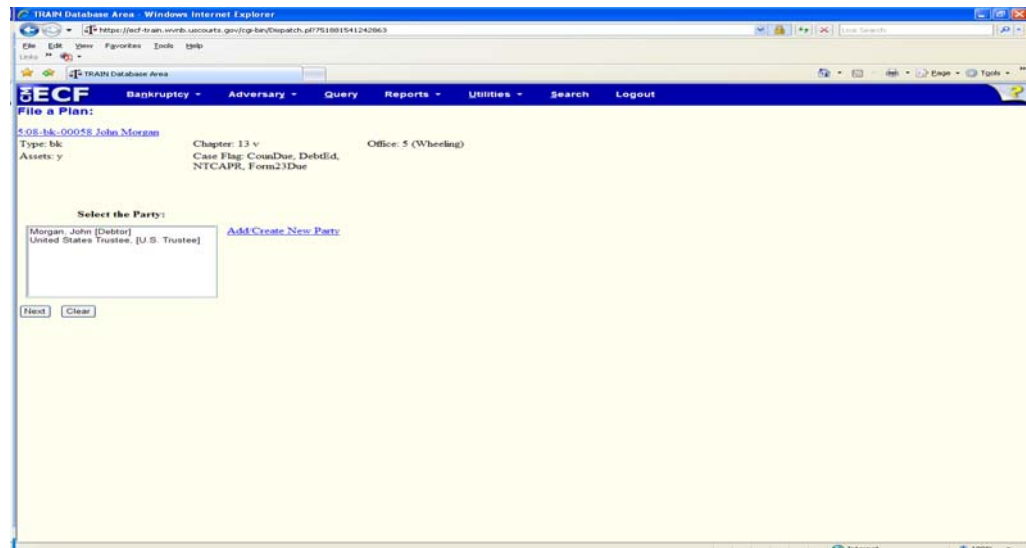
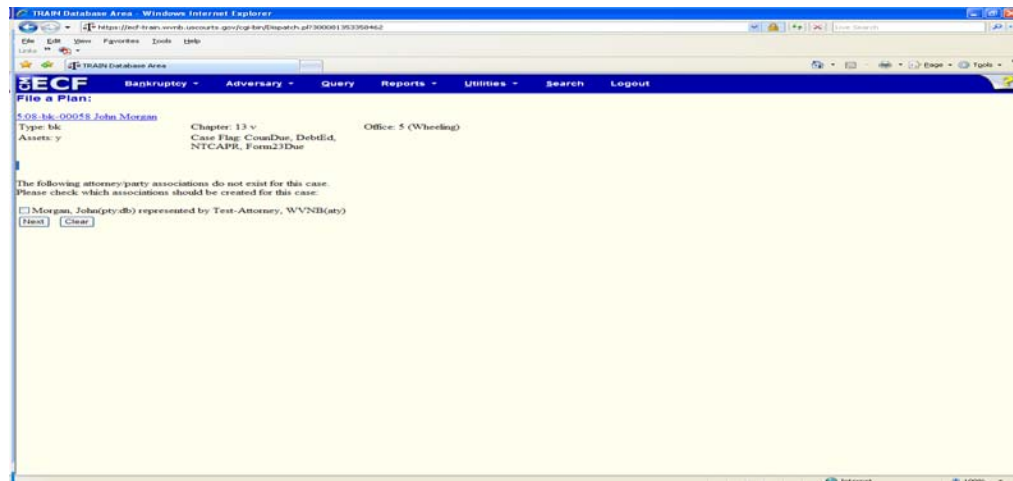


Figure 6

**STEP 7** Create attorney/party association (**See Figure 7.**)

- ◆ Click in the box creating this association.
- ◆ Click **[Next]** to continue.

**Figure 7****STEP 8** The **DOCUMENT TYPE SELECTION** screen displays. (**See Figure 8.**)

- ◆ Click **[Browse]**, then navigate to the directory where the appropriate PDF file is located. Double-click the PDF file to select it.
- ◆ In the **File Upload** screen, change **Files of type:** to **All Files(\*.\*)**.

**NOTE:** If you wish to view the image before selecting to be sure you have chosen the correct file, before double-clicking, first right click on the highlighted filename and click on **open**. You can view the image in Adobe Acrobat, then close Adobe Acrobat when you have finished viewing the image.

- ◆ The **Attachments to Document** option defaults to **No**. If you have attachments to this document, click the **Yes** radio button to indicate there are attachments. (Refer to module: *Attachments to Documents* for more information.)
- ◆ Click **[Next]** to continue.

TRAM Database Area - Windows Internet Explorer  
https://ecf-tram.wvrb.uscourts.gov/cgi-bin/Dispatch.pl?403167719336956

ECF Bankruptcy - Adversary - Query Reports - Utilities - Search Logout

**File a Plan:**  
5:08:ba:00058 John Morzan Chapter: 13 v Office: 5 (Wheeling)  
Type: bk Case Flag: PlaDue, CounDue, DebtId, NTCAPR  
Assets: y

Date document filed (mandatory): 10/24/2008

Enter different document number than would automatically be assigned?  No  Yes  
Document Number:   
Select the pdf document (for example: C:\199ev501-21.pdf):  
Filename:  Browse...

Attachments to Document:  No  Yes

Next Clear

Figure 8

**STEP 9** The Certificate of Service screen displays. (See Figure 9.)

- ◆ Enter **y** or **n** after ***With Certificate of Service?***
- ◆ Click **[Next]** to continue.

TRAM Database Area - Windows Internet Explorer  
https://ecf-tram.wvrb.uscourts.gov/cgi-bin/Dispatch.pl?42260099309567

ECF Bankruptcy - Adversary - Query Reports - Utilities - Search Logout

**File a Plan:**  
5:08:ba:00058 John Morzan Chapter: 13 v Office: 5 (Wheeling)  
Type: bk Case Flag: PlaDue, CounDue, DebtId, NTCAPR  
Assets: y

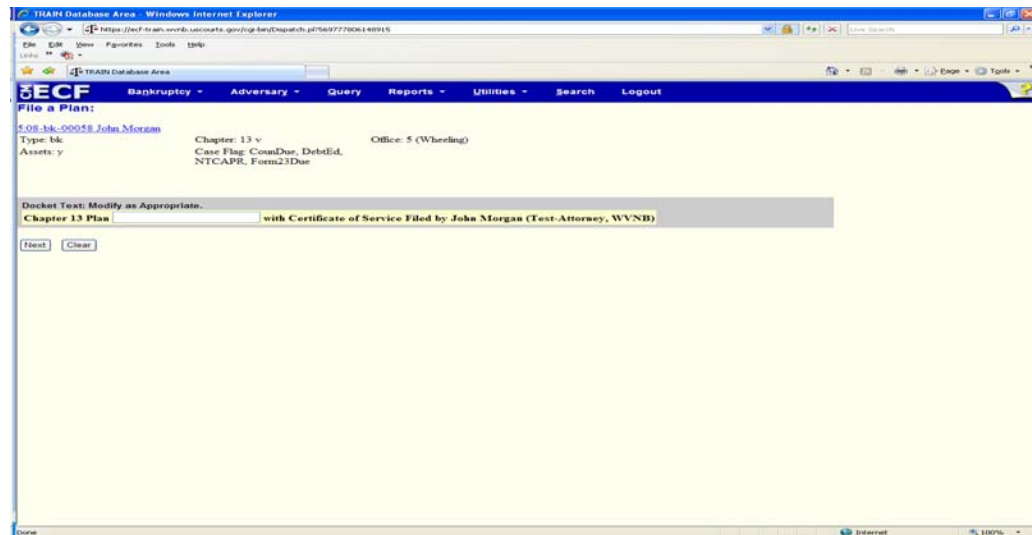
With Certificate of Service? y or n:

Next Clear

Figure 9

**NOTE:** The Clerk's Office will include a copy of the Chapter 13 Plan with the notice scheduling the confirmation of Plan hearing.

- STEP 10** The **Docket Text: Modify as Appropriate** screen displays. (See **Figure 10**.)
- ◆ Verify the accuracy of the docket text.
  - ◆ You may enter additional text in the white box if necessary.
  - ◆ Click **[Next]** to continue.



**Figure 10**

- STEP 11** The Docket Text screen displays. (See **Figure 11**.)
- ◆ Verify the accuracy of the Docket Text.
  - ◆ If the Final Docket Text is **correct**:
    - ◆ Click **[Next]** to continue and officially submit the document.
  - ◆ If the Final Docket Text is **incorrect**:
    - ◆ Click the browser **[Back]** button to find the error(s) and then proceed with the event.
    - ◆ To abort or restart the transaction, return to **Step 1** and begin again.

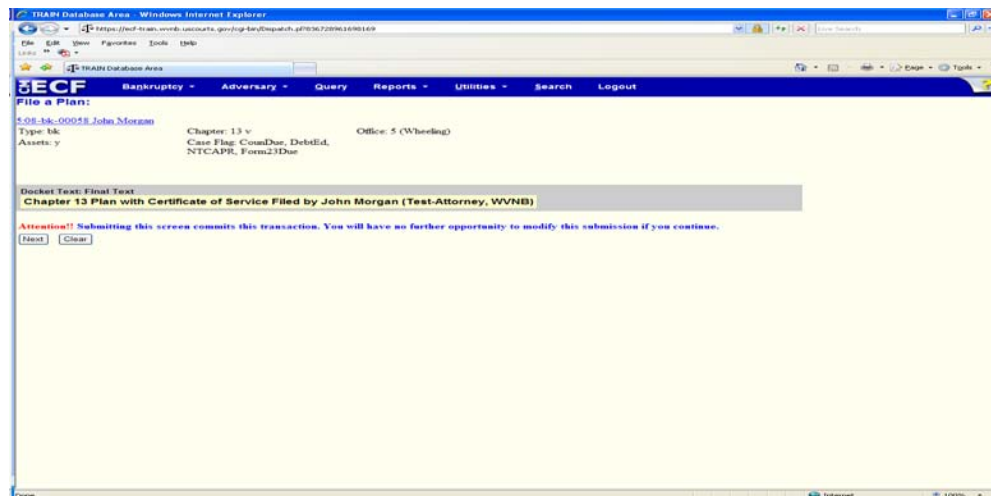


Figure 11

**STEP 12** The **NOTICE OF ELECTRONIC FILING** screen appears. (See Figure 12.)

- ◆ The Notice of Electronic Filing is the verification that the filing has been filed electronically in the court's database. It certifies that the document is now an official court document.
- ◆ Clicking on the case number hypertext link on the **Notice of Electronic Filing** will present the *Docket Report* for this case.
- ◆ Clicking on the document number hypertext link will present the *PDF Image* of the document just filed.
- ◆ To print a copy of this notice click the browser **[Print]** icon.
- ◆ To save a copy of this notice, click **[File]** on the browser menu bar and select **Save Frame As**.
- ◆ You may also save the notice through the browser **File/Save** option.

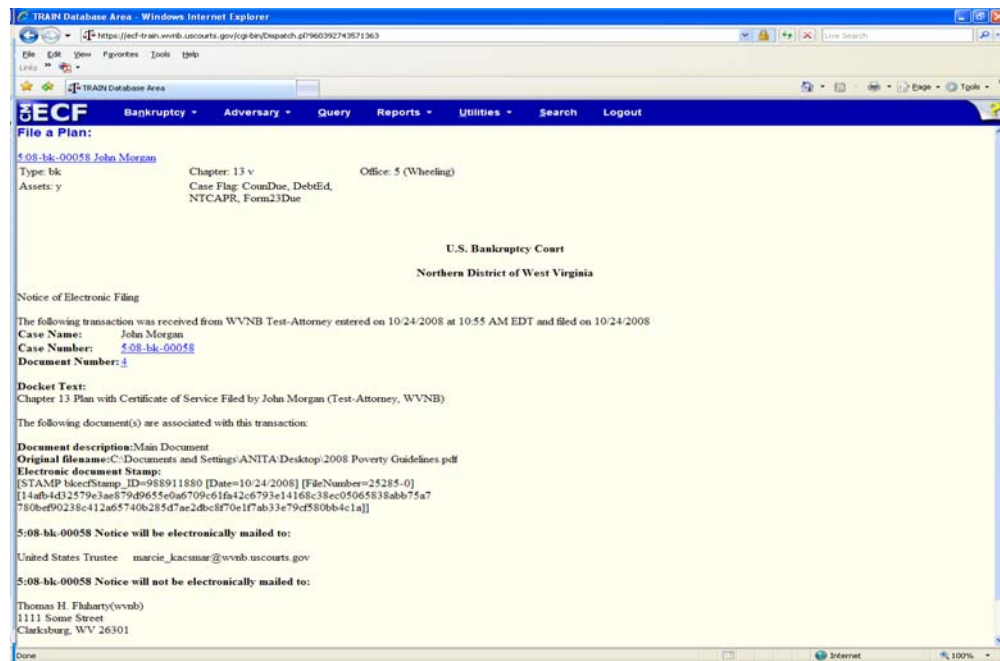


Figure 12