



# UNITED STATES BANKRUPTCY COURT Northern District of Illinois

Pamela S. Hollis, Chief Judge | Jeffrey P. Allsteadt, Clerk of the Court

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## Reminders for Filing Chapter 13 Plan

Thursday, December 14, 2017

Please review the following information with your staff to insure that you are filing the correct form and properly completing the new screens to record requests included in Official Form 113.

### For Cases Filed or Converted Prior to 12/1/17:

File local form, [Model Chapter 13 plan](#)

Select Plan or Amended Plan to match the pdf

Skip the screen referring to embedded requests and Click next

Final docket text will read Chapter 13 Plan or Amended Chapter 13 Plan

### For Cases Filed or Converted on or after 12/1/17:

**IMPORTANT REMINDER-----Since Official Form 113 is an interactive, fillable form, it must be 'flattened' by 'printing to PDF' prior to uploading to CM/ECF. This is different than 'Saving As PDF'.**

File [Official Form 113](#)

Choose Plan or Amended Plan to match the pdf

Skip the screen referring to embedded requests if "None" was checked for sections 3.2, 3.4 and 6.1

Complete the screen referring to embedded requests, if any creditors are listed in sections 3.2, 3.4, or 6.1

Complete the screen(s) that indicate the total number of each type of request.

Final docket text will read Chapter 13 Plan or Amended Chapter 13 Plan, if there are no embedded requests.

Final docket text will read Chapter 13 Plan or Amended Chapter 13 Plan and (x) Request (s) for xxxxx to reflect the total number and type of Request(s) included in the plan.

Clerk's staff will edit all entries to conform to the pdf, so please do not refile the plan, unless the PDF is incorrect or you are contacted to refile.

You can review the procedures at [this link](#).

[https://tdi.ilnb.uscourts.gov/madcap/content/pop-up\\_topics/list\\_of\\_revisions.htm](https://tdi.ilnb.uscourts.gov/madcap/content/pop-up_topics/list_of_revisions.htm)

If you have any questions, please contact our ECF Help Desk at @ 312-408-7765.

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