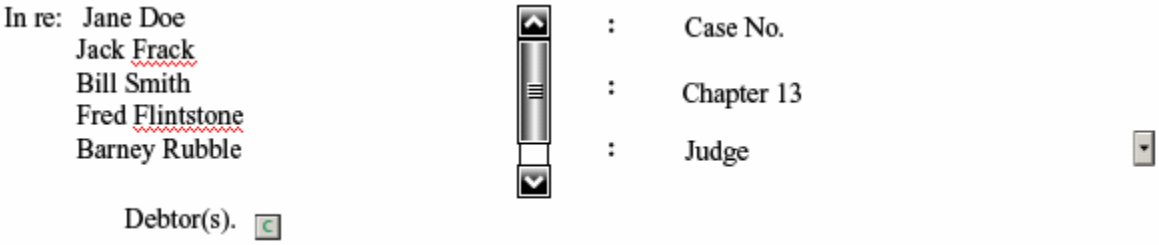
Chapter 13 – Mandatory Form Plan (Revised 03/01/2013)

1. Download the Mandatory Form Plan to your computer (Open these files in **Adobe Reader 8 (or greater) or Acrobat 8 Professional (or greater).** To get **Adobe Reader (**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:

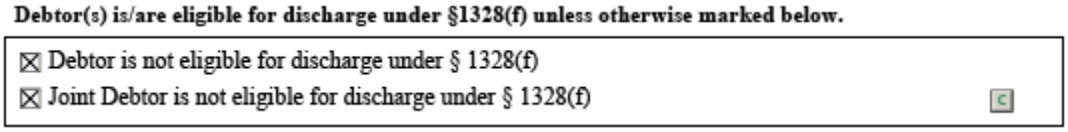
   a. Debtor – Enter the name of each Debtor, including fkas, nkas, dbas, fdbas, etc. The form accommodates multiple names. When you enter a sixth name, a scroll bar will automatically appear.



   b. Case Number – Enter the case number (if you know it).

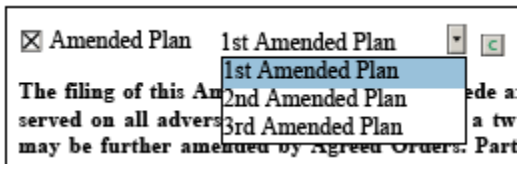
   c. Judge's Name – Select the Judge's name (if you know it) from the drop-down list.

   d. Check Boxes – Some sections have only one Check Box and some have two Check Boxes. For example, *Amended Plan* has only one Check Box, while *Debtor(s) is/are eligible…* has two Check Boxes. Please Check or Select the item in each section that is appropriate. The following Check Boxes are not mutually exclusive. Both may be checked at the same time.



   e. Amended Plan Check Box and Drop Down

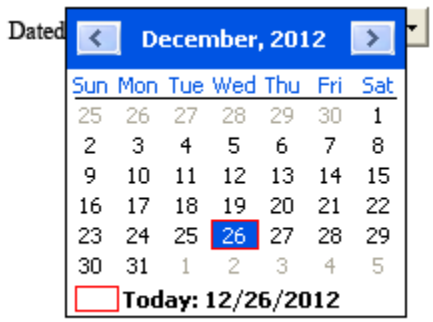
   After the Amended Plan Check Box you will see a Drop Down allowing you to select if this is the 1st, 2nd, 3rd Amended Plan, etc.



f. Percentage Fields – 1. Plan Payment and Length:
The payment of is a numeric field. Fill in the percentage that will be paid. Please enter these fields as full percentages (50% not 50.5%)

g. Date Fields:
Enter either the date (in mm/dd/yy format) Dated: 12/26/12

or select a date from the popup calendar by using the down button at the right of the date field.



All dates will be displayed in the following format: Dated: December 26, 2012

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

$ 234.50 – Highlighting indicates a change from the original plan.

i. There are several tables which, if applicable to your case, require the entry of data. There are three buttons associated with each table:
The A button adds another row to the table.
The X button deletes a row from the table.
The C button highlights the entry in yellow.

	Name	Address, City, State and Zip Code	Telephone Number	State of the Child Support Enforcement Agency Which Has Jurisdiction	Monthly Payment Amount	
A						
X						C

j. 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 line of data.

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.

k. Press the A button to add a row to the table.

	Name	Address, City, State and Zip Code	Telephone Number	State of the Child Support Enforcement Agency Which Has Jurisdiction	Monthly Payment Amount	
A						
X	1st National Bank Dayton, Ohio 24055					C
X						C

l. Press the X button to remove a row from the table.

	Name	Address, City, State and Zip Code	Telephone Number	State of the Child Support Enforcement Agency Which Has Jurisdiction	Monthly Payment Amount	
A						
X	1st National Bank Dayton, Ohio 24055					C

m. 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.

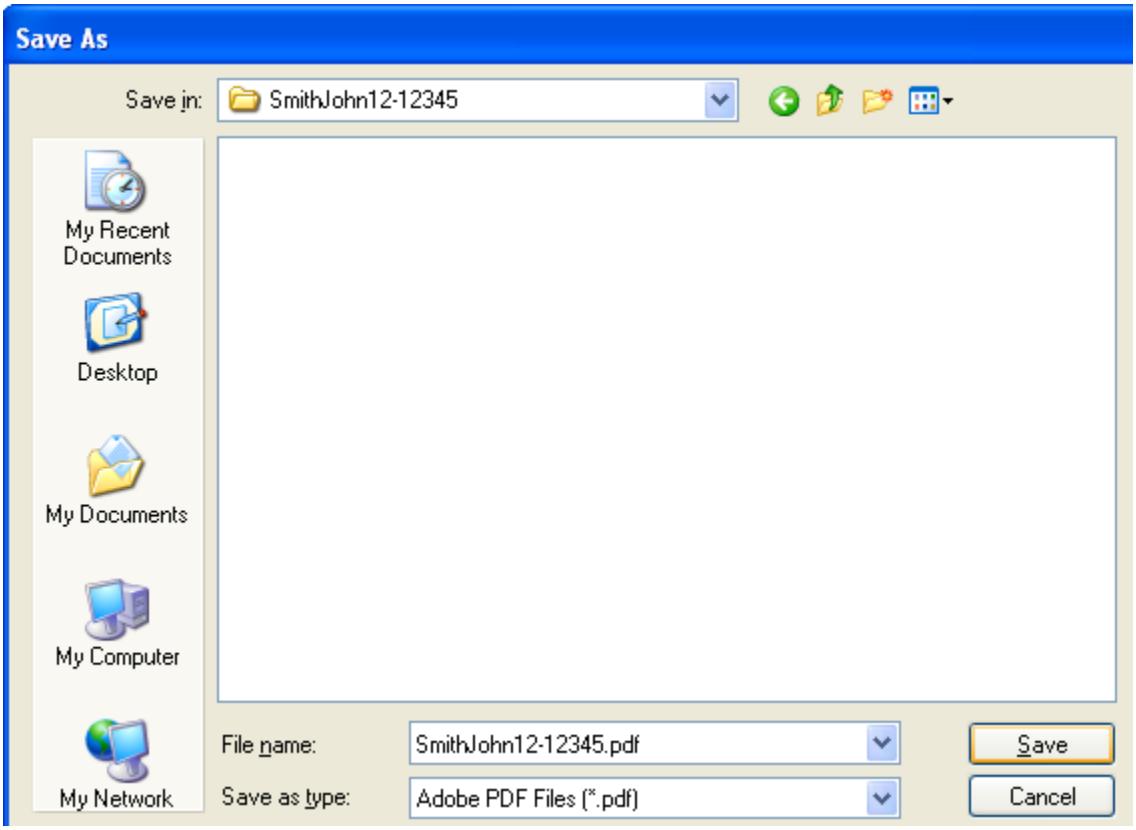
	Name	Address, City, State and Zip Code	Telephone Number	State of the Child Support Enforcement Agency Which Has Jurisdiction	Monthly Payment Amount	
A						
X	1st National Bank Dayton, Ohio 24055					C

Working with the PDF file(s)

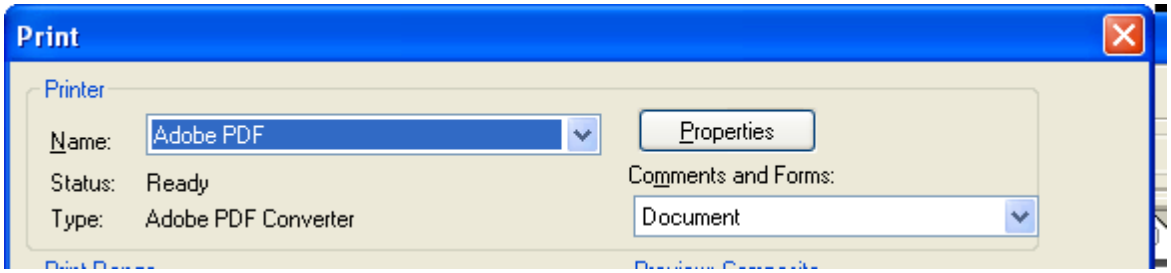
1. **Save the Plan**:
   After the data has been entered, you should save a copy of the pdf file. Should you need to amend this plan at a later time, you will want to start with this version of the file.

   Select File → Save As → PDF. Save this pdf file in a folder and give the file a meaningful name. You might want to keep the files for John Smith in their own separate folder.

   Warning: Do not Upload this file to CM/ECF – If you can see the buttons on the form then the form is not in the proper format for uploading. If you do upload this file, it will come back in the exception report. You will then be required to re-file the plan in the proper format. The BNC is unable to serve this format of the plan to all parties/creditors.

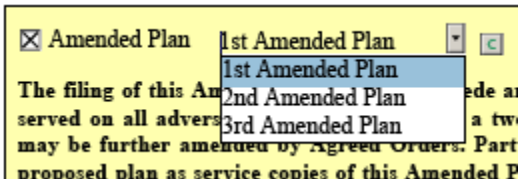


2. **Print to PDF**
   Once the plan has been saved (see above step), you must use the Print to PDF button to create a **flat pdf** file suitable for uploading to CM/ECF. A **flat pdf** file means you will no longer see any buttons on the form, the check boxes will no longer work, the form will no longer be a dynamic interactive fillable form – it will be a **flat pdf** file. First press the Print to PDF button. This will open the Print Dialog box (see below). Choose "Adobe PDF" in the Name: drop-down box (see below).



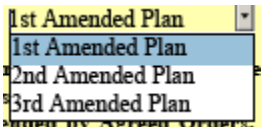
Click the OK Button. Give the file a meaningful *name* and *location* (see next page). This is the file you will upload to CM/ECF.

3. Amending the Plan



a. Be sure to check the ☒ Amended Plan Check Box.

b. Select the version of the Amended Plan

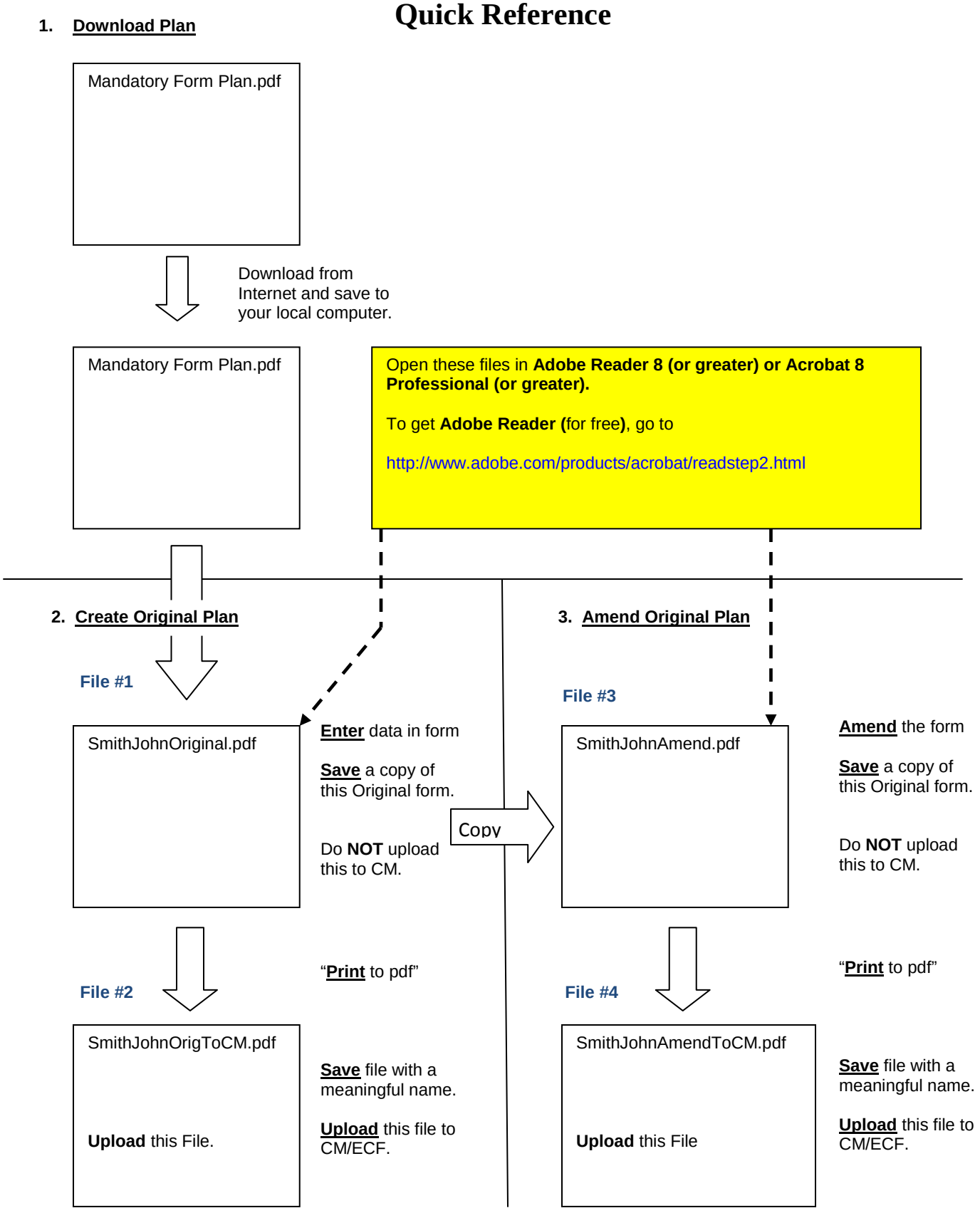


c. Press the C button to designate that this is a change from the original plan.

d. Change any data from the original plan and press C to designate where the data changed.

e. Save this file (see step 1 above) and this time give it a different (meaningful) name that lets you know that this is an amended plan.

   a. **Please note – Although you will be able to go back in and edit this amended plan before it is flattened and filed with Court, all yellow highlighted items will have to be highlighted again when you edit the amended plan. The highlights are lost when you save this amended plan as instructed in step 1 above.**

f. After the final edit in the previous step, you must again - Print to PDF this file and create a **flat pdf file** that it is in a suitable format for uploading to CM/ECF. Give this file a meaningful name – see next page for ideas on how to name these files that are meaningful to you.

Quick Reference