

**ECF Docketing Procedure for Local Form 4 and
Local Form 4A Pursuant to Administrative Order**

Effective February 1, 2007, two separate docket entries will be required when filing the Chapter 13 Plan or Amendment to Chapter 13 Plan if those documents contain any motions; (1) Chapter 13 Plan or Amendment to Chapter 13 Plan; (2) Chapter 13 Plan Motion(s). **If no motion(s) are applicable to the Plan or Amendment to Plan, check the appropriate box on Local Form 4 or 4A, and the motions event will not be required.**

Follow the steps below:

1. File the Chapter 13 Plan or Amendment to Chapter 13 Plan under Bankruptcy/Other/Plan.
2. If any motions are included in the Plan or Amendment to Plan, docket the motions under Bankruptcy/Motions/Plan Motions (Ch. 13). Select the motions that are indicated on the Local Form 4 or 4A. Relate this event to the Chapter 13 Plan or the Amendment to Chapter 13 Plan. **You are not required to attach a PDF image.**

Final Docket Text will read:

Event reporting statistical information for motion(s) filed with Chapter 13 Plan. Motion(s) reported: (The selected motions will be listed.)

The Notice of Electronic Filing will be displayed. This is a private entry that will not be available to the public.

Important Note:

- The motion(s) selected within the Plan Motions (Ch. 13) event should be consistent with the motions in the Local Form 4 or 4A.

1/25/07