

---

## CHAPTER 11 PLAN

The Chapter 11 Plan and Disclosure Statement are filed as 2 events. Do not upload the Disclosure Statement as an attachment to the Plan.

Please refer to [D.N.J. LBR 3016-1](#) and [Local Form 19](#) for more specific information on filing a Chapter 11 Plan.

**NOTE:** This event is also used to docket Modified Chapter 11 Plans.

- 
- STEP 1**      Choose **Bankruptcy** from main menu
  
  - STEP 2**      Choose **Plan** category
  
  - STEP 3**      Enter case number; click [NEXT]
  
  - STEP 4**      Select **Chapter 11 Plan** from drop down list; click [NEXT]
  
  - STEP 5**      If this is a joint filing, place a check in the box; click [NEXT]. If this is not a joint filing, click [NEXT] to skip this screen

**STEP 6**      Select party or click [ADD/CREATE PARTY]; click [NEXT]

**STEP 7**      Upload PDF file; click [NEXT]

☛      *TIP 1 - Supporting documents such as a Certificate of Service shall be uploaded as an Attachment to the Plan.*

☛      *TIP 2 - DO NOT use this event to file or upload a Disclosure Statement*

**STEP 8**      Docket text appears; select prefix from pull-down list if applicable: e.g. *First Amended*; review for accuracy; click [NEXT]

☛      *TIP - Other than the selection of a prefix, text of docket entry cannot be modified from this screen; if modification is necessary, use the [BACK] button on your browser.*

### SAMPLE DOCKET TEXT

**Chapter 11 Plan Filed by Beachnut, Inc. (Hughes, John)**

**STEP 9      Notice of Electronic Filing displays**