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## **CHAPTER 13 TRANSMITTAL LETTER**

Please see [Notice to Bar and Public](#) dated 2/24/03; [D.N.J. LBR 3015-1](#); [Local Forms 8](#) and [22](#).

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- STEP 1** Choose **Bankruptcy** from main menu
- STEP 2** Choose **Misc. Events** category
- STEP 3** Enter case number; click [NEXT]
- STEP 4** Select the **Certificate of Service** event from the 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]
-  *TIP - If you have not been previously associated with the party in this case, you will be prompted to place a check in the box to create the association*
- STEP 7** Upload the Certificate of Service; click [NEXT]
-  *NOTE - If the filing includes the **Chapter 13 Transmittal Letter**, it can be uploaded as an attachment to the Certificate of Service.*
- STEP 8** Place a check in the box next “Refer to Existing Event(s)?;”; click [NEXT]
- STEP 9** Select the Plan category; click [NEXT]
-  *TIP - If you filed the related plan by using CM/ECF’s Case Upload function, select the “caseupld” category.*
- STEP 10** Place a check in the box next to the related Plan; click [NEXT]

**STEP 11** Docket text appears; review for accuracy, modify if appropriate; click [NEXT]

☛ *TIP - Text of docket entry should not be modified from this screen; if modification is necessary use [BACK] button on your browser. **THIS IS THE ONLY OPPORTUNITY TO MODIFY INFORMATION OR ABORT TRANSACTION.***

SAMPLE DOCKET TEXT

**Certificate of Service (related document:[2] Chapter 13 Plan and Motions filed by Debtor Julius Erving, Debtor Tasha Erving) filed by John Hughes on behalf of Julius Erving , Tasha Erving. (Attachments: # (1) Chapter 13 Transmittal Letter) (Hughes, John)**

**STEP 12** Notice of Electronic Filing displays