

TYPICAL CASE FLOW: Chapter 13

Attorney will file required documents to commence Ch 13, including the petition, the **Statement of Current Monthly Income and Disposable Income Calculation**, the **Certification of Completion of Credit Counseling**, the Statement of SSN and an uploaded creditors matrix. If the statement of financial affairs, completed schedules and other documents are not filed at this time, attorney will be given an additional 15 days to file them.

Judge, Trustee and 341 Date will be assigned by the Court's Auto-Assignment Program.

The next business day, case managers will quality control the filed documents and will make needed corrections (or enter a notice requiring the atty to do so). Then, the Court will issue the Section 341 Notice. The Confirmation Hearing will be set for the same date as the 341 Meeting.

Debtor will file plan and certificate of service to the plan with the Court. These documents may be filed at the time the petition is filed or at a later date, but must be filed no later than 15 days from the date of filing (plan) and 18 days from the date of filing (certificate) respectively. Debtor will also file tax returns and other required documents with the Trustee.

Claims bar date is set for 90 days from the date of the Section 341 Meeting. Creditors will begin filing claims.

Section 341 Meeting and Confirmation Hearing will be held. The Court orders confirmation of the plan.

Trustee prepares Order of Confirmation and e-mails it to the Court. A member of Courtroom Services prepares the OC for signature and routes to the Judge.

The Order of Confirmation is signed by the Judge and entered on the official Court Docket.

Debtor continues making plan payments. If debtor is making payments by wage deduct order, the Trustee will serve and file the Order to Deduct Wages. Trustee will make disbursements throughout the time in which the case is open. At any time during the course of the case, the debtor, trustee, creditors or other parties in interest may file motions or other appropriate pleadings.

Debtor files the Schedule of Allowed Claims.

Debtor files **Financial Management Course Certificate** indicating that **Financial Management Training** has been completed. If debtor has not filed the certificate at the time that the case is otherwise ready to close, case will be closed without discharge.

The Court enters the Order of Discharge. **NOTE: If debtor was required to make support obligation payments, Certification of Domestic Support Obligations Paid should be filed prior to discharge.**

Debtor completes all plan payments as ordered. If payments were made by wage deduct, Trustee will serve and file an Order Discontinuing Wage Deduction.

Trustee makes all final disbursements from funds paid into the plan. Excess funds will be refunded to the debtors.

Trustee files a Final Report listing all disbursements and indicating that plan has been completed.

The Court closes the case.