

Northern and Southern Districts of Mississippi Chapter 13 Plan

Instructions and Plan Settings

February 2014

This custom Chapter 13 Plan is available as an Add-On for an additional fee. If you have purchased our 7 & 13, Full or Network package but have not purchased this Add-On, you will have access to the plan calculator but the plan itself will function in Demo mode. **To use this plan, you will need to install either of the following jurisdictions: the Northern District of Mississippi ~Custom 13 Plan (MS-N-ZZ), or the Southern District of Mississippi~ Custom 13 Plan (MS-S-ZZ).** If you are upgrading from an earlier version of Best Case Bankruptcy, after installing the new jurisdiction, you can reselect the jurisdiction in the Voluntary Petition to use this custom plan for existing cases.

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Disclaimer Regarding Local Chapter 13 Plans

Our goal is to make preparation of local Chapter 13 plans as easy as possible. As always, we welcome any suggestions and feedback you might have.

It is important to understand that because these local plans vary greatly, we sometimes have to resort to methods of entering information that are less straightforward and that require closer attention on the part of the user than other areas of the software. Additionally, the Chapter 13 plan by its very nature is probably the most complicated document filed in a consumer bankruptcy case and requires detailed legal knowledge.

Please understand that you must always proofread every plan to ensure that it has printed as expected and that the plan accurately reflects the debtor’s intentions. This software is far from foolproof. It is very possible for an inexperienced user to produce an incomplete or inaccurate plan. ***It is the responsibility of the attorney to review every plan prior to filing it.***

Best Case Solutions’ technical support staff can advise you on the operation of the software, such as how to get a claim to print as you want on the form, but the actual decision about how to classify a given claim is a legal question that must be resolved by the responsible attorney. ***The Best Case technical support staff does not and can not dispense legal advice.***

In addition, your local trustee can modify or change the Chapter 13 plan requirements, practices or the format of the plan at any time. ***It is the responsibility of the attorney representing the debtor to ensure that local rules and practices are adhered to.***

Notes about this Custom 13 Plan

- ◆ **Attorney's Fees and Filing Fees:** Users can enter attorney fees to be paid through the plan in the Claims tab of the Chapter 13 Plan Calculator. Your custom plan does not automatically list filing fees. If you want them to appear on the plan, you can make a note in the Other tab of the Chapter 13 Plan Calculator, and the filing fees will then appear in the Special Provisions section. *Note that some districts do not allow filing fees to be paid through the plan.*
- ◆ **Custom Entry Screens:** Your plan includes custom entry screens in which users can enter additional information on the Chapter 13 Plan.
 - Special **Mississippi 13 Plan Creditor** entry screens have been added to allow users to enter additional information for creditors in Domestic Support Obligations, Home Mortgage, and Student Loans. To access these screens, open a creditor, click the 13 Plan Treatment tab, then click the **Local 13 Plan Treatment** button, located in the lower left corner of the creditor entry screen.

Mississippi 13 Plan Creditor

Priority Creditor

Post Petition Support Not Paid Through Plan (DSD, DSG)

Payments Begin Date:

Monthly Payment Amount:

Payment Method: Direct Payroll Deduction

Note: Payments made through the plan should use plan class DSP

Pre-Petition Arrearage through plan (ARPP, ARR), outside plan (ARD)

Arrearage \$ Through Date:

Payments Begin Date:

Payment Method: Direct Payroll Deduction

OK Cancel Help

Mississippi 13 Plan Creditor

Unsecured Creditor

Student Loans §523(a)(8) (U100)

Contract Monthly Payment:

Proposed Treatment:

OK Cancel Help

Mississippi 13 Plan Creditor

Secured Creditor

Secured Long Term (SLTD, SLTP)

Debt's where nature of lien is "Mortgage"

Payments Begin Date:

Mortgage Claims to be Paid in Full over Plan Term (SFP, SPR)

Debt's where nature of lien is "Mortgage"

Are related Taxes and/or Insurance Escrowed? Yes No

OK Cancel Help

- Use the **Mississippi - Chapter 13 Plan** entry screen to enter additional information in the General Unsecured Debts section and to enter the Automobile Insurance Co/Agent at the end of the plan. To access this screen, open the Chapter 13 Plan Calculator then click the **Mississippi 13 Plan Info** button in the upper right corner.

Mississippi Chapter 13 Plan

Chapter 13 Plan

General Unsecured Claims Payment:

- 13 Calculator Percentage (10%)
- In Full (100%)
- Minimum Percentage
- Total distribution of \$

Vehicle Insurance Company/Agent Information

Name:

Address 1:

Address 2:

Phone/Fax:

OK Cancel Help

- ◆ **Form Preference:** Your custom plan includes the following special form preferences:
 - Print Domestic Support Addresses
 - Ask for Arrearage Through Date for mortgages
 - Print "Avoid Lien" for proposed treatment of SAL claims in Special Claimants section
 - Permanent Other Provisions text

To access the Form Preference window: (1) Highlight the Chapter 13 Plan on the Forms and Schedules Menu for the client. (2) Click Setup/Edit Form Preferences. (3) Highlight the form preference and click Change. (4) Enter your text, and click OK to save. (5) Click Close on the next screen to return to the Forms and Schedules Menu.

- ◆ **Debtor's Initials:** Best Case automatically fills in the debtor and joint debtor's initials on the bottom of the printed plan based on the first letter for the debtor and joint debtor's first and last names entered in the Voluntary Petition.

How Information You Enter Relates to the Printed Plan:

Caption

Name of Debtor/Joint Debtor: The names of the Debtor and Joint Debtor will print on the plan as entered in the Debtor and Joint Debtor tabs of the Voluntary Petition.

Address: The full address of the Debtor will print on the plan as entered in the Debtor tab of the Voluntary Petition.

SSN: The plan requires only the last four digits of the Debtor and Joint Debtor Social Security numbers. Enter the full Social Security numbers for the Debtor and Joint Debtor in the Voluntary Petition. Best Case will automatically redact the Social Security numbers to the last four digits on the printed form.

Case Number: The case number, if applicable, is taken from the **Case** button located above the client's Forms and Schedules.

Median Income: The "Above" or "Below" checkboxes are marked based on whether the Form 22C is above or below the median.

Payment and Length of Plan

The total length of the plan, specified on the Summary tab of the 13 Plan Calculator, prints here.

- (A) **Debtor shall pay:** In order to have an amount print here you will need to enter the amount the debtor will pay in the Wage Deduction tab of the 13 Plan Calculator. You also need to specify the frequency of the payments in the Wage Deduction tab by using the Payroll Interval drop-down list. The address of the debtor's employer prints based on the information entered on Schedule I. *Note that if you do not specify a payment or a payroll interval on the Wage Deduction tab, this section will be left blank.*
- (B) **Joint Debtor shall pay:** In order to have an amount print here you will need to enter the amount the joint debtor will pay in the Wage Deduction tab of the 13 Plan Calculator. You also need to specify the frequency of the payments in the Wage Deduction tab by using the Payroll Interval drop-down list. The address of the joint debtor's employer prints based on the information entered on Schedule I. *Note that if you do not specify a payment or a payroll interval on the Wage Deduction tab, this section will be left blank.*

Priority Creditors

All claims classified as **UPR - Unsecured, priority** will appear here. These claims are paid in full and are paid pro rata.

- **Internal Revenue Service:** Claims classified as **UPR - Unsecured, priority** that have “IRS” in the Consideration field on the Creditor Information tab print here. The priority amount prints in the first blank followed by the average monthly payment as calculated by the 13 Plan Calculator.
- **Mississippi Dept. of Revenue:** Claims classified as **UPR - Unsecured, priority** that have “state tax” in the Consideration field on the Creditor Information tab print here. The priority amount prints in the first blank followed by the average monthly payment as calculated by the 13 Plan Calculator.
- **Other:** All other claims classified as **UPR - Unsecured, priority** print here. The priority amount due the creditors prints in the first blank followed by the average monthly payment as calculated by the 13 Plan Calculator.

Your plan also allows you to create a separate plan class for Unsecured Priority claims that will permit you the option of to specify a fixed payment.

To create this plan class, go to the list of forms and schedules for a client in this jurisdiction. Click **Setup | Edit Case Jurisdiction |** and select the **13 Plan** tab.

The screenshot shows the 'Jurisdiction: Northern District of Mississippi ~custom 13 plan (MS-N-22)' window. The '13 Plan' tab is selected. On the left, under 'Standard Treatment of Claim', the following is shown:

Sch D: Secured	SPR	Unsecured Portion	UGEN
Sch E: Priority	UPR	Non-Priority Portion	UGEN
Sch F: Unsecured	UGEN		
Arrearages	ARPR		

Under 'Trustee's Fee', the following is shown:

10.00 % of the first	99,999,999.00
0.00 % of the next	0.00
0.00 % of the next	0.00

On the right, a table of 'Classification Codes / Treatment' is visible:

Code	Name	Rank
FILE	Filing Fees	1
NOT	Not In Plan	0
SAL	Secured, avoid lien	0
SF5	Secured, fixed payment, \$506 N/A	1
SFP	Secured, fixed payment	1
SLTD	Secured, long term, outside plan	0
SLTP	Secured, long term, in plan	1
SPS	Secured, paid prorate, \$506 N/A	2
SPR	Secured, paid prorate	2
SSR	Secured, surrender property	0
U100	Unsecured, special class, paid 10	3
UGEN	Unsecured General Nonpriority	99
UPR	Unsecured, priority	3
UPRX	UPRX	1
UPRY	UPRY	1

Click **Insert**. Make sure the first 3 letters of the Code you specify begin with “UPR”. (The last character may be any number or letter.) Set the **Special Intention** to **None** and mark **Fixed** as the **Payment Method**. Make sure that the **Payout Rank** is set to 1 and click the checkbox at the bottom to **Hide Arrearage**. Click **OK**.

Use this new plan class for any Unsecured Priority debts that have you wish to specify a fixed payment.

The screenshot shows the 'Plan Class Information' window for code UPRX. The name is 'Unsecured Priority with Fixed Payment'. The 'Special Intention' is set to 'None'. The 'Payment Method' is set to 'Fixed'. The 'Payout Rank' is set to 1 and the 'Payoff Percent' is set to 100. The checkbox 'Do not charge trustee's fee on payments to this class' is checked. Under 'Plan Treatment' Entry Screen Options, the checkbox 'Hide Arrearage' is checked.

Domestic Support Obligation

Post Petition Obligation

This section of the plan lists the priority domestic support obligations included in the debtor's petition. Any claim classified as either **DSO - Domestic support obligation §507(a)(1)(A)**, **DSG - Domestic support government 507(a)(1)(B)**, or **DSP - Domestic support through plan** will print in this section of the plan.

Plan Headings:

- **Domestic Support Obligations (Post Petition) Due to:** The creditor name prints here based on the information you enter in the Creditor tab of Schedule E.
- **Beginning:** Users can enter the beginning month using the Mississippi 13 Plan Creditor entry screen. For further instructions about how to access this screen, refer to the Custom Entry section in *Notes about this Custom 13 Plan* on page 2.
- **In the amount of \$:** Users can enter the amount using the Mississippi 13 Plan Creditor entry screen. For further instructions about how to access this screen, refer to the Custom Entry section in *Notes about this Custom 13 Plan* on page 2.

- **Direct/through payroll deduction/through the plan:** If the claim has been classified as **DSP - Domestic support through plan**, “through the plan” is automatically selected. If the claim has been classified as **DSO - Domestic support obligation 507(a)(1)(A)** or **DSG - Domestic support government 507(a)(1)(B)**, you can select whether it is to be paid “direct” or “through payroll deduction” by using the Mississippi 13 Plan Creditor entry screen. For further instructions about how to access this screen, refer to the Custom Entry section in *Notes about this Custom 13 Plan* on page 2.

Pre-petition Arrearage

This section of the plan lists the arrearage information for domestic support obligations. If you classify the priority portion of a domestic support obligation claim as **DSO - Domestic support obligation §507(a)(1)(A)**, **DSG - Domestic support government 507(a)(1)(B)**, or **DSP - Domestic support through plan** and the claim includes an arrearage portion greater than 0.00 classified as either **ARO - Arrearage outside plan**, **ARPR - Arrearage, paid prorata** or **ARR - Arrearage, fixed payment** the creditor information is included in this section of the plan.

Plan Headings:

- **Prepetition Domestic Support Arrearage Claims Due to:** The creditor name prints here based on the information you enter in the Creditor tab of Schedule E.
- **Total Amount:** The Arrearage Amount entered on the 13 Plan Treatment tab prints here.
- **Through Date:** A custom entry screen is available to enter this date. For further instructions about how to access this screen, refer to *Notes about this Custom 13 Plan* on page 2.
- **Monthly Amount:** If the arrearage portion of the claim is classified as **ARR - Arrearage, fixed payment** or **ARO - Arrearage outside plan** the estimated payment equals the arrearage payment entered in the 13 Plan Treatment tab. If the arrearage is classified as **ARPR - Arrearage, paid prorata**, the amount that prints will be the average monthly payment made on the claim as calculated by the 13 Plan Calculator.
- **Beginning Date:** A custom entry screen is available to enter this date. For further instructions about how to access this screen, refer to *Notes about this Custom 13 Plan* on page 2.
- **Direct/through payroll deduction/through the plan:** If the claim has been classified as **ARPR - Arrearage, paid prorata** or **ARR - Arrearage, fixed payment**, “through the plan” is automatically selected. If the claim has been classified as **ARO - Arrearage outside plan**, a custom entry screen is available to mark “direct” or “through payroll deduction”. For further instructions about how to access this screen, refer to *Notes about this Custom 13 Plan* on page 2.

Home Mortgages

This section of the plan lists creditors who hold long term claims which are secured by the debtor’s primary residence. Any claim that you classify as **SLTO - Secured, long term, outside plan** or **SLTP - Secured, long term, inside plan** will print in this section if you include the word “*Mortgage*” in the creditor’s Nature of Lien field, located on the Creditor tab. If the claim has an arrearage that you wish to pay through the plan, you can specify the arrearage amount in the 13 Plan Treatment tab for the creditor, and it will be included in the table below the regular mortgage payments.

Plan Headings:

- **Mtg Pmts to:** The creditor name prints here based on the information you enter in the Creditor tab of Schedule D.
- **Beginning:** You can enter the month in which payment begins using the Mississippi 13 Plan Creditor entry screen. For further instructions about how to access this screen, refer to the Custom Entry section in *Notes about this Custom 13 Plan* on page 2.
- **Monthly Payment:** The monthly payment will print on the plan based on the amount you enter in the 13 Plan Treatment tab.

- **Plan/Direct:** If the claim has been classified as **SLTO - Secured, long term, outside plan**, “Direct” will automatically be selected. If the claim has been classified as **SLTP - Secured, long term, inside plan**, “Plan” will automatically be selected.

Plan Headings (Claims with Arrearages):

- **Mtg Arrears To:** The creditor name prints here based on the information you enter in the Creditor tab of Schedule D.
- **Through:** The last month that a payment will be made, as calculated by the 13 Plan Calculator, prints here.

NOTE: In the Southern District of Mississippi, a special form preference is available that prompts you to enter a Through date before printing, viewing, or generating a PDF of the plan. To access this form preference, highlight the Chapter 13 Plan in the list of Forms and Schedules. Click Setup, Edit Form Preferences, and activate the **Ask For Arrearage Through Date** form preference. For more information about other form preferences available in your jurisdiction, see *Notes about this Custom 13 Plan* on page 2.

- **Total Amount:** The total arrearage amounts prints here based on the information you entered on the 13 Plan Treatment tab for the Arrearage Portion.
- **Monthly Payment:** If the arrearage portion of the claim is classified as **ARR - Arrearage, fixed payment**, the estimated payment equals the arrearage payment entered in the 13 Plan Treatment tab. If the arrearage is classified as **ARPR - Arrearage, paid prorata**, the estimated payment is the average pro rata payment for the arrearage claim as computed by the Chapter 13 Calculator.
- **Interest Rate:** The interest rate specified for the Arrearage Portion of the 13 Plan Treatment tab for the creditor prints here.

Mortgage Claims to be Paid in Full

All creditors classified as **SFP - Secured, fixed payment**, **SPR - Secured, paid prorata**, **SF5 - Secured, fixed payment** will appear in this section if “mortgage” is entered in the Nature of Lien field.

Plan Headings:

- **Creditor:** The creditor name prints here based on the information entered in the Creditor Information tab.
- **Property Address:** The address prints here based on the information entered in the Description of Property field on the Creditor Information tab.
- **Approx. Amount Due:** The Secured Amount entered on the 13 Plan Treatment tab prints here.
- **Interest Rate:** The Interest Rate entered on the 13 Plan Treatment tab prints here.
- **Are related taxes and/or insurance escrowed:** A custom entry screen is available to mark either “Yes” or “No”. For further instructions about how to access this screen, refer to *Notes about this Custom 13 Plan* on page 2.

Non- Mortgage Secured Claims

All Schedule D creditors classified as **SLTP - Secured, long term, in plan**, **SFP - Secured, fixed payment**, **SPR - Secured, paid prorata**, **SF5 - Secured, fixed payment**, **§506 N/A** and **SP5 - Secured, paid prorata**, **§506 N/A** will appear in this section of the plan if they do NOT have “mortgage” in the Nature of Lien field.

Plan Headings:

- **Creditor’s Name:** The creditor name prints here based on the information you enter in the Creditor tab of Schedule D.
- **Collateral:** The description of collateral prints here based on the information you enter in the Description of Property field on Schedule D.

- **910 CLM:** This column will be marked for all claims classified as **SFP** and **SPR**.
- **Approx. Amt. Owed:** The Claim Amount on the Creditor tab prints here.
- **Value:** The Market Value on the Creditor tab prints here.
- **Int. Rate:** The interest rate specified under the Secured Portion without Arrears of the 13 Plan Treatment tab for the creditor appears here.
- **Pay Value or Amt. Owed:** If the Secured Amount is equal to the Market Value, "Pay Value" prints here. "Amt. Owed" prints in this column if the Secured Amount is different than the Market Value.

Special Claimants

Creditors classified as **SSR - Secured, surrender property**, **SAL - Secured, avoid lien**, and **U100 - Unsecured, special class, paid 100%** will print in this section of the plan.

Schedule D creditors classified as **SSR - Secured, surrender property** will receive the property that secures its claim in lieu of payment. The secured portion of the claim will be listed on the printed chapter 13 plan, but will not be included in the payment calculations of the Chapter 13 Plan Calculator.

The **SAL - Secured, avoid lien** class can be used if the property securing the lien is claimed as fully exempt or for creditors whose claims are to be voided pursuant to 11 U.S.C. § 522(f).

Usually, unsecured nonpriority (Schedule F) claims are classified as **UGEN - Unsecured, general nonpriority**, and get paid only a percentage of the amount they are owed. Using the **U100 - Unsecured, special class, paid 100%** class, you can give special priority to individual Schedule F claims so that they are paid in full, and are paid ahead of other Schedule F claims.

Plan Headings:

- **Creditor's Name:** The creditor name prints here based on the information you enter in the Creditor tab of the Schedule D or F creditor.
- **Collateral:** The description of collateral prints here based on the information entered in the Description of Property field for the Schedule D creditor or the Consideration field for the Schedule F creditor.
- **Approx. Amt. Owed:** The approximate amount owed prints here based on the information entered in the Claim Amount field on the Creditor Information tab.
- **Proposed Treatment:** If the claim has been classified as **SSR - Secured, surrender property** or **SAL - Secured, avoid lien**, *0.00* prints here. If the claim has been classified as **U100 - Unsecured, special class, paid 100%**, the amount entered in the Claim Amount field on the Creditor Information tab prints here. A special form preference is available to print "Avoid Lien" here instead. For further details about how to access this form preference, please refer to *Notes about this Custom 13 Plan* on page 2.

Student Loans

Claims classified as **U100 – Unsecured, special class, paid 100%** will print here if “Student Loan” is marked in the PND Statistics located on the Creditor Information tab.

If there are creditors that you want to pay in a different class, you can create your own classification, such as a special U75 class that pays certain unsecured creditors 75%. To do that, you'll need to go into your Setup Menu:

1. Close the client file and the Client List window and then click Setup/Jurisdictions.
2. Highlight the jurisdiction and click **Edit**.
3. Click the 13 Plan tab.
4. Click **Insert** to add a new class.
5. Fill out the screen as shown to the right; substituting the percentage you want in the Code, the name of the class, and the Payoff Percent.
6. Click **OK**. Close your Jurisdiction list.

The screenshot shows a dialog box titled "Plan Class Information". It contains the following fields and options:

- Code:** U75
- Name:** Unsecured, special class, paid 75
- Special Intention:** Radio buttons for None (selected), Surrender, Avoid Lien, Long Term.
- Payment Method:** Radio buttons for Fixed, Prorata (selected), Not in plan.
- Payout Options:**
 - Payout Rank:** 3 (spin box)
 - Payoff Percent:** 75 (spin box)
 - Do not charge trustee's fee on payments to this class.
- "Plan Treatment" Entry Screen Options:**
 - Hide Amount
 - Hide Payment
 - Hide Rate
 - Hide Airreage
 - Hide Term

Buttons for OK and Cancel are at the bottom right.

Plan Headings:

- **Creditor's Name:** The creditor name prints here based on the information entered in the Creditor Information tab.
- **Approx. Amt. Owed:** The Claim Amount entered in the Creditor Information tab prints here.
- **Contractual Mo. Pmt.:** A custom entry screen is available to enter this payment. For further instructions about how to access this screen, refer to *Notes about this Custom 13 Plan* on page 2.
- **Proposed Treatment:** A custom entry screen is available to enter this treatment. For further instructions about how to access this screen, refer to *Notes about this Custom 13 Plan* on page 2.

Special Provisions

The following information automatically prints in this section:

- **Step Plan and Lump Sum Payments:** Any step plan and/or lump sum payments that you enter in the Summary tab of the 13 Plan Calculator will print here with the amount(s) and length(s) of payment.
- Claims classified as **SLTO - Secured, long term, outside plan** that do NOT include the word “Mortgage” in the Nature of Lien field will print here along with the text “Debtor will pay claim directly at <amount>”. The amount that prints is taken from the monthly payment amount you entered on the 13 Plan Treatment tab for the creditor.
- If you have specified an adequate protection payment for any Schedule D claim, it will appear in this section of the plan. The text, “Adequate protection payments are due on this claim in the amount of <amount>”, automatically prints here. The amount you specify in the Pre-Con Adequate Protection Payment field on the 13 Plan Treatment tab for the Schedule D creditor prints after the text.
- **Other tab:** Any text that you enter in the Other tab in the 13 Plan Calculator will appear in this section.
- **Permanent Other Provisions:** “Permanent Other Provisions Text,” a special form preference, allows you to specify permanent language in this section of the plan. For further details about how to change this form preference, please refer to *Notes about this Custom 13 Plan* on page 2.

General Unsecured Claims

Unsecured General Nonpriority is the most common treatment class for Schedule F claims. These claims are paid prorata and are paid after all other claims have been paid. The amount that they are paid varies, depending on how much the debtor is able to pay into the plan. All creditors in this class will have the same percentage of their claims paid.

The total amount owed to **UGEN - Unsecured General Nonpriority** prints in the first blank. A custom entry screen is available to mark "IN FULL", print the minimum percentage to unsecured from the Summary tab of the 13 Plan Calculator, or print the total distribution amount. For further instructions about how to access this screen, refer to *Notes about this Custom 13 Plan* on page 2.

A special form preference is also available that allows you to Print 100% for Unsecured Debts percent minimum when paying in full. For further details about how to change this form preference, please refer to *Notes about this Custom 13 Plan* on page 2.

Attorney Fees

This section of the plan prints the information for any attorney's fees and costs that are to be paid through the plan. Amounts for attorney fees listed on the plan are taken from the Attorney Compensation Statement and any Unpaid Balance you enter for the attorney's fees in the Claims tab of the Chapter 13 Plan Calculator.

Plan Headings:

- **Total Attorney Fees Charged** equals the amount entered in the Total Compensation Promised field from the Attorney Compensation Statement.
- **Attorney Fees Previously Paid** comes from the amount entered in the Compensation Received field in the Attorney Compensation Statement.
- **Attorney fees to be paid through the plan** equals the unpaid balance of attorney's fees you enter in the Claims tab of the Chapter 13 Plan Calculator.

Automobile Insurance Co/Agent

A custom entry screen is available to enter this name, address and telephone/fax. For further instructions about how to access this screen, refer to *Notes about this Custom 13 Plan* on page 2.

Signatures

The law firm information entered in the Setup Menu prints for the attorney's address, telephone/fax numbers, and e-mail address.

The date will print as entered in the Print Date on Signature Line field in the options window that appears whenever the form is printed or opened for editing. The Debtor and Joint Debtor (if applicable) will print as entered in the Voluntary Petition. The attorney name selected in the Filing Information tab of the Voluntary Petition prints for the Attorney signature.

Editing the Plan

1. Custom Chapter 13 plans are provided as RTF (rich text format) files so that they can easily be edited and saved as needed. Mark just the 13 Plan to print in the Forms and Schedules Menu.
2. Click the **Print** button in the toolbar at the top of your screen. The Print Documents dialog box appears. Mark your printing choices, and then click the **Edit Form** button on the right side of the dialog box.
3. The 13 Plan appears on your screen in the Best Case Editor. You can add or remove text as needed. All editing options are described in the Best Case Editor Options help topic.

Saving (Replacing) the Plan with the Best Case Editor

When you edit a document in the Best Case Editor, you are not actually editing the data record for the debtor, as you are when you enter information through Best Case entry screens like the Voluntary Petition window. Instead, you are editing a text document that has information about the debtor filled in for you. So that these forms will not

take up a large amount of room on your hard drive, your changes to these documents are **not automatically saved**.

1. To save changes to the plan with the Best Case Editor, choose **File/Save**.
2. The "Save Document in Case" window appears. By default, the name of the form is filled in for you and **Replaces Form** is marked as the print selection. Click the **Save to Case** button to save the edited form. *Note that changes that you make to the plan apply to **this case only**, not to all cases.*
3. **Close the Best Case Editor**. The edited plan will then appear on the Forms and Schedules menu as the **Replaced** version of the original document.
4. To **print the plan**, mark the Replaced plan to print on the Forms and Schedules menu, and select your printing options. For all printing options, see Printing Forms in your User's Guide or Help menu in Best Case Bankruptcy.

Opening "Replaced" Documents with the Best Case Editor

To open a "Replaced" plan that was previously saved with the Best Case Editor:

1. Double-click on the Chapter 13 Plan in the Forms and Schedules menu.
2. On the next window, click the **Edit** button if you want to edit the plan with the Best Case Editor. The plan will then open in the Best Case Editor, and you can make additional revisions to the plan as needed.
3. If, instead, you want to return to the Chapter 13 Calculator after saving the form with the Best Case Editor, double-click on the Chapter 13 Plan in the Forms and Schedules menu, and then click the **Options** button on the next window. On the next screen, type "**DRAFT**" in front of the form name, and click the "**Do Not Print**" button. Click **OK** on the next two screens, and then click the **Close** button. Double-click on the Chapter 13 Plan on the Forms and Schedules menu to open the calculator.

If you want to return to your previous "DRAFT" of the 13 Plan, highlight the plan on the Forms and Schedules menu and click the **Attach** button. Click the **Edit** button to open the plan with the Best Case Editor.