



ALSB PLAN INSTRUCTIONS FOR JUBILEE

Social Security Number:

This is entered by going to Associated Parties, click on the Debtors name and click the details tab you will see the tab for Social Security Numbers.

Date:

This is entered on the Details tab under plan manager "Plan Date".

Amended:

This is entered on the Details tab under plan manager "Amended", you must also check the amended box under form option, this is located by going to electronic filing, filling summary and scrolling to the bottom or going to case forms and clicking the amended checkbox at the bottom of the screen.

Paragraph 1 - Notices

Valuation of Collateral:

To check the "Yes" box you must have a creditor listed in Paragraph 7.1. The Creditor should be set to pay value and not the full claim.

Nonstandard provisions:

To check the "Yes" box you must have entered a Plan Provision to do so go to Plan Manager, click tab for Plan Provision and click New to add a provision.

Avoid a Security Interest:

This requires a separate motion and is not available in this plan.

Paragraph 2 - Plan Payments

A: Payment and Length of Payment:

Payments to the trustee is entered on the details tab under the plan manager, section titled "Payments", You will also enter step payments/variable payments in this section.

Paragraph 3 – Pre-Confirmation Adequate Protection

To select this option, you must go to petition, creditors, select the creditor that you would like to pay adequate protection, click on the creditor name and click the Plan Options tab, on this tab you will check the box for adequate protection and choose how to calculate the amount and save and close. You will also need to set the amount of months to pay adequate protection, you do this by going to Plan Manager and check adequate protection you will then see the option to select the number of months to pay adequate protection.

Paragraph 4 – Post-Confirmation Alternative Monthly Payments

This section will automatically add creditors that are receiving Adequate protection.

Paragraph 5 – Attorney fees for Debtor's Bankruptcy Counsel

To enter Attorney Fees, go to Petition, General Information and click on the fees tab

Paragraph 6 - Domestic Support Obligations

These will be Priority Creditors and the priority type will be Domestic Support Obligations.

Paragraph 7 - Secured Claims

7.1 Request for valuation of secured claims, payment of secured claims, and modification of undersecured claims:

This creditor will be secured and have an asset attached, you will also be paying the value of the asset within the term of the plan and have check the button to pay asset value on the plan tab within the creditor selected.

7.2 Secured claims excluded from valuation under Bankruptcy Code § 506:

This creditor will be secured and have an asset attached, you will also be paying the claim and not the value of the asset within the term of the plan.

7.3 Curing defaults and maintaining direct payments on long-term secured debt:

This section will include all creditor whose claims are being paid direct, this is done by opening the creditor, clicking plan options and selecting the direct pay button.

Paragraph 8 – Priority Claims (Excluding Domestic Support Obligations)

These will be Priority Creditors (Except Attorney Fees and Domestic Support Obligations).

Paragraph 9 – Nonpriority Unsecured Claims

This is standard court instruction on how these creditors are paid.

Paragraph 10 – Surrender Property

The creditor in this section must be secured and have selected the surrender option on the plan options tab within the creditor.

Paragraph 11 – Executory Contract and Unexpired Leases

The creditors entered in this section must have been entered as an executory contract creditor by going to Petition and Executory Contracts.

Paragraph 12 – Other Plan Provisions

Paragraphs 12.1 to 12.5 cannot be changed, this information is standard information provided by the court.

Paragraph 13 - Non-Standard Provisions

This is entered as a Plan Provision, to do so go to Plan Manager, click tab for Plan Provision and click New to add a provision.