



GAMB PLAN INSTRUCTIONS FOR JUBILEE

Modified Plan:

This Check box is selected by clicking Plan Manager and checking the Modified check box after checking you will see the input field “Plan Modification Options” where you can indicate if it is Pre or Post Confirmation Modification and enter the Modification Date, Version and Reason for Modification and the month for the Modification.

1.1 - A limit on the amount of a secured claim:

This will be checked if creditors are listed in section 3.5 of the plan these are secured creditors that you have decided to pay the value and not the full claim amount.

1.2 – Avoidance:

This will be checked if creditors are listed in section 3.4 of the plan. These are secured creditors that you are Avoiding the Lien. You will indicate this by going to petition, creditors selecting your creditor, selecting plan options, and checking the box for Claim Exempt and Avoid Lien, you will also need to input information as a Nonstandard provision as indicated below.

1.3 - Nonstandard provisions:

To check the 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.

1.4 – Income Status of Debtor(s) as stated on Official form 122-C1:

The applicable commitment period is set by the Means Test.

2.1 – Plan Payments:

Payments to the trustee are entered on the details tab under the plan manager, section title “Payments”. This amount is a monthly payment amount, you will also indicate the frequency of the payments (we will automatically display the payment amount on the printed plan based on

the frequency selected for example \$300.00 monthly payment with a semi-monthly frequency will be displayed as \$150.00 bi-monthly. You will also enter step payments in this section, when entering step payments, we will enter the date that change will occur based on the first payment date and month of the change.

2.2 – Additional Payments:

Additional payments can be entered by clicking the additional payments tab on the details page of the plan manager.

2.3 - Plan Length Income:

This information is provided by the Court and cannot be changed in the program.

3.1 Long Term Debts:

This is a Secured Creditor in which the Debtor will be making ongoing payments, you must go to petition, creditors, secured creditors and click the Plan Option tab within the creditor, select the fixed payment box and uncheck the box that says “Last Payment Within Plan Length”.

3.2 – Arrearages:

To set how the Arrearage will be paid go to petition, creditors, secured creditors and click the Plan Option tab click the arrearage tab you will then be able to set how the arrearage will be handled.

3.3 – Claims Not Subject to Cram Down:

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, you must go to petition, creditors, secured creditors and click the Plan Option tab within the creditor, select the fixed payment box, you must also check the box “§1325(a) “hanging Paragraph” Applies”.

3.4 – Pre-Confirmation Adequate Protection:

This will be set by going to Petition, Creditor, Select the creditor that you are paying Adequate Protection, click Plan Options, you will set the amount here. You will need to go to the details tab on Plan Manager and enter the number of months for Adequate Protection.

3.5 – Secured Creditors Subject to Cramdown:

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.

3.6 – Surrender of Collateral:

The creditor in this section must be secured and have selected the surrender option on the plan options tab within the creditor. This must also be indicated in the Non-Standard Provisions (See part 6).

3.7 – Debts Paid by Debtor:

This creditor will be secured and have an asset attached, you will also be paying the creditor direct you will set this by going to Petition, Creditor, Select the creditor that you are paying direct, click Plan Options, you will select direct pay and save.

3.8 – Lien Avoidance:

This must also be indicated in the Non-Standard Provisions (See part 6).

4.1 – Attorney fees:

(First Checkbox): This selection is for Flat fees, go to Petition, General Information and click on the fees tab select Flat Fee from the drop-down menu, we will use the balance due from this section.

(Second Checkbox): This selection is for Hourly billing, go to Petition, General Information and click on the fees tab select Hourly (set per activity) the program will auto calculate the fees based on the time and billing that has been entered in the case, this can be overridden by unchecking the Auto Calculate box and entering the amount you would like displayed.

4.2 – Trustee fees:

This information is provided by the Court and cannot be changed in the program.

4.3 – Domestic Support Obligations:

These will be Priority Creditors and the priority type will be Domestic Support Obligations, this you must go to the plan option tab within the creditor to set how the creditor will be paid.

4.4 – Priority Claims (Other than Attorney Fees and Domestic Support):

These will be Priority Creditors and the priority type will **NOT** be Domestic Support Obligations or Attorney Fees.

5.1 – Payment Parameters:

The disposable income will be input from form 122c, however, this can be overridden by going to Plan Manager clicking the Plan Options Button and completing the information under 5.1, this is where the remainder of this section is entered.

5.2 – General unsecured creditors:

This will be entered by going to Plan Manager clicking the Plan Options Button and completing the information under 5.2.

5.3 - Classified unsecured claims:

The creditor that is displayed here is a special class unsecured creditor, you must go to the plan options tab within the unsecured creditor and select the box that says, “Specially Classify Unsecured Claim”. If you would like it to be a long-term debt, uncheck that box that says, “Last payment made within the plan length”, you will also be able to enter the basis for the separate classification on this tab.

5.4 – Executory Contracts:

This is an Assumed Executory Contract, you must go to petition, executory contracts, Plan Option tab within the creditor.

5.5 – Vesting of Property of the Estate:

This information is provided by the Court and cannot be changed in the program.

5.6 – Validity of Liens of Preference Action:

This information is provided by the Court and cannot be changed in the program.

Part 6 – Nonstandard Plan 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.