



NJB PLAN INSTRUCTION FOR JUBILEE

STATISTICAL INFORMATION ONLY:

This information is automatically completed based on the Sections Creditors are entered in the plan.

Judge:

This is entered under Associated Parties, Court/Clerk Personnel and Trustee, Role must be Judge.

Original:

This is a default checkbox that will always be checked unless Modified is checked under plan manager

Modified/Notice Required:

Modified checkbox is checked on the Details Tab under Plan Manager and the notice required box is checked under Plan Options.

Modified/No Notice Required:

Modified checkbox is checked on the Details Tab under Plan Manager and the notice required box is unchecked under Plan Options.

Motions Included:

This is checked if there is a creditor listed in a section that requires a motion

Date:

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

Notices:

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.

Valuation of Collateral:

To check the "Yes" box you must have a creditor listed in section 5.C.2. The Creditor should be set to pay value and not the full claim.



Avoid a Security Interest:

To check the "Yes" box you must have a creditor listed in section 9. The avoid lien box should also be checked on the plan option tab within the creditor.

Initials:

Initials are automatic if the include /s/ signature is checked in the program

**Part 1
Payments and Length of Plan**

- A:** Payments to the trustee is entered on the details tab under the plan manager, section titled "Payments"., You will also enter step payments in this section.
- B:** Theses selections are made in plan options section of Plan Manager.
- C:** Theses selections are made in plan options section of Plan Manager.
- D:** Theses selections are made in plan options section of Plan Manager.
- E:** Theses selections are made in plan options section of Plan Manager.

**Part 2
Adequate Protection**

- A:** This creditor will be a secured creditor and the check box is selected to pay adequate protection will print here - Go to petition, creditors, open the desired creditor, click on Plan Option Scroll down until you see the Adequate Protection section, select your option, (This cannot be a direct pay option). You must also check the Pay Adequate Protection box on the details tab of the plan manager and select the number of months to pay.
- B:** This creditor will be a secured creditor and the check box is selected to pay adequate protection will print here - Go to petition, creditors, open the desired creditor, click on Plan Option Scroll down until you see the Adequate Protection section, select the direct pay option. You must also check the Pay Adequate Protection box on the details tab of the plan manager and select the number of months to pay.

**Part 3
Priority Creditors**

- A:** These will be All Priority Creditors (Except for claims owed to a government units). To select the checkbox, go to petition, creditors, plan options and check the box for Adequate Protection, you



will also need to go to Plan Manager, Details and click the checkbox and set the number of months for Adequate protection.

- B: These will be Priority Creditors with claims owed to a government units. To select the checkbox, go to petition, creditors, check the box that says "is Governmental", then go to plan options and check the box for Adequate Protection, you will also need to go to Plan Manager, Details and click the checkbox and set the number of months for Adequate protection.

Part 4 Secured Claims

A: Curing Default and Maintaining Payments on Principal Residence:

This is the secured creditor that has the Debtors principal resident attached, you must go to petition, creditors, Plan Option tab within the creditor, to make this a Long Term Debt uncheck that box that says, "Last payment made within the plan length".

B: Curing and Maintaining Payments on Non-Principal Residence & other loans or rent arrears:

This is the secured creditor that has a real property attached, you must go to petition, creditors, Plan Option tab within the creditor (You can manually assign the creditor to the plan by unchecking the plan section box and picking the section you would like the claim), to make this a Long Term Debt uncheck that box that says, "Last payment made within the plan length".

C: Secured claims excluded from 11 U.S.C. 506

This creditor will be secured and have an asset attached, you will also be paying the full claim within the term of the plan and check the box on the plan tab within the creditor that 1325(a) "Hanging Paragraph" Applies.

D: Requests for valuation of security, Cram-down, Strip Off & Interest Rate Adjustments

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 check the button to pay asset value on the plan tab within the creditor selected.

E: Surrender

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

F: Secured Claims Unaffected by the Plan

This information can be entered by going to Plan Manager, Details, and clicking Plan Options.

G: Secured Claims to be Paid in Full Through the Plan:



This is the secured creditor that has some property attached, you must go to the Plan Option tab within the creditor must select "Pay Claim". If you would like it to be a long-term debt, uncheck that box that says, "Last payment made within the plan length".

Part 5 Unsecured Claims

- A:** This information can be generated by the program but you can override this by going to Plan Manager, Details and clicking plan options, you will be able to check the box and enter a manual amount and percentage.
- B:** 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".

Part 6 Executory Contracts 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, it also must be assumed as all others are rejected.

Part 7 Motions

- A:** This creditor should have a claim that is higher than the value and the avoid lien box should be checked on the plan option tab within the creditor.
- B:** This creditor should have a claim that is higher than the value and the avoid lien box should be checked on the plan option tab within the creditor. You must manually select the plan section by going to the Creditor section, click on plan options and at the bottom uncheck the box for plan section and select part 7 (B).
- C:** This creditor should have a claim that is higher than the value and the avoid lien box should be checked on the plan option tab within the creditor. You must manually select the plan section by going to the Creditor section, click on plan options and at the bottom uncheck the box for plan section and select part 7 (C).

Part 8 Other Plan Provisions

- A:** This information can be entered by going to Plan Manager, Details, and clicking Plan Options.
- B:** This information is written per the court.



- C. This information can be entered by going to Plan Manager, Details, and clicking Plan Options.
- D. This information can be entered by going to Plan Manager, Details, and clicking Plan Options.

**Part 9
Modification**

**Part 10
Non-Standard Provision(s)**

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.