

## Eastern and Western Districts of Arkansas Chapter 13 Plan *Instructions and Plan Settings*

February 2014

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This Custom Chapter 13 package 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 plans themselves will function in Demo mode. This custom plan packages includes two separate Chapter 13 Plans.

**To use the McCarty and Babin plan, you will need to install either of the following jurisdictions: The Eastern District of Arkansas ~McCarty & Babin Plan (AR-E-ZX), or the Western District of Arkansas ~McCarty & Babin Plan (AR-W-ZX). To use the Goldman Plan, you will need to install either The Eastern District of Arkansas ~Goldman Plan (AR-E-ZY) or The Western District of Arkansas ~Goldman Plan (AR-W-ZY) custom plan jurisdiction.**

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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.***

## **Instructions for Using the McCarty and Babin Custom 13 Plan**

### **Notes About this Custom 13 Plan**

- ◆ **Assigning the Correct Custom Jurisdiction:** Your custom Chapter 13 Plan package includes two different plans, one for Trustees McCarty and Babin, and one for Trustee Goldman. In order to access the custom plan for Trustees McCarty and Babin, you will need to install one of the following jurisdictions: **The Eastern District of Arkansas ~McCarty & Babin Plan (AR-E-ZX), or the Western District of Arkansas ~McCarty & Babin Plan (AR-W-ZX).**
- ◆ **Attorney's Fees and Filing Fees:** You can include attorney's fees and filing fees in the plan's calculations through the Claims tab in the Chapter 13 Plan Calculator. Information about attorney's fees can be found in Section 3. of the Plan. The filing fees will not appear on the printed plan. If you want to include filing fees on the printed plan, add them to the Other tab in the Chapter 13 Plan Calculator so that it appears in Section 10. Other Provisions. In some districts, trustees do not allow the filing fee to be paid through the plan.
- ◆ **Custom Entry Screen:** The **Arkansas Chapter 13 Plan** screen allows users to enter an initial attorney fee and percentage in Section 3(B) and specify a treatment for Nonpriority Unsecured Claims in Section 7. To access this screen, click the **AR 13 Plan Info** button located in the top right corner of the Chapter 13 Plan Calculator.

- ◆ **Special Form Preferences:** Your plan includes special form preferences which allow you to
  - Permanently add text to the Other Provisions;
  - Remove the debtor and/or joint debtor's employer information in Section 1;
  - Exclude the signature lines from the end of the plan; and
  - Add the law firm address from the Setup Menu after the attorney signature lines.

To access the form preferences: (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) Select "Yes" or "No" or type in your text, and then click OK to save. (5) Click Close on the next screen.

## How Information You Enter Relates to the Printed Plan:

### Caption

**Debtor Name:** The debtor's name prints on the plan from information entered in the Debtor tab of the Voluntary Petition.

**Joint Debtor:** The joint debtor's name prints on the plan from information entered in the Joint Debtor tab of the Voluntary Petition.

**Case Number:** The case number prints on the plan from information entered in the Filing Information tab of the Voluntary Petition.

### 1. Payment to the Trustee

The **Monthly Payment** amount that prints here is the payment amount you specify in the first payment amount field in the Chapter 13 Plan calculator. If this is a step plan, the additional payment information for each step will print in a block of text that appears at the end of Section 1. If the plan includes any lump sum payments, an asterisk (\*) will print after the monthly payment amount, and the amount and month number of each lump sum payment will print in Section 8.D, Other Provisions.

#### Employment Information and Payroll Interval

**Employer Withholding and Direct Pay by Debtor Checkboxes:** The checkbox labeled "Direct Pay by Debtor" is marked by default. If a wage deduction amount is entered in the Wage tab of the Chapter 13 Calculator, the checkbox labeled "Employer Withholding of" will be marked for a debtor and/or joint debtor.

**Name of Employer/Address:** The name of employer and address for the debtor and/or joint debtor prints on the plan based on the information you specify in the Employment tab in Schedule I. A special form preference is available to remove the employer name and address from the printed form. For more information on this preference, see *Notes About this Custom 13 Plan* on page 2.

**Work Phone Number:** To enter the debtor or joint debtor's work phone number, open the Client List, highlight your client, click the **Notes** button in the toolbar, and then click the Debtor or Joint Debtor tab. Enter the number in the Work Phone field.

**Debtor/Joint Debtor Pay Interval Checkboxes:** By default, the "monthly" option is chosen. You can mark the "weekly," "bi-weekly," and "semi-monthly" options by selecting the corresponding interval in the Payroll Interval fields for the debtor and/or joint debtor in the Wage tab of the Chapter 13 Plan Calculator. If you choose another interval (such as "daily"), the "Other" option will be chosen on the form, and the interval you selected in the wage deduction tab will be specified on the plan.

#### Following Provisions (Step Plan Details)

If this is a step plan, the details of the different steps will print here. For each additional step payment included in the plan Best Case will print a block of text which includes the **new payment amount** as entered in the Chapter 13 Plan Calculator, the **Starting Month** for the new step and whether the plan payment is increasing or decreasing.

### 2. Plan Length

The **Plan Length** (number of months) is taken from the Summary tab of the Chapter 13 Plan Calculator. It represents the total number of months for each step of the plan.

### 3. Administrative Claims

(A) **Trustee's Fees and Expenses:** No data prints in this section of the form.

(B) **Attorney Fees:** The **Amount Paid to Attorney prior to filing** prints in this section based on the amount you specified in the Compensation Received field of the Compensation Statement of Attorney. The **Attorney Fees to be paid by the Trustee** are taken from the Attorney Fee field in the Summary tab of the Chapter 13 Plan Calculator.

A custom entry screen is available to enter an initial attorney fee and percentage. To access this screen, open the Chapter 13 Calculator and click the **AR 13 Plan Info** button in the upper right corner.

## 4. Secured Claims

### (A) Pre-confirmation Adequate Protection Payments

This section of the plan lists any pre-confirmation adequate protection payments. You can specify the payment amounts in the **Pre-Con Adequate Protection Payment** field in the 13 Plan Treatment tab for all creditors on Schedule D. Information for any secured claim listed on Schedule D prints here if you enter a pre-confirmation adequate protection payment amount greater than 0.00 for the creditor.

#### Plan Headings:

- **Creditor's Name and Last 4 Digits of Account Number:** The creditor name prints on the plan based on the information you enter in the Creditor Information tab. To print the **Last 4 Digits of the Account Number**, simply mark the Mask on Form checkbox in the Creditor Information tab. *(Note: There is also universal preference which allows you mask all account numbers for clients in this Jurisdiction. For more information on changing this setting consult the Preferences topic in your help file, or the Preferences Section in Chapter 9 of your User's Manual.)*
- **Collateral** is the description of property from the Creditor Information tab.
- **Adequate Protection Payment Amount** is the amount you enter in the Pre-Con Adequate Protection Payment field in the 13 Plan Treatment tab.

### (B) Post-Confirmation Payments

#### i. Long Term Debts Including Debts Secured by Real Property Which the Debtor Intends to Retain

All Schedule D creditors classified as **SLTP - Secured, long term, in plan** will appear in this section of the plan. Creditors classified as **SLTP - Secured, long term, in plan** will be paid a fixed amount each month, which is specified in the 13 Plan Treatment tab for each claim. Payments will be paid through the trustee, and are subject to the trustee's fee. This class is for long-term obligations such as mortgages that will continue even after the 13 plan payment period has ended.

#### Plan Headings:

- **Creditor/Collateral** is taken from the information you entered in the Creditor Information tab.
- **Monthly Payment** is the payment amount you specify for the Secured Portion of the claim in the 13 Plan Treatment tab.
- **Pre-Petition Arrearage Amount** equals the arrearage amount you specified in the Arrearage Portion of the creditor's 13 Plan Treatment tab.
- **Monthly Arrearage Payment:** If the claim is classified as **Arrearage, Fixed Payment**, the estimated payment equals the regular payment entered in the 13 Plan Treatment tab. If the claim is classified as **Arrearage, Paid Prorata**, the estimated payment is the average pro rata payment for the claim as computed by the Chapter 13 Calculator.

#### ii. Claims to Which § 506 Valuation is NOT Applicable

Claims listed in this subsection consist of debts secured by a purchase money security interest in a vehicle for which the debt was incurred within 910 days of filing the bankruptcy petition, or, claims secured by any other personal property for which the debt was incurred within 1 year of filing. Any claim classified as **SF5 - Secured, fixed payment, 506 N/A** or **SP5 - Secured, paid prorata, 506 N/A** is listed in this section of the plan. *(Note: if you classify a claim as **Secured, fixed payment, 506 N/A** or **Secured, paid prorata, 506 N/A**, and it includes an unsecured portion, you can check the "Pay Full Claim as Secured" checkbox in the 13 Plan Treatment tab for the creditor if you want the Chapter 13 Calculator to include the unsecured portion as part of the secured claim when it calculates the plan payments.)*

#### Plan Headings:

- **Creditor Name/Collateral** are taken from the creditor name and description of property fields in the Creditor Information tab.
- **Purchase Date** comes from the information you enter in the Date Incurred field in the Creditor Information tab.
- **Debt Amount to be Paid** is the Claim Amount from the Creditor Information tab.
- **Value** represents the Market Value as taken from the Creditor Information tab.
- **Interest Rate** equals the interest rate entered for the creditor on the 13 Plan Treatment tab.
- **Monthly Payment:** If the claim is classified as **Secured, fixed payment, 506 N/A**, the estimated payment equals the regular payment entered in the 13 Plan Treatment tab. If the claim is classified as **Secured, paid prorata, 506 N/A**, the estimated payment is the average pro rata payment for the claim as computed by the Chapter 13 Calculator.

### iii. Other Secured Claims

Any claim classified as **SFP - Secured, fixed payment** or **SPR - Secured, paid prorata** is listed in this section of the plan.

#### Plan Headings:

- **Creditor and Collateral:** The creditor name is taken from the creditor name you entered in the Creditor Information tab. Collateral is taken from the property description you enter in the Creditor Information tab.
- **Purchase Date** comes from the information you enter in the Date Incurred field in the Creditor Information tab.
- **Scheduled Debt Amount** represents the Claim amount from the Creditor Information tab.
- **Value** represents the Market Value as taken from the Creditor Information tab.
- **Interest Rate** equals the interest rate entered for the creditor on the 13 Plan Treatment tab.
- **Monthly Payment:** If the claim is classified as **Secured, fixed payment**, the estimated payment equals the regular payment entered in the 13 Plan Treatment tab. If the claim is classified as **Secured, paid prorata**, the estimated payment is the average pro rata payment for the claim as computed by the Chapter 13 Calculator.

### iv. Surrender of Collateral

Schedule D creditors classified as **SSR - Secured, surrender property** will print in this portion of the plan. In lieu of payment, a creditor of this class will receive the property that secures its claim. 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 **Creditor's** name is taken from the corresponding field in the Creditor Information tab, and the **Collateral to be Surrendered** is filled in based on the information you enter in the description of property field for the creditor.

## 5. Priority Unsecured Claims

### (A) Domestic Support Obligations

(i) This section of the plan will print claims that are classified as **DSO-Domestic Support Obligation**, **DST-Domestic Support Paid by Trustee** or **DSG-Domestic Support Government**. For each Domestic Support Obligation listed here, Best Case will print the **Creditor Name** and **Address** as entered in the Creditor Information tab. If this is a joint case, indicate which debtor has the domestic support obligation in either the Creditor Name field or the Street Address field on the Creditor Information tab.

The checkbox labeled "The regular monthly support payment shall be paid by the debtor directly." will be marked if there are any claims classified as **DSO-Domestic Support Obligation**.

The second checkbox will be marked if there are claims classified as **DST-Domestic Support Paid by Trustee** and the monthly payment entered on the 13 Plan Treatment tab prints here.

(ii) **Domestic Support Obligation Claims assigned to, owed to or recoverable by a governmental unit:** In this section, Best Case prints the names of any creditors classified as **DSG-Domestic Support Government**.

(iii) **Domestic Support Obligation Claims Paid by Trustee:** The monthly payment entered in the 13 Plan Treatment tab prints here for claims classified as **DST-Domestic Support Paid by Trustee**.

(iv) This checkbox is marked if there are no domestic support obligations entered.

(v) **Domestic Support Obligation Arrearage Claims:** This section of the plan lists the arrearage information for Domestic Support Obligations and indicates whether they are going to be cured through the plan or if the debtor will pay the creditor directly. To specify an arrearage on a Domestic Support Obligation:

1. Include the arrearage in the Claim amount in the creditor information tab.
2. Open the 13 Plan Treatment tab and classify the priority portion of the claim as **DSO -Domestic Support Obligation** or **DSG - Domestic Support Government**.
3. Enter the arrearage amount in the Arrearage section of the 13 Plan Treatment tab.
4. If the debtor is going to pay the arrearage through the plan, classify the arrearage portion of the claim as either **ARPR - Arrearage, paid prorata** or **ARR - Arrearage, fixed payment**. If the arrearage is going to be paid directly to the claim holder, you can classify it as **SLTO – Secured, long term, outside plan**.
5. Fill in the Arrearage Interest Rate, and the fixed payment information if applicable.
6. Click **OK** to save your changes

5. Fill in the Arrearage Interest Rate, and the fixed payment information if applicable.
6. Click **OK** to save your changes

If the arrearage is classified as **SLTO – Secured, long term, outside plan**, Best Case automatically marks the option which indicates that **The domestic support obligation arrearage claim will be paid directly by the Debtor**.

If the arrearage is classified as **ARPR - Arrearage, paid prorata** or **ARR - Arrearage, fixed payment**, Best Case automatically selects the option indicating that **The domestic support obligation arrearage will be paid by the Trustee** and fills in the details for the accompanying table as follows:

- **Creditor Name and Address:** The creditor name and address print on the plan based on the corresponding information you enter in the Creditor Information tab for the creditor.
- **Arrearage Amount** is the arrearage amount you enter in the Arrearage Portion of the Chapter 13 Plan Treatment tab.
- **Monthly Arrearage Payment:** For arrearages classified as **Arrearage, Paid Prorata**, the monthly payment is based on information compiled in the Chapter 13 Plan Calculator.

For arrearages classified as **Arrearage, Fixed Payment**, the monthly payment is based on information entered in the Arrearage Payment field in the arrearage portion of the 13 Plan treatment tab for the Schedule D creditor.

## (B) Other Priority Claims

This section of the plan lists any other secured creditors included on Schedule E that are classified as **UPR - Unsecured Priority**.

### Plan Headings:

- **Creditor's Name** is taken from the corresponding field in the Creditor Information tab.

- **Debt Amount** is the priority portion of the claim from the 13 Plan Treatment tab.

## 6. Special Nonpriority Unsecured Claims

All claims classified as **U100 - Unsecured, special class, paid 100%** in the Chapter 13 Plan Treatment Tab will be listed here. Usually, unsecured nonpriority (Schedule F) claims are of the Unsecured, General Nonpriority class, 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. You might use this class when the debtor wants to pay the claim in full because there is a co-debtor, because the debtor wants to maintain a relationship with the creditor, or for certain student loans which are non-dischargeable. For each creditor, the name of creditor and amount of claim will be listed and the class is determined by your selection in the Chapter 13 Plan Treatment Tab for the Schedule F creditor.

If there are creditors that you want to pay in a different class, you can create your own class, 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 List Window. Select **Setup/Jurisdictions**.
2. For the Eastern District of Arkansas, highlight **AR-E-ZX – Eastern District of Arkansas ~McCarty & Babin Plan**, or for the Western District of Arkansas, highlight **AR-W-ZX – Eastern District of Arkansas ~McCarty & Babin Plan**. Then click **Edit**.
3. Click the **13 Plan** tab.
4. Click **Insert** to add a new class.
5. Fill out the screen, as shown below; substituting the percentage you want this class of creditors paid for "75." Change this figure in the Code, the name of the class, and the Payoff Percent.

### Plan Headings:

- **Creditor** is taken from the creditor name you entered in the Creditor Information tab.
- **Debt Amount** equals the amount of the claim as entered in the Creditor Information tab.
- **Interest Rate** is the Interest rate that you specify for the claim in the 13 Plan Treatment tab. If you do not specify an interest rate, or if you reset it to 0.00, then this column will be left blank per form instructions.
- **Monthly Payment** represents the average monthly pro rata payment made on the claim as calculated by the Chapter 13 Plan Calculator.
- **Reason for Special Classification:** For all claims listed in this section, the information you enter in the Consideration field in the claim's Creditor Information tab will print here. In addition, if this is a specially classified claim (e.g. U75 as described above) Best Case will also add a note indicating what percentage of the claim is being paid.

## 7. Nonpriority Unsecured Claims

This section of the plan details the provisions by which claims classified as **UGEN-Unsecured General Nonpriority** will be paid.

Per the instructions on the form, if **Unsecured General Nonpriority** creditors are to be paid 100% of the claim value, Best Case will not select any of the payment options listed on the plan.

If the **Unsecured General Nonpriority** claim holders will be receiving less than 100% of their claims, Best Case defaults to selecting the **Definite Percentage** option, and it will automatically fill in the **percentage** the claim holders will be paid based on the percentage you designated for **unsecured, non-priority creditors** in the Chapter 13 Plan Summary screen. (For more information about changing the payments to unsecured creditors, consult the **Chapter 13: Plan Summary Tab** sections of your user's manual or the help file.)

**To select a different payment option:** (1) Open the Chapter 13 Plan Calculator to the Summary screen, and then click the **AR 13 Plan Info** button located in the top right corner. (2) In the **Arkansas McCarty and Coop Chapter 13 Plan** custom entry screen that opens, specify the appropriate method for paying nonpriority unsecured claims and fill in any additional information in the corresponding text fields. (3) Click **OK** to save your changes and return to the Chapter 13 Plan Calculator Summary screen.

## 8. Executory Contracts and Unexpired Leases

This section of the plan lists assumed executory contracts and unexpired leases.

If the debtor is going to assume a contract or lease, you will need to create a Schedule D or F entry for it in order for it to appear on the plan. In the Creditor information tab, enter the name of the contract/lease party. In the property description field or the consideration field on Schedule F, type in a description of the collateral, if applicable. If the debtor is in arrears, you may want this claim listed on a creditor schedule; for the claim amount, enter the amount that the debtor is in arrears. If you don't want this claim to appear on Schedule D or F, put a check in the box labeled "Do Not Print/Total on Sch." in the upper right corner.

If the contract or lease is going to be paid through the plan, open the 13 Plan Treatment tab and classify the main portion on the left as **CLT-Contract/Lease - Trustee Pays**. If the debtor will be making payments directly to the contract or lease holder, in the 13 Plan Treatment tab, classify the main portion of the claim as **CLD-Contract/Lease - Debtor Pays**. Best Case will automatically calculate the payment amount based on the term of the lease and, if applicable, the interest rate you enter here.

If the claim is classified as **Contract/Lease - Trustee Pays** and there is an arrearage, enter the information in the arrearage section on the right hand side of the 13 Plan Treatment tab. You can also enter the payment amount for any pre-confirmation adequate protection payments the debtor will be making on the contract or lease.

### Plan Headings:

- **Creditor Name** is taken from the creditor name you entered in the Creditor Information tab.
- **Post Petition Payment to be Paid Direct by Debtor and Number of Remaining Payments:** If the claim is classified as **Contract/Lease - Debtor Pays** the regular monthly payment as calculated in the 13 Plan Treatment tab will print here, and for the number of months remaining, Best Case prints the term you entered in the 13 Plan Treatment tab for the main portion of the contract or lease. If the claim is classified as **Contract/Lease - Trustee Pays** this column is left blank.
- **Post Petition Payment to be Paid by Trustee:** If the claim is classified as **Contract/Lease - Trustee Pays** the regular monthly payment as calculated in the 13 Plan Treatment tab will print here. If the claim is classified as **Contract/Lease - Debtor Pays** this column will be left blank.
- **Arrearage Amount** equals the arrearage amount you specified in the Arrearage Portion of the creditor's 13 Plan Treatment tab.
- **Arrearage Monthly Payment:** If the claim is classified as **Arrearage, Fixed Payment**, the estimated payment equals the regular payment entered in the 13 Plan Treatment tab. If the claim is classified as **Arrearage, Paid Prorata**, the estimated payment is the average pro rata payment for the claim as computed by the Chapter 13 Calculator.

## 9. Claims That Are Not to Be Paid By the Trustee

This section of the plan lists any secured claims that the debtor will be paying directly to the creditors holding the claim. Information for any claims classified as **SLTO-Secured, long term, outside plan** will be printed here. The **Creditor's** name is taken from the corresponding field in the Creditor Information tab, and the **Description of Property/ Nature of Obligation** are filled in based on the information you enter in the description of property field for the creditor.

## 10. Other Provisions

- If the plan includes any lump sum payments, an asterisk (\*) will print after the monthly payment amount in Section 1 of the plan, and the amount and month number of each lump sum payment will print here



- Schedule D creditors classified as **SAL - Secured, Avoid Lien** in the Chapter 13 Plan Treatment Tab will also be listed here. The **Secured Avoid Lien** class is used if the property securing the lien is claimed as fully exempt. Essentially, this claim is then treated as an unsecured claim, and would generally be paid in the unsecured, general nonpriority class. The creditor information will be printed on the plan as follows:  
*{Creditor Name}: Debtor(s) intend to avoid lien under 522(f)(1) or 522(f)(2).*
- Comments that you type in the **Other** tab in the Chapter 13 Plan Calculator will also appear in this section. Be sure you have included any comments about creditors that will be treated differently than the directions in the plan indicate.
- There is also a Chapter 13 Plan Form Preference that allows you to permanently add text to this section. *(For more information on accessing this preference see “Notes About this Custom 13 Plan” on page 2 of these instructions.)*

## Signatures

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 attorney name selected in the Filing Information tab of the Voluntary Petition lists as the Attorney for the Debtor(s). The Debtor and Co-Debtor Spouse (if applicable) and attorney name will print as entered in the voluntary petition.

## Special Form Preferences

If you want to add the attorney’s address, telephone number, fax number and email address as entered in the Setup Menu or If you want to exclude the signature lines from the form altogether, there are two form preferences which allows you to do so. *(For more information on accessing this preference see “Notes About this Custom 13 Plan” on page 2 of these instructions.)*

## 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.