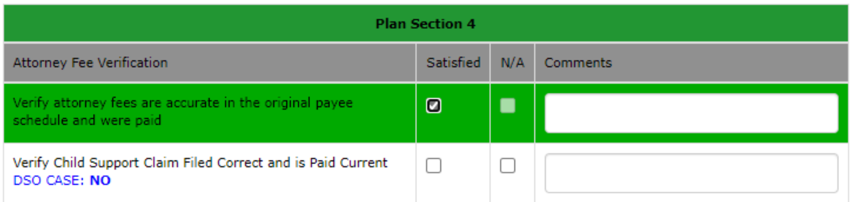
# Completed Case Worksheet (NEW)

## Summary:

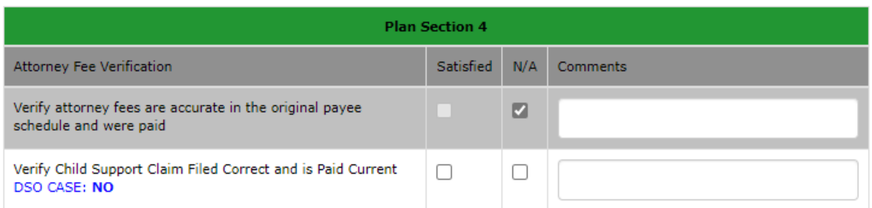
This will give an overview of the worksheet and it's intended use. Examples are shown to highlight features of the worksheet. Will be covered section by section shown in the Worksheet

## Features:

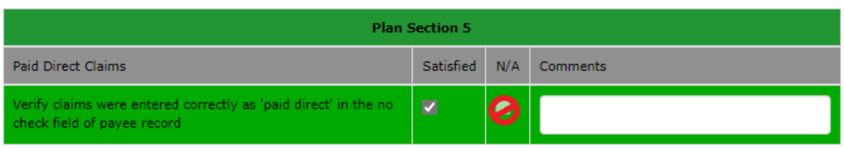
- When you check a Satisfied box the row will turn Green




- When you check a N/A box, the row will turn Grey




- You can only click 1 box per row, if you click Satisfied then you must unclick that before you can click N/A

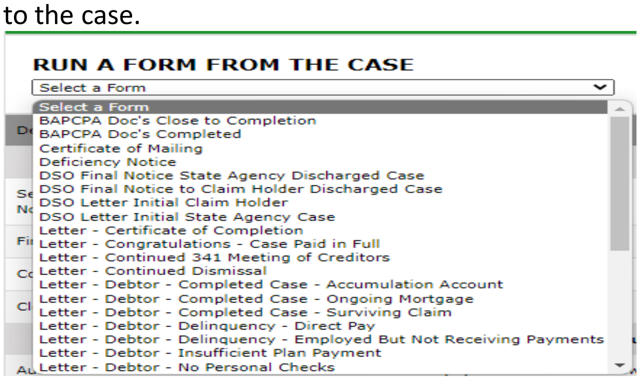


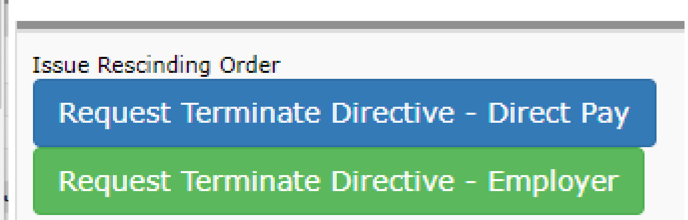

- Blue buttons show and hide information sections to reduce clutter. Such as pay schedules, or showing Schedule documents.


- The Icon available throughout the worksheet is used to provide helpful information about that specific item. Hove your mouse over the icon to reveal the details.
- Some calculations have been done for you to make case closing audit faster.

Unsecured Claim Total: **$37,716.17**
Unsecured Percent: **42.73%**
Amount to Unsecureds Calc:
**$37,716.17 X 42.73% = $16,116.12**

- There are a few sections where you can run forms directly from the worksheet instead of closing out and going to the case.




Last Updated: 7/27/2022 - CB

# Worksheet

## Case Information

This section is intended to provide critical information needed when closing a case. This information is pulled directly from the case. You also have the ability to run a form directly from the case.

| Case Information | | | |
|---|---|---|---|
| Case Number: | **17-42180-MJH** | Date / User | **7/26/2022 \| Chris Benjamin** |
| Debtor 1: | **Loren Eugene Williams** | Debtor 2: | |
| Attorney: | **BROWN & SEELYE PLLC** | Division: | **Tacoma Division** |
| Months Since Filing: | **61** Month(s) | Months Since Confirmation | 59 Month(s) |
| ACP: | **60** Months | Months Remaining: | **0** |
| Total Paid In: | **$37,250.00** | Total Disbursed: | **$37,008.75** |
| Pending Litigation: | NO | 1-36, 37 On: | NO |
| Plan Type: | **Not 100% Plan** | Unsecured Percent | **42.730%** |
| Current Close Code | **COMPLETED** | Closing Order Date | **6/30/2022** |

**RUN A FORM FROM THE CASE**

Select a Form

## BAPCPA Review

Information pulled directly from Case Modify. Note DSO Certificate Mailed will only show 1 date, is not per debtor.

| BAPCPA Review | Debtor 1 | Debtor 2 | Satisifed? | N/A |
|---|---|---|---|---|
| Entitled to Discharge: | **Yes** | | ☐ | ☐ |
| Credit Counsel Cert Date: | **5/27/2017** | | ☐ | ☐ |
| Debtor Education Date: | **6/13/2017** | | ☐ | ☐ |
| DSO Certificate Mailed: | | | ☐ | ☐ |
| DSO Certificate Received: | 2022-04-21 | | ☐ | ☐ |

## Plan Review

The plan review section requires that you pull up the plan and audit the case against the plan. Each section of the plan is separated out with questions for review. Some information will be pulled from Case Modify and indicated. If an item says "Review Plan Manually" then the information was not available for this case.

## Plan Documents

You can click the blue Show/Hide Plan Documents to reveal links to all Plan related documents associated with this case. Clicking the PDF icon on the left will open that document for viewing. By default this is hidden to save space.

**Plan Review**

Show/Hide Plan Documents

**Open a Plan**

| PDF | Doc # | Date Downloaded | Document Inofrmation |
|---|---|---|---|
| | 28 | 08/14/2018 | Amend Chapter 13 Plan (order) |
| | 23 | 07/24/2018 | Amend/Modify Chapter 13 Plan<br>Motion to Amend or Modify Chapter 13 Plan . Proof of Service. |
| | 22 | 07/20/2018 | Modified Plan (after confirmation) all chapters<br>Modified Chapter 13 Plan (Related document(s)2 Chapter 13 Plan). |
| | 2 | 06/05/2017 | Chapter 13 Plan<br>Chapter 13 Plan. |

## Plan Section 1

These questions pertain to 1.A, 1.B, and 1.C. If the Plan Narrative worksheet has been completed, then information will be pulled from that worksheet in the Plan Question column. If the worksheet has not been completed, then it will indicate to review plan manually.

| Plan Section 1 | | | |
|---|---|---|---|
| | Plan Question | Satisfied | N/A |
| Does this plan contain any nonstand provisions? | **NO** | ☐ | ☐ |
| Does this plan limit the amount of a secured claim based on a valuation of the collateral for the claim? | Review Plan Manually | ☐ | ☐ |
| Does this plan avoid a security interest or lien? | Review Plan Manually | ☐ | ☐ |

## Plan Section 2

Information about the length of plan and the base are displayed. Helpful information is displayed along with the latest forum note in the base calc section of the forum for that case. Helpful information is displayed when hovering over the image. The following fields are pulled from case: Months Since Filing, Months Since Confirmation, ACP, Plan Type, Base in Case Modify, IRS Pledge.

| Plan Section 2 | | |
|---|---|---|
| Base Calc Note from Forum | Satisfied | N/A |
| Verify Plan ran a minimum of 36 or 60 months<br>Months since Filing: **61** Month(s)<br>Months Since Confirmation: 59 Month(s)<br>ACP: **60** Months | ☐ | ☐ |
| Plan Type: **Not 100% Plan - Verify Base**<br>Verify the Base Was Correct<br>Base in Case Modify: **$0.00**<br>IRS Refunds Pledged?: **NO**<br>Forum Last Updated: 6/5/2020 9:20:16 AM<br>**100% Plan**<br>**8/14/18 (tlm) Base per O/E Modifying Plan 8/13/18: $500 x 27 + $250 x 93 = $36,750.00**<br>06/05/20 (JLB) Reviewed base. No Equity. US Pool of $48,541.20 which will not be met 4E2b = $13,000. will be met.. No PI clm. IRS not committed. Adj % to unsecureds from 43.200% to 42.032% to match base bal. Mid case audit complete. | ☐ | ☐ |

## Show/Hide Pay Schedules

The pay schedule information from the case has been brought into the worksheet for quick reference. You can click the blue Show/Hide Pay Schedules button to show or hide the information.

Show/Hide Pay Schedules

| Start Date | # of Periods | Amount | How Often | Who is Paying | Order Date | Action / Note | Schedule Number |
|---|---|---|---|---|---|---|---|
| 06/25/2017 | 27.01 | $500.00 | MONTHLY | ST OF WA | 06/13/2017 | None | 1 |
| 08/10/2018 | 999.00 | $250.00 | MONTHLY | ST OF WA-DEPT OF CORRECTIONS | 07/31/2018 | None | 1 |

## Plan Section 3

Here you will be reviewing payment history and marking as appropriate.

| Plan Section 3 | | | |
|---|---|---|---|
| Payment Verification | Satisfied | N/A | Comments |
| Verify payments are consistent in pay schedules with plan(s) | ☐ | ☐ | |
| Verify tax refunds have been received and are accurate if committed | ☐ | ☐ | |
| Review payment history and verify correct per plan and nothing out of the ordinary | ☐ | ☐ | |
| Verify Payments to Bank Download | ☐ | ☐ | |

## Show/Hide Petition, Schedules, and Statements Documents

This button will allow you to list out all Petition, Schedules, and Statements documents attached to this case for quick reference. Clicking the PDF icon on the left will open that document.

Show/Hide Petition, Schedules, and Statements Documents

| Petition, Schedules, and Statements | | | |
|---|---|---|---|
| **PDF** | **Doc #** | **Date Downloaded** | **Document Inofrmation** |
| | 21 | 07/20/2018 | AMENDMENT<br>Amendment to Schedules I, J . |
| | 20 | 06/30/2018 | AMENDMENT<br>Amendment to Schedules C . |
| | 14 | 07/06/2017 | AMENDMENT<br>Amendment to Schedules A/B, C . |
| | 5 | 06/05/2017 | Chapter 13 Calculation of Disposable Income 122C-2<br>Chapter 13 Statement of Your Current Monthly Income and Calculation of Commitment Period for 5 Years Form 122C-1. Disposable Income Is Determined , Chapter 13 Calculation of Your Disposable Income Form 122C-2 . |
| | 1 | 06/05/2017 | Voluntary Petition Chapter 13 (OTC)<br>Chapter 13 Voluntary Petition, Individual, . Government Proof of Claim due by 11/29/2017. |

## Show/Hide Attorney Fees

This will show a table of the Attorney Fee's found at the bottom of the Payee tab in the case. This is a quick reference to match with the plan.

Show/Hide Attorney Fees

| Attorney Fees | | | | | | | |
|---|---|---|---|---|---|---|---|
| **Name** | **Description** | **Level** | **Fee In Plan** | **Fee Paid Outside** | **Fee Paid To Date** | **Monthly Payment** | **Fee Remaining** |
| BROWN & SEELYE PLLC | ATTORNEY | 8 | 3512.50 | 350.00 | 3512.50 | 0.00 | 0.00 |

## Plan Section 4

Verifying claims against the plan. Some information pulled in such as DSO case, whether the Notice of Final Cure has been sent (New tracking feature as of 7/26/2022), and the 4E information. The 4E question will pull in the 4E amount, the Equity, and a calculation of the Principal Paid to Priority creditors. The Compare Base will calculate the sum of unsecured claims, the unsecured percent from case modify, and then perform a calculation of the amount that unsecureds should receive. A link to open the Breakdown to Unsecureds is available as a button.

| Plan Section 4 | | | |
|---|---|---|---|
| Attorney Fee Verification | Satisfied | N/A | Comments |
| Verify attorney fees are accurate in the original payee schedule and were paid | ☐ | ☐ | |
| Verify Child Support Claim Filed Correct and is Paid Current<br>DSO CASE: **NO** | ☐ | ☐ | |
| Review and Verify all secured, provided for creditors, were paid as provided | ☐ | ☐ | |
| Review filed claims and verify claims where entered correctly | ☐ | ☐ | |
| Review interest rate for vehicle or other secured claims. Lower enterest rate of plan or claim to be used | ☐ | ☐ | |
| Review Interest Recalc and update interest due if underpaid. | ☐ | ☐ | |
| Mortgage Claims: Verify the arrears claim is filed correctly and we disbursed correctly in the post-petition claim | ☐ | ☐ | |
| Notice of Final Cure Sent and Agreed with Our Records?<br>Sent: **Not Sent** | ☐ | ☐ | |
| Do we have a 'Hold Money' claim? | ☐ | ☐ | |
| 4E - Verify Creditors Received 'at least' figure<br>4E: **$13,000.00**<br>Equity: **$0.00**<br>Amount to Priority: **$13,992.60** | ☐ | ☐ | |
| Compare base balance to amount owed to unsecureds and reduce or increase % to unsuecred creditors if needed<br>Unsecured Claim Total: **$37,716.17**<br>Unsecured Percent: **42.73%**<br>Amount to Unsecureds Calc:<br>**$37,716.17 X 42.73% = $16,116.12**<br>Breakdown of Unsecureds | ☐ | ☐ | |

## Plan Section 5, 6, and 9

These sections each contain a single question to verify against the plan.

| Plan Section 5 | | | |
|---|---|---|---|
| Paid Direct Claims | Satisfied | N/A | Comments |
| Verify claims were entered correctly as 'paid direct' in the no check field of payee record | ☐ | ☐ | |

| Plan Section 6 | | | |
|---|---|---|---|
| Surrendered Claims | Satisfied | N/A | Comments |
| Verify claims where entered correctly as 'surrendered' in the no check field of the payee record | ☐ | ☐ | |

| Plan Section 9 | | | |
|---|---|---|---|
| Liquidation Analysis | Satisfied | N/A | Comments |
| Verify total amount paid to priority and/or unsecured claims. **Equity: $ 0.00** | ☐ | ☐ | |

## Plan Section X

This section is regarding special provisions on the case.

If the **Plan Narrative Worksheet has not been completed**, then this section will indicate to review the plan manually for Section X and verify each provision.

| Plan Section X | | | |
|---|---|---|---|
| Section X Provisions | Satisfied | N/A | Comments |
| Review Plan Manually for Section X and Verify Each Provision | ☐ | ☐ | |

**OR**

If the **Plan Narrative Worksheet HAS been completed**, then each provision will be listed to be verified separately.

| Plan Section X | | | |
|---|---|---|---|
| Section X Provisions | Satisfied | N/A | Comments |
| 1) PLAN PROVIDES THAT PHH MORTGAGE CLAIM OF PRINCIPAL AND ARREARS SHALL BE PAID IN FULL WITH INTEREST AT 5.5% PER ANNUM. | ☐ | ☐ | |

You have completed the Plan Review section. Next you will review the entire case. The following pages break down the remainder of the worksheet.

## Case Review

The Case Review is completed after the case has been audited against the plan. Each item that is applicable to this case should be verified. This list serves as a reminder to thoroughly check each element of the case as the final audit before we close the case.

### Upcoming Matters

The Upcoming Matters section will display any matters on the docket dated Today or in the Future and will list their information from the Matters tab in the case for quick reference.

**If upcoming matters are found it will display them**

**Case Review**

| Upcoming Matters | | | | | | |
|---|---|---|---|---|---|---|
| Calendar Date | Description | Notes | Related Document | Court Document Number | Disposition | ContinueDate |
| Aug 25 2022 12:00AM | Objection To Confirmation Of Chapter 13 Plan By US Bank | Objection to Confirmation of Chapter 13 Plan. . Filed by Jesse A P Baker on behalf of U.S. Bank National Association, as Trustee, successor in interest to Bank of America, National Association, as Trustee, successor by merger to LaSalle Bank National Association, as Trustee for SACO I. (Related document(s)2 Chapter 13 Plan). (Baker, Jesse) (Entered: 07/13/2022) | 21 | | | Jan 1 1900 12:00AM |

**OR**

**If no upcoming matters were found it will indicate no upcoming matters found.**

**Case Review**

| No Upcoming Matters Found! |
|---|

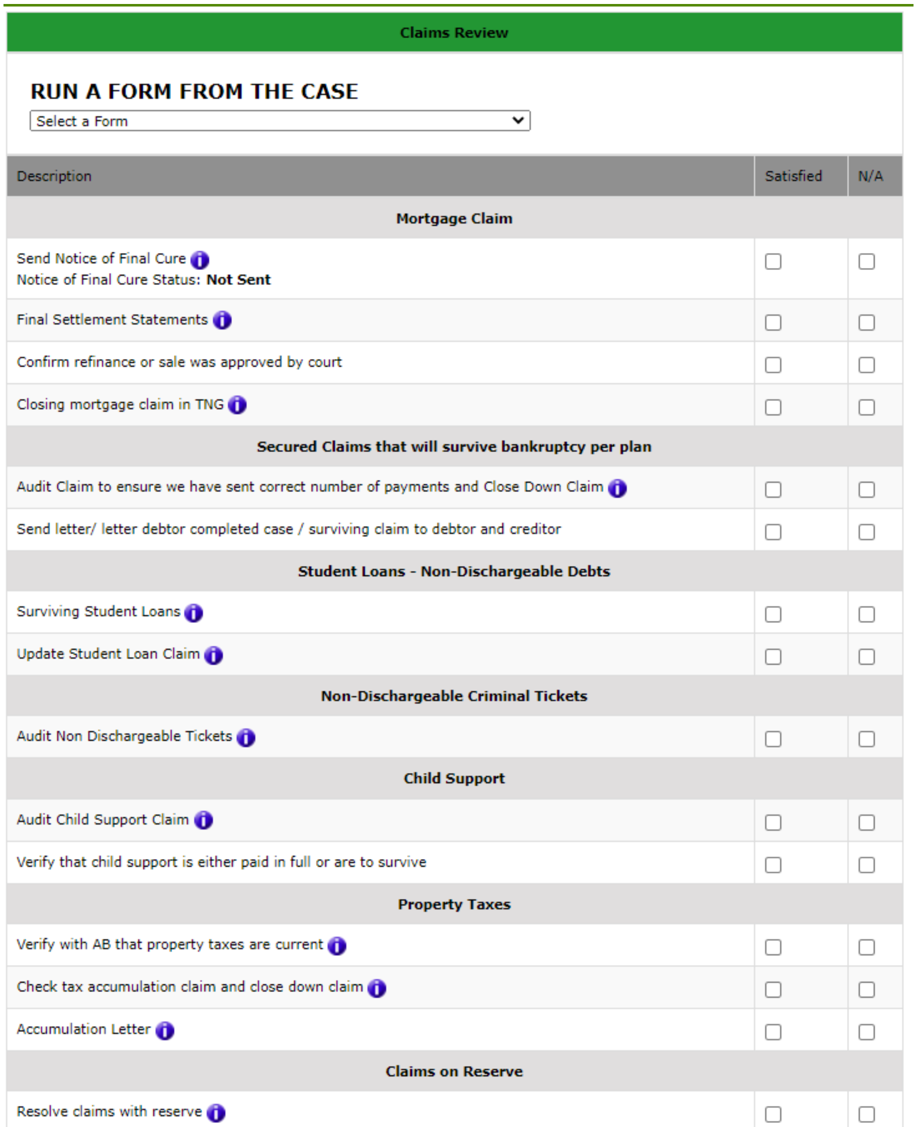
### Pending Motions Review

The first item can be answered based on the above information. The second item requires checking ECF. A single click button has been provided which will open this specific case in ECF in a separate window for comparing there are no future matters.

| Pending Motions Review | | | |
|---|---|---|---|
| Pending Motions / Date | Satisfied | N/A | Comments |
| Verify no pending hearings on upcoming motion calendars (Section above should indicate No Upcoming Matters Found) | ☐ | ☐ | |
| Review docket report on ECF to confirm no pending motions (ex parte included) are active<br>Click to view ECF Docket for This Case | ☐ | ☐ | |

## Claims Review

This section requires a detailed audit of the claims for this case. The will provide additional information that is helpful for each item you are auditing. The ability to run a form for this case, such as Notice of Final Cure, is provided using the dropdown at the top.



Claims Review

**RUN A FORM FROM THE CASE**

Select a Form

| Description | Satisfied | N/A |
|---|---|---|
| **Mortgage Claim** | | |
| Send Notice of Final Cure<br>Notice of Final Cure Status: **Not Sent** | ☐ | ☐ |
| Final Settlement Statements | ☐ | ☐ |
| Confirm refinance or sale was approved by court | ☐ | ☐ |
| Closing mortgage claim in TNG | ☐ | ☐ |
| **Secured Claims that will survive bankruptcy per plan** | | |
| Audit Claim to ensure we have sent correct number of payments and Close Down Claim | ☐ | ☐ |
| Send letter/ letter debtor completed case / surviving claim to debtor and creditor | ☐ | ☐ |
| **Student Loans - Non-Dischargeable Debts** | | |
| Surviving Student Loans | ☐ | ☐ |
| Update Student Loan Claim | ☐ | ☐ |
| **Non-Dischargeable Criminal Tickets** | | |
| Audit Non Dischargeable Tickets | ☐ | ☐ |
| **Child Support** | | |
| Audit Child Support Claim | ☐ | ☐ |
| Verify that child support is either paid in full or are to survive | ☐ | ☐ |
| **Property Taxes** | | |
| Verify with AB that property taxes are current | ☐ | ☐ |
| Check tax accumulation claim and close down claim | ☐ | ☐ |
| Accumulation Letter | ☐ | ☐ |
| **Claims on Reserve** | | |
| Resolve claims with reserve | ☐ | ☐ |

## Tax Data Section

The Tax section is to review tax returns that have been received on this case.

The Show/Hide Tax Return Documents and Return Data section will expand out 2 tables to reveal links to any filed tax returns in the system as well as show the breakdown from Tax Data from the case.

**Tax Data**

Show/Hide Tax Return Documents and Return Data

| Open a Tax Return | | | |
|---|---|---|---|
| PDF | Court Doc. | Date Received | Document Detail |
| | | 07/07/2022 | TAX RETURNS |

| Tax Return Information | | | | | | | |
|---|---|---|---|---|---|---|---|
| Tax Year | Date Received | Date Requested | AGI | Refunds | Liabilities | Business Income | Notes |
| 2017 | 12/18/2018 | | $34,516.00 | $8,128.00 | $0.00 | $0.00 | |
| 2018 | | 04/12/2019 | $0.00 | $0.00 | $0.00 | $0.00 | Email requesting federal income tax returns sent to: gagnierecf@bestbk.com on 04/12/2019. |
| 2019 | 03/04/2020 | | $37,821.00 | $9,375.00 | $0.00 | $0.00 | |
| 2020 | 04/05/2021 | | $36,329.00 | $8,318.00 | $0.00 | $0.00 | |
| 2021 | 07/07/2022 | 04/18/2022 | $42,596.00 | $5,084.00 | $0.00 | $0.00 | |

The Tax Data table has 3 questions regarding Tax Returns. Information is pulled from case flags if refunds **are committed** and if **annual 1040** is required. Also, any missing tax returns will be listed for acknowledgement.

**Tax Data**

Show/Hide Tax Return Documents and Return Data

| Tax Data | | |
|---|---|---|
| Audit Question | Satisfied | N/A |
| Annual 1040 Required?<br>Case Flag Annual 1040 Required:**Y** | ☐ | ☐ |
| IRS Pledged?<br>Case Flag IRS Pledged:**NO** | ☐ | ☐ |
| Missing Tax Returns: **2018** | ☐ | ☐ |

## Rescinding Order

The ability to run the Direct Pay or Employer terminate directive is available by clicking the respective buttons. Then indicate when done or N/A.

| RESCINDING ORDER | | |
|---|---|---|
| | Satisfied | N/A |
| Issue Rescinding Order<br>Request Terminate Directive - Direct Pay<br>Request Terminate Directive - Employer | ☐ | ☐ |

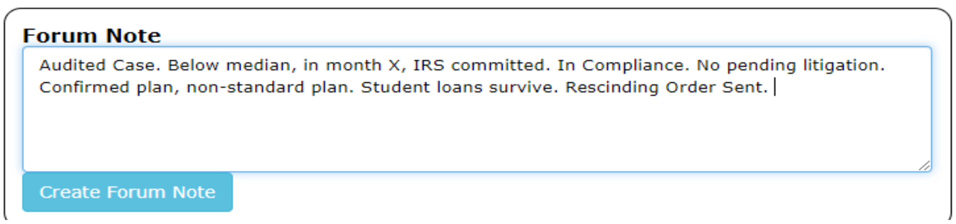
## Final Checks

This serves as final questions before marking the case as completed. Where available, the necessary information has been brought over to help indicate if the step has been completed. Such as updating the Close Code. This will also reference the Completing Cases Worksheet that lists all cases for Cutoff to indicate the status of this case on that worksheet. The Comment 1 and Comment 2 fields are also displayed to ensure they are accurate.

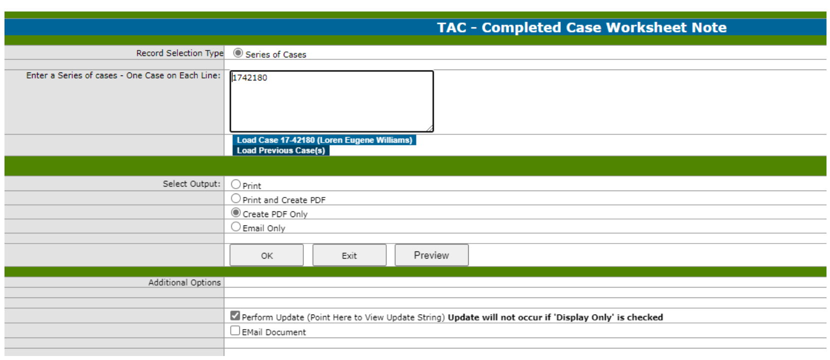
| Final Checks | | |
|---|---|---|
| Question | Satisfied | N/A |
| Updated Close Code?<br>Current Close Code: **COMPLETED** | ☐ | ☐ |
| Updated Closing Order Date?<br>Current Closing Order Date: **6/30/2022** | ☐ | ☐ |
| Updated FR Debtor Last Payment Date?<br>Current FR Debtor Last Payment Date: **7/1/2022** | ☐ | ☐ |
| Update Completing Cases Worksheet for Status and Check Cutoff Box? | ☐ | ☐ |
| Updated Completing Cases Worksheet?<br>**Ready to Close** | ☐ | ☐ |
| Updated Comment Field in Case? (Ex. PIF, Student Loans Survive, etc.)<br>Comment 1: **PIF - Have all BAPCPA**<br>Comment 2: **Discharge O/E 7/1/22** | ☐ | ☐ |

## Forum Note

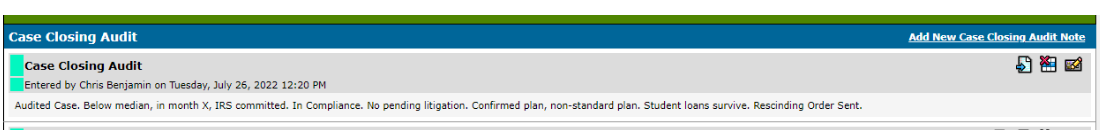
This text field is intended for you to update the forum directly from this worksheet. Input the necessary remarks and click Create Forum Note. This will bring up another screen which you will leave on Create PDF, click Ok. The forum note will be generated on the case.




This Opens when you click Create Forum Note – Click OK




Example of Forum note that is Created:




The final step is to create a snapshot of the worksheet. Click the image at the top-right 

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