

ATTORNEY -- Quick Reference Guide

Amended Matrix (Fee)

Step	Action
1	Click on Bankruptcy hyperlink.
2	Click Misc
3	Enter the case number - click NEXT
4	Select Amended Creditor Matrix (Fee) from the event type list - click NEXT
5	Select the debtor(s) who is filing the amended matrix by highlighting their name(s). - click NEXT
6	<p>The PDF Document Selection screen displays. Click [Browse], then navigate to the directory where the appropriate PDF file is located. Double-click the PDF file to select it and associate it with this docket entry. Click [Next] to continue.</p> <p><i>Note: If you wish to view the image before selecting, right click on the highlighted filename and click on open. You can view the image in Adobe Acrobat, then close Adobe Acrobat when you have finished viewing the image.</i></p>
7	<p>The RECEIPT # screen appears.</p> <ul style="list-style-type: none"> - Leave the receipt field blank and click [Next] to proceed with the filing and to make an Internet Payment.
8	At the next screen, check the box Add new creditor(s) - click NEXT
9	<p>Follow the instructions for adding creditors on this screen. The following format should be used when adding a creditor:</p> <p style="padding-left: 40px;">1st line - Creditor's name 2nd line - Street address Last line - City, State postal abbreviation and zip code.</p> <p><i>NOTE: You may cut and paste from a word or word perfect document if adding many creditors, but make sure there is a blank line separating each creditor.</i></p> <ul style="list-style-type: none"> - Creditor type defaults to creditor - Creditor committee defaults to no - When all additional creditors are added - click NEXT
10	Click [Next] at the blank screen
11	<p>The Final Text screen displays. Verify that the Final Docket Text is correct - If correct - click NEXT If incorrect - click the browser BACK button until you find the error(s) and proceed with the event</p>

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12	The Summary of Current Charges screen will popup over the Notice of Electronic Filing. Click Pay Now to pay the bankruptcy case fee or click Continue Filing and pay the outstanding fees by the end of the day.
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