
Amended Schedules Statements

Step	Action
1	Click on Bankruptcy hyperlink.
2	Click Misc
3	Enter the case number - click NEXT
4	Select Amended Schedules Statements from the event type list - click NEXT
5	Select the debtor(s) who is filing the amended schedules 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	Select (all) the Schedule(s) to be amended - Click NEXT
8	Enter the appropriate amounts in the fields provided. These amounts should be the amended amounts and will replace the amounts originally entered in the Summary of Schedules when the case was filed. Amounts are not cumulative. Click NEXT
9	At the next screen, if you are amending a schedule which requires adding new creditors, check the box Add new creditor(s) - click NEXT
10	<p>Follow the instructions for adding creditors on this screen. The following format should be used when adding a creditor:</p> <p>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
11	<p>If you are amending a schedule which requires a fee, the Fee screen appears, showing a fee of \$26.</p> <ul style="list-style-type: none">- Click [Next] to proceed with the filing and to make an Internet Payment.
12	Click [Next] at the blank screen

13	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
14	The Summary of Current Charges screen will popup over the Notice of Electronic Filing if a fee is required. Click Pay Now to pay the bankruptcy case fee or click Continue Filing and pay the outstanding fees by the end of the day.