

ATTORNEY – Quick Reference Guide

Amended Schedules Statements

Step	Action
1	Click on the 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 Debtor(s) as party filer(s) – click NEXT
6	Click BROWSE on the PDF Document Selection screen to launch the Adobe Acrobat Reader. Locate and Verify the document you wish to attach to this entry – click Open to attach the correct PDF. Leave Attachments to Document as No – click NEXT . NOTE: To view the document before selecting, right click on the highlighted filename and click open.
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	If amending schedules D or E/F , check the box Add new creditor(s) – click NEXT Note: For all other amendments click NEXT at the blank screen.
10	Follow the instructions for adding creditors on this screen. The following format should be used when adding a creditor: 1 st line – Creditor’s name 2 nd line – Street address Last line – City, State postal abbreviation and zip code 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. - Creditor Type defaults to creditor - Creditor committee defaults to No - When all additional creditors are added - click NEXT
11	If you are amending a schedule which requires a fee, the Fee screen appears, showing the appropriate filing fee. - Click Next to proceed with the filing and to make an Internet Payment .

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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 pop up over the Notice of Electronic Filing screen 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.