

REQUIRED DOCUMENTATION FOR AMENDED SCHEDULES AND STATEMENTS

PLEASE NOTE: Remember to redact account numbers so that the full account number does NOT appear on the schedules. See: Fed. R. Bankr. P. 9037 and D. Me. LBR 9037-1.

Preparing the Documents:

Adding Creditors , Deleting Creditors, or Amending Amounts in the Schedules:

If you are filing amended schedules **D or E/F**, by either adding or deleting creditors, changing amounts , changing classification of a debt, or deleting amounts, in those schedules, a filing fee of \$30.00 is due.

The **form** to be used for filing Amended Schedules is the same form used initially when the original schedules were filed, and the word **AMENDED** should be added to the top of each amended schedule or statement filed.

In addition to the Amended Schedules themselves, when adding creditors you must also file:

1. An amended **Declaration of Schedules** signed by the debtor(s);
2. A **supplemental** creditor matrix which includes only the names and addresses of the **added** creditors;
3. A signed amended verification of creditor matrix; and
4. A **certificate of service** indicating that the **added creditors** were sent a copy of the case commencement notice, and, if the Discharge Order has already issued, a copy of that Order as well, and that the amendments were served on the US Trustee and case trustee.

If creditors are being added , their names and addresses must also be added to **Creditor Maintenance** in CM/ECF.

When Amending **all other schedules, statement of intention, statement of financial affairs, and means test**, no filing fee is due. The format for preparing Amended Schedules outlined above should be followed, including

an Amended Declaration of Schedules and a certificate of service to interested parties in the case.

All documents being filed with the Amended Schedules may be saved/created into one pdf for filing in CM/ECF.

Most of the widely used bankruptcy software programs, have the capability of generating the amended schedule documents once you input the changed information. If you are having trouble creating amended schedules documents, please contact your software vendor for support.

Docketing in CM/ECF:

The following step by step instructions for docketing the Amended Schedules and Statements, can also be found on the Court's website, www.meb.uscourts.gov, under Filing Information >CM.ECF>Attorney Reference Guides>Amended Schedules Statements.

Prior to filing Amended Schedules in CM/ECF, you should periodically check the Attorney Reference Guide on the website, to be assured you are utilizing the most recently updated guide.