

ATTORNEY – Quick Reference Guide

Amended Matrix (Fee)

Step	Action
1	Click on the 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 Debtor(s) as party filer(s) – click NEXT
6	<p>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.</p> <p>NOTE: To view the document before selecting, right click on the highlighted filename and click open.</p>
7	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>1st line – Creditor’s name 2nd line – Street address Last line – City, State postal abbreviation and zip code</p> <p>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.</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

ATTORNEY – Quick Reference Guide

10	Click Next at the blank screen
11	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
12	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