

United States Bankruptcy Court – District of Maine

Attorney Quick Reference Guide

Amended Schedules Statements

When adding, deleting, reclassifying creditors, or changing the amount of a debt:

Forms required to be filed:

- Amended Schedule D, E/F, G and/or H (Individuals) – Check the box on the schedule form to indicate it is an amended filing.
- Amended Summary of Assets and Liabilities and Certain Statistical Information (Individuals).
- Declaration About an Individual Debtor's Schedules (Individuals).
- Amended Mailing Matrix showing only the added creditors/parties (clearly indicated).
- Certificate of Service indicating you have sent the Notice of Bankruptcy Filing to the added parties/creditors, the case trustee and the U.S. Trustee, OR
- Certificate of Service indicating you have sent copies of the amended schedules and accompanying documents to the parties affected by the changes, as well as to the case trustee and U.S. Trustee.

NOTES:

- If you amend schedules (or the list of creditors/ mailing matrix) to add, delete, change the debt amount, or reclassify a debt, you must pay an amendment fee, unless the Court waives the fee for good cause. No fee is owed for changing a creditor address or changing the creditor's attorney's address, or to add the name and address of a creditor's attorney.
- No amendment to the Mailing Matrix is required if the only change being made is reclassification or changing the amount of debt.
- You may file all documents listed above as one PDF document.

When amending Schedules A/B, C, I or J, Statement of Financial Affairs, Statement of Intention, Chapter 7 Statement of Your Current Monthly Income, Chapter 7 Means Test, or Chapter 13 Statement of Your Current Monthly Income and Calculation of Commitment Period, Chapter 13 Calculation of Your Disposable Income or Disclosure of Attorney Compensation:

Forms required to be filed:

- Amended Schedule(s) - Check the box on the form to indicate the Schedule or Statement is being amended.
- Amended Summary of Your Assets and Liabilities and Certain Statistical Information (Individuals).
- Declaration About an Individual Debtor's Schedules required for amendments to schedules only.

NOTES:

- You may file all documents listed above as one PDF document.
- No fees are due with the above Amended Schedules and Statements.

Step	Action
1	File the Amended Schedule using Bankruptcy > Misc > Amended Schedules Statements. Click NEXT .
2	Select Debtor(s) as party filer(s). Click NEXT .
3	Browse and attach the pdf of the Amended Schedules. Click NEXT .
4	Select (all) the Schedule(s) to be amended. Click NEXT .
5	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 .
6	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.
7	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 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 .
8	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 .
9	Click Next at the blank screen
10	The Docket Text: 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
11	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.