

CM/ECF Filing Reference Guide

Amended Schedules Statements

Bankruptcy > Misc > Amended Schedules Statements

Step	Action
1.	Select Bankruptcy
2.	From the Events list, select Misc
3.	Enter the Case Number Select NEXT
4.	From the Events list, select Amended Petition, Schedules, Statements Select NEXT
5.	From the party listing choose Debtor(s) Select NEXT.
6.	<p>This screen serves as a warning to include all applicable documents and allows you to browse your system in order to choose and attach the PDFs of the amended petition, schedules or statements.</p> <p>NOTE: To view the document to verify it is the correct attachment, select the PDF, right click, and select Open with Adobe Acrobat. If the document is the correct document select OPEN</p> <ul style="list-style-type: none"> • If you do not have any additional documents to attach, leave Attachments to Document as No. <p>Select NEXT and move on to step 7.</p> <ul style="list-style-type: none"> • If you do have any additional documents to attach, change Attachments to Document to Yes. <p>Select NEXT</p> <p>(1) allows you to browse your system in order to attach the PDF of any additional documents required for the amended petition, schedules, statements.</p> <p>NOTE: To verify it is the correct attachment, select the PDF, right click, and select Open with Adobe Acrobat If the document is the correct document select OPEN.</p> <p>(2) Select a “Category” (optional) and/or fill in the “Description” field. (Here you can choose a description from the category field or type in a description</p>

	<p>of the document.)</p> <p>(3) Choose Add to List – a window will open showing you the document chosen.</p> <p><i>You can repeat the above steps for each document being included with the amended schedules statements</i></p> <p>If correct,</p> <p>Select NEXT</p> <p>If incorrect path, choose the document and select Remove from list and return to step (1) herein to add correct document or</p> <p>Select NEXT to move to step 7</p>
7.	<p>From the available category listing, choose misc</p> <p>Select NEXT</p>
8.	<p>From the events listing, choose the schedule(s) being amended by checking the box corresponding with the docket number</p> <p>Select NEXT</p>
9.	<p>From the available listing, choose all documents being amended by checking the box corresponding with the document</p> <p>Select NEXT</p>
10.	<p>Depending on the schedule or statement being amended, certain information will need to be updated. Using the amended amounts from your summary of schedules, complete the dialogue boxes.</p> <p>Select NEXT.</p>
11.	<p>IF</p> <ul style="list-style-type: none"> • Amending Schedules D or E/F, check the box Add new creditor(s) <p>Select NEXT</p> <ul style="list-style-type: none"> • For all other amendment <p>Select NEXT</p>
12.	<p>Following the criteria on this screen add as many creditors needed. Addresses must be in the format below.</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 document if adding several creditors making 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. <p>When all additional creditors have been added</p> <ul style="list-style-type: none"> • Select NEXT
13.	<p>This screen registers the filing fee of \$34</p> <p>Select NEXT</p>
14.	<p>Select NEXT</p>
15.	<p>This screen serves as the last chance to verify that the Docket Text: Final Text is correct. If correct,</p> <p>Select NEXT - the docketing process will be committed.</p> <p>If any changes need to be made use the back navigation arrow to make correction. Retrace actions once correction is made.</p>
16.	<p>The final screen is the Notice of Electronic Filing screen</p> <p>This screen is your confirmation that the docketing process is complete</p>

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