

Amended Schedules

This guide provides step-by-step instructions on how to add creditors by Amending Schedules. Although this example specifically shows the steps on how to add creditors, similar steps would be followed for other Miscellaneous events.

1. Click the Bankruptcy hypertext link on the CM-ECF Main Menu.
2. The Bankruptcy Event screen displays.
 - a. Click the Miscellaneous hypertext link.
3. The Case Number screen displays.
 - a. Enter the case number in yy-nnnnn format including the dash.
 - b. Click Next to continue.
4. The Event Type screen displays.
 - a. Select the Schedules event.
 - b. Click to highlight, and then click on the Next button to continue.
5. The Party Selection screen appears
 - a. Select the filer from the Select the Party box.
 - b. If the party name is not displayed in the Party Selection box, they need to be added to this case by clicking Add/Create New Party hyperlink.
 - i. If adding/creating a new party, select the correct Role Type.
 - c. Click Next to continue.
6. The PDF Document screen displays.
 - a. Click Browse, then navigate to the directory where the appropriate
 - b. PDF file is located or type the entire directory path.
 - c. Highlight the file. Then right click with your mouse and select open to verify the contents of the document. If correct, double-click the PDF file to select it or click on the Open button to attach the PDF file to the case.
 - i. Always open the PDF file before it is attached to ensure the correct image will be submitted for filing.
 - d. Click Next.
7. Are These Schedules Being Amended?
 - a. Click the drop-down arrow and highlight Yes
 - b. Click Next
8. Are New Creditors Being Added?
 - a. Click the drop-down arrow and highlight Yes
 - b. Click Next
9. Check the box next to the schedules being amended.
 - a. Click Next
10. Add Creditor Screen
 - a. Enter the Creditor Name and Address.
 - b. If you are adding multiple creditors, you can upload a creditor matrix with the additional creditors only using the "Upload a Creditor Matrix"

procedures when you have finished with this process. Click Next to bypass this screen.

11. The Amendment Filing Fee screen appears
 - a. Click Next to continue.
12. The Exemption screen appears
 - a. Enter Total Value of Claimed Exemptions, if applicable.
 - b. Click Next to continue.
13. The Summary of Schedules screen appears
 - a. Enter the updated amounts for each schedule, if applicable.
 - b. Click Next to continue.
 - c. Click Next to continue.
14. Submission Screen appears
 - a. This is the last opportunity to make any changes before the document is officially opened. If the docket text is incorrect, click the browser Back button at the top of the screen one or more times to find the screen to be modified.
 - b. Be sure your documents are redacted.
 - c. To abort or restart the transaction, click on the Bankruptcy hyperlink on the top left of the CM/ECF Main Menu Bar. Although this can be done at any time, this is your last opportunity to change the event.
 - d. If the docket text is correct, click Next to continue.
15. The Summary of Current Charges screen appears
 - a. Click Pay Now or Continue Filing
16. You will see the Notice of Electronic Filing Screen which summarizes your entry.
 - a. To print a copy of this notice, click the browser Print icon, or right click on the screen and select Print.
 - b. To save a copy of this notice, click the internet options icon on the browser menu bar and select File, Save As.
 - c. **If these Amended Schedules add Creditors, remember to upload your creditor matrix with the new creditors and file a verification of amended matrix.**
 - d. Description of Notice of Electronic Filing:
 - i. Date and time stamp information
 - ii. Case Name: Debtor's Name
 - iii. Case Number: Hyperlink to docket sheet
 - iv. Document Number: Hyperlink to the PDF file of the attached document
 - v. Docket text: Annotated text in italics. Text produced from docket event
 - vi. Document Description: Label of Document
 - vii. Original filename: the path and name of file that was attached to this entry
 - viii. Electronic document Stamp

- ix. Notice will be electronically mailed to:
 - 1. Any party on the case who has registered their e-mail address with the court will be listed here with their current e-mail address, not their street address.
- x. Notice will not be electronically mailed to:
 - 1. Names of other parties on the case who have not furnished their e-mail addresses to the court.