

# Amendment to Schedules

## For Attorneys

This module will provide you with step-by-step instructions on how to file an **Amendment to Schedules**. Once the amendment has been filed, you will be shown how to add/delete/modify creditor(s), if applicable.

**NOTE:** If the case is closed, a ***Motion to Reopen*** must be filed. The ***Motion to Reopen*** must have the required reopening fee, along with the fee, if applicable, for the ***Amendment to Schedules***.

**STEP 1** Click the [Bankruptcy](#) hyperlink on the CM/ECF Main Menu. (See Figure 1)



Figure 1

**STEP 2** The BANKRUPTCY EVENTS screen is displayed. (See Figure 2)




Figure 2

◆ Click on the [Miscellaneous](#) hyperlink.



**STEP 3** The CASE NUMBER screen is displayed. (See Figure 3)

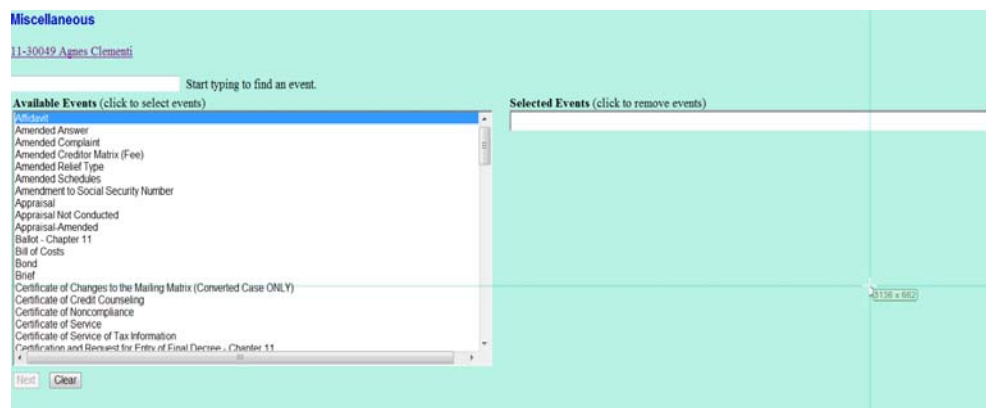


**Figure 3**

**NOTE:** If you have already accessed a case in this session, the number of the last case accessed will be displayed. Leave this number if it is the correct case for this application, or enter the correct case number (YY-NNNNN), including the hyphen.

◆ Click on the **[Next]** button to continue.

**STEP 4** The EVENT SELECTION screen is displayed (See Figure 4)

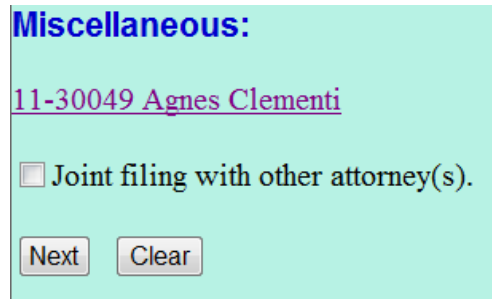


**Figure 4**

◆ Type the name of the event in the field or scroll the list to display the **Amended Schedules** event.

◆ Click to highlight, then click on the **[Next]** button to continue.

- STEP 5** If not filing with another attorney, just click **[Next]**. If filing jointly, click in the check-box provided, then click on **[Next]**.  
**(See Figure 5)**



**Miscellaneous:**

11-30049 Agnes Clementi

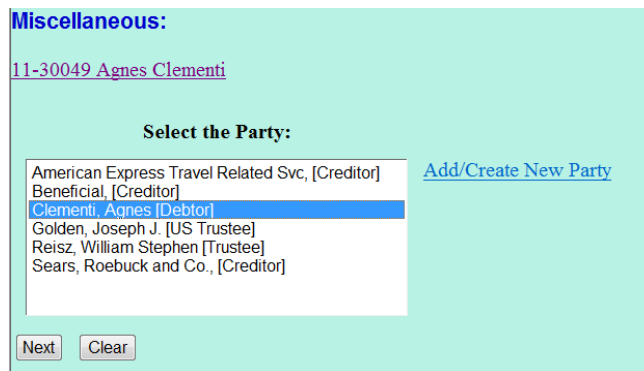
Joint filing with other attorney(s).

Next Clear

**Figure 5**

- NOTE:** If filing jointly, you will be provided with a screen listing the attorney(s) on the case.

- STEP 6** The PARTY SELECTION screen appears next. **(See Figure 6)**



**Miscellaneous:**

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**Select the Party:**

American Express Travel Related Svc, [Creditor] [Add/Create New Party](#)  
Beneficial, [Creditor]  
Clementi, Agnes [Debtor]  
Golden, Joseph J. [US Trustee]  
Reisz, William Stephen [Trustee]  
Sears, Roebuck and Co., [Creditor]

Next Clear

**Figure 6**

- ◆ Select the debtor from the pick list.

- STEP 7** The **PDF DOCUMENT** screen is displayed. **(See Figure 7a)**

**Miscellaneous:**

[11-30049 Agnes Clementi](#)

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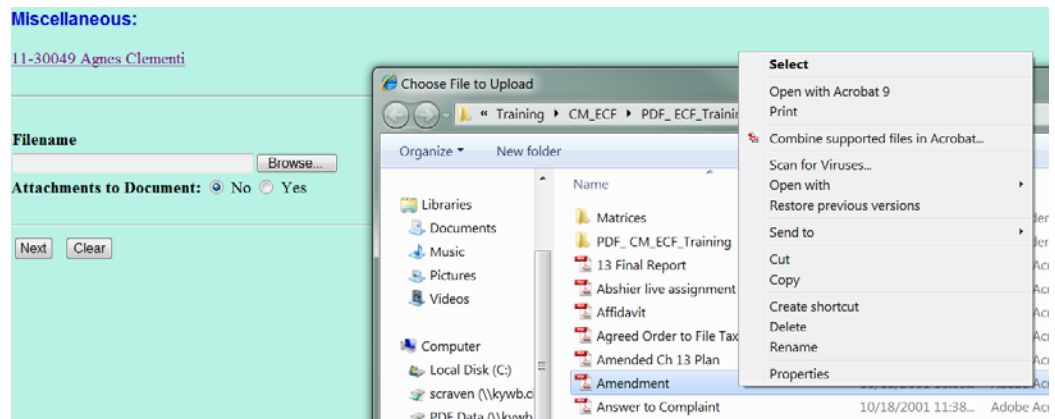
**Filename**

**Attachments to Document:**  No  Yes

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**Figure 7a**

- ◆ Click on the **[Browse]** button, then navigate to the directory where the appropriate PDF file is located and select it with your mouse.
  - To make certain you are about to associate the correct PDF file for this entry, right-click on the filename with your mouse and select **Open**. (**See Figure 7b**)



**Figure 7b**

- This will launch the Adobe Acrobat Reader to display the contents of the PDF document. Verify that the document is correct.
- Close or minimize the Adobe application after verifying the correct file and click **Open** on the File Upload dialogue box. (See Figure 7c)

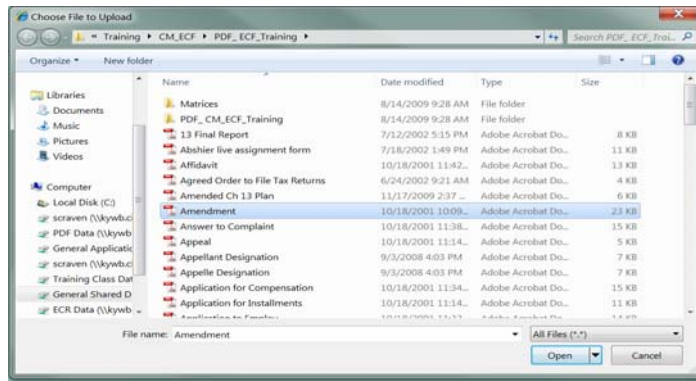


Figure 7c

- ◆ Click on the **[Next]** button to continue.

**STEP 8** The SCHEDULE/ FEE SCREEN will be displayed. (See Figure 8a)

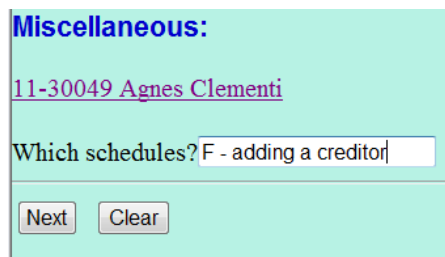


Figure 8a

- ◆ Indicate in the “Which schedules” field the schedule(s) that is being amended. If amending Schedule(s) D, E, or F, indicate whether the creditor(s) is being added, deleted, or modified.

- ◆ If a fee is **not** required, leave the “Fee:” field **blank**. (See Figure 8b)

Miscellaneous:

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A fee only applies if amending Schedule D, E, and/or F to add creditors, delete creditors, or to modify the treatment of or the amount due to a creditor. If amendment is for another purpose, remove fee amount from box below.

Amendment should be filed on Official Form for Amendment to Schedules. See Local Form B.

If this amendment is adding creditors, add creditor when prompted on following screen. If you are not adding a creditor, bypass the add creditor screen.

On the Next Screen, Update ONLY those Values that have Changed on the Summary of Schedules.

Fee: \$ 30

Next Clear

Figure 8b

- ◆ Click on the **[Next]** button to continue.

**STEP 9** The ADD CREDITOR SCREEN will be displayed. (See Figure 9a)

Miscellaneous:

[11-30049 Agnes Clementi](#)

Case 11-30049 already contains creditors!

Add new creditor(s)

Add common creditor(s)

Blue, Nancy Lee, 735 Seminole Drive, #1, Madisonville, KY 42431  
Discover Card Services, P O Box 105527, Atlanta, GA 30348  
IRS, Special Procedures Branch, Attn: Paula Johnson MDP 146, 801 Broadway Room 285, Nashville, tn 37203

Next Clear

Figure 9a

- ◆ If adding a creditor, check the box and click on the **[Next]** button to continue.

- ◆ Add the creditor in the field provided. (See Figure 9b)

**Miscellaneous:**  
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*Name may be 50 characters. Address may be 5 lines, 40 characters each. More than one creditor may be entered. Separate creditors with a blank line.*

**Name and Address**

**Creditor type** Creditor ▾

**Creditor committee**  No  Yes      **Entity**

**Figure 9b**

- ◆ Click on the **[Next]** button to continue.

**STEP 10** The SUMMARY OF SCHEDULES screen will be displayed. (See Figure 10)

**Miscellaneous:**  
 11-30049 Agnes Clementi

**SUMMARY OF SCHEDULES**

Report the totals from Schedules A, B, D, E, F, I, J, Form 22, and Nondischargeable Debt in the boxes provided.

NAME OF SCHEDULE/FORM	ASSETS	LIABILITIES	OTHER
A - Real Property			
B - Personal Property			
D - Creditors Holding Secured Claims			
E - Creditors Holding Unsecured Priority Claims			
F - Creditors Holding Unsecured Nonpriority Claims			
Average Income (from Schedule I, Line 16)			
Average Expenses (from Schedule J, Line 18)			
Current Monthly Income (from Form 22A Line 12; OR, Form 22B Line 11; OR, Form 22C Line 20)			
TOTAL Type of Liability from Form 6, Statistical Summary (Generally Nondischargeable Debt -- 28 USC 159)			
<b>Total Dischargeable Debt (Computed)</b> <small>Note: Not computed when any value above for D, E, F, or nondischargeable debt is not known.</small>			

**Figure 10**

- ◆ Complete the Summary of Schedules if applicable.
- ◆ Click on the **[Next]** button to continue.



**STEP 11** The FINAL TEXT EDITING screen will be displayed.  
(See Figure 11)



Miscellaneous:

[11-30049 Agnes Clementi](#)

Docket Text: Modify as Appropriate.

Amended Schedules F - adding a creditor and Certificate of Service  Fee Amount \$30 . Filed by Agnes Clementi (Craven, S)

**Figure 11**

- ◆ If the information displayed is correct, click **[Next]** to continue.

**STEP 12** The FINAL DOCKET TEXT screen will be displayed.  
(See Figure 12)

- ◆ Click **[Next]** to continue.



Miscellaneous:

[11-30049 Agnes Clementi](#)

Docket Text: Final Text

Amended Schedules F - adding a creditor and Certificate of Service Fee Amount \$30. Filed by Agnes Clementi (Craven, S)

**Attention!!** Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.  
Have you redacted?

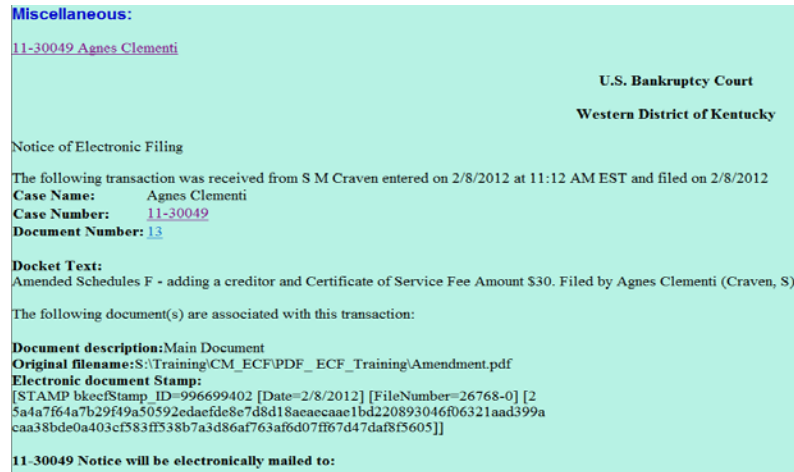
**Figure 12**

**STEP 13** The Internet Payment screen will be displayed. **(See Figure 13)**. You will be given the opportunity to either pay your fees now by clicking on the Pay Now button, or to continue filing and pay all of the days outstanding fees at the end of the day by clicking on the Continue Filing option. Refer to the On-Line Credit Card manual for more information on paying your fees on-line.

Summary of current charges		
Date Incurred	Description	Amount
2012-01-12 09:08:36	Involuntary Petition(12-30001) [misc,invol11] (1046.00)	\$1046.00
2012-01-12 10:38:55	Complaint(12-03001) [cmp,cmp] ( 293.00)	\$ 293.00
2012-01-31 13:46:06	Voluntary Petition(12-30002) [misc,volp7] ( 306.00)	\$ 306.00
2012-02-08 11:12:53	Amended Schedules (Fee)(11-30049) [misc,amdscha] ( 30.00)	\$ 30.00
		<b>Total: \$1675.00</b>

**Figure 13**

**STEP 14** The **NOTICE OF ELECTRONIC FILING** screen is displayed.  
(See Figure 14)



**Figure 14**

- ◆ Clicking on the case number hyperlink on the Notice of Electronic Filing will present the docket report for this case.
- ◆ Clicking on the document number hyperlink will display the PDF image of the document just filed.
- ◆ To print a copy of this electronic receipt click the browser **[Print]** icon.
- ◆ To save a copy of this electronic receipt, click **[File]** on the browser menu bar and select **Save Frame As**.

**NOTE:** If **adding** creditor(s) in Schedule(s) D, E, or F, refer to the **Creditor Maintenance** module for instructions on how to add creditor(s).