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)**
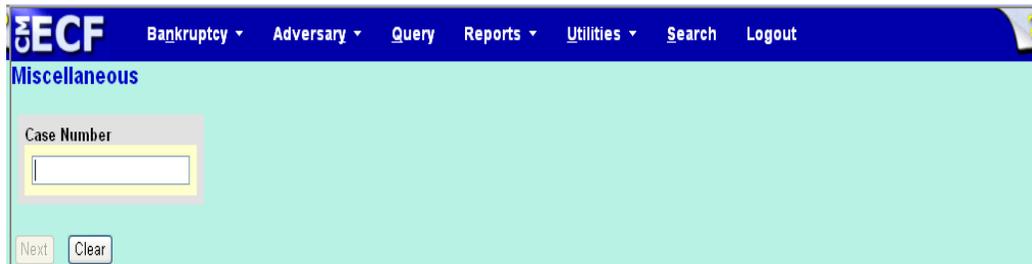

Figure 2

◆   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)**
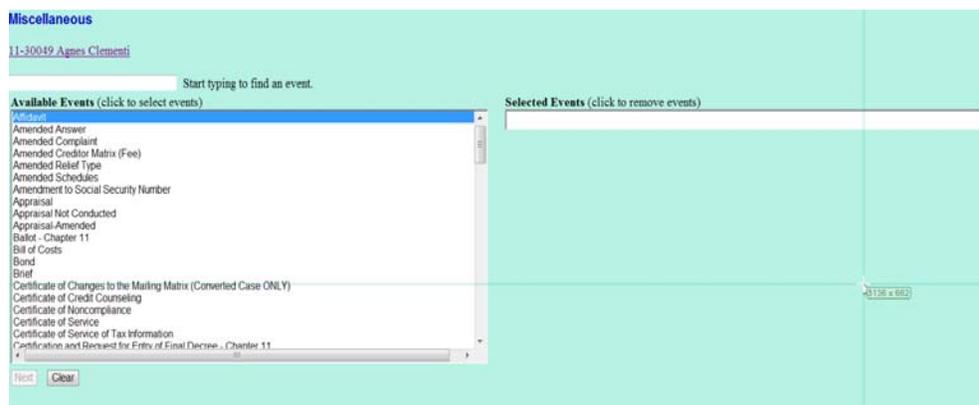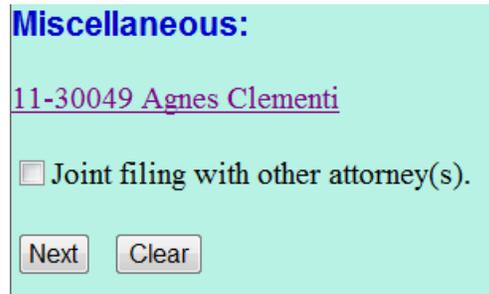

Figure 4

◆   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)**
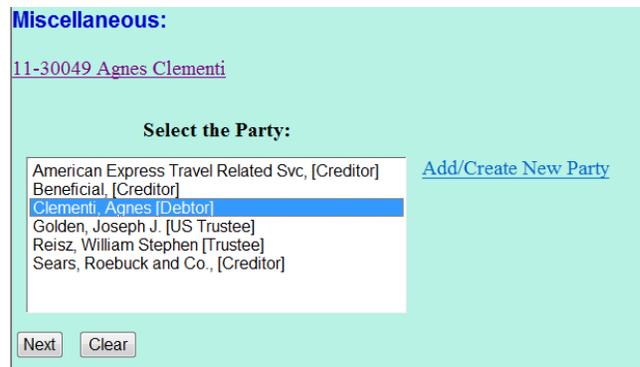
Miscellaneous:

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:

11-30049 Agnes Clementi

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)**

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)**
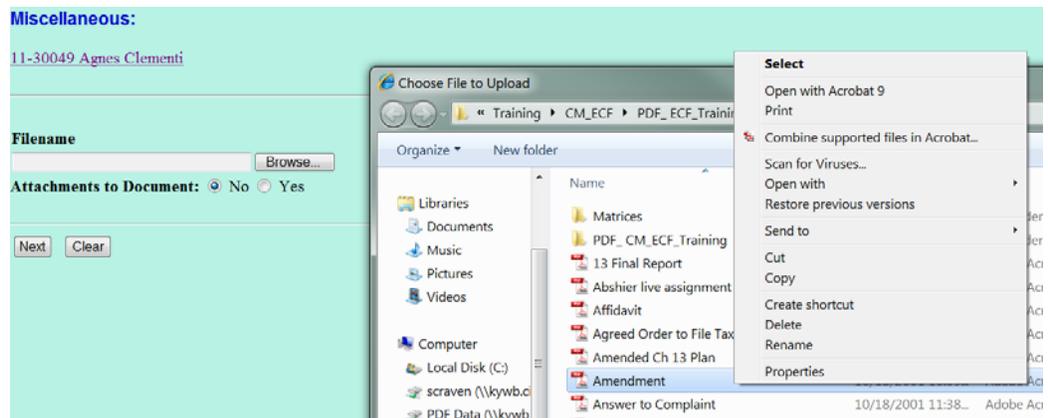

Figure 7b

- 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)**
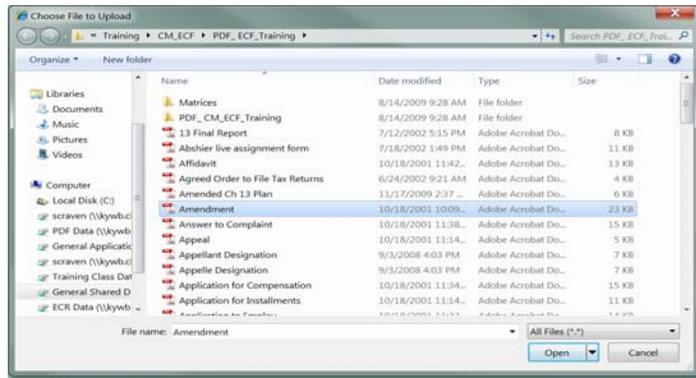

Figure 7c

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

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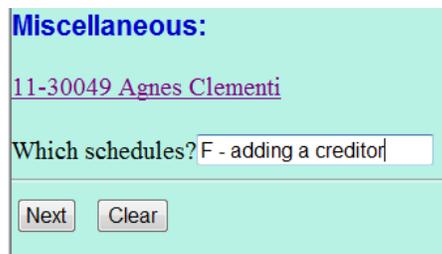
Figure 8a

◆ 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**

Figure 8b

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

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

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:

11-30049 Agnes Clementi

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** ☐

Next   Clear

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)			
Total Dischargeable Debt (Computed) Note: Not computed when any value above for D, E, F, or nondischargeable debt is not known.			

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)
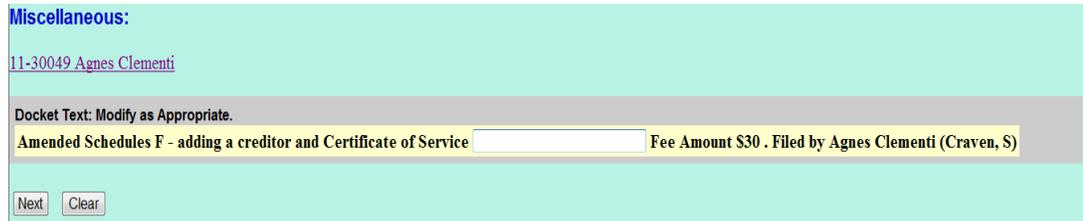
Miscellaneous:

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)

Next   Clear

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?
Next   Clear

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
		Total: $1675.00

Pay Now   Continue Filing

Figure 13

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

Miscellaneous:

11-30049 Agnes Clementi

                                                                U.S. Bankruptcy Court

                                                              Western District of Kentucky

Notice of Electronic Filing

The following transaction was received from S M Craven entered on 2/8/2012 at 11:12 AM EST and filed on 2/8/2012
Case Name: Agnes Clementi
Case Number: 11-30049
Document Number: 13

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

The following document(s) are associated with this transaction:

Document description: Main Document
Original filename:S:\Training\CM_ECF\PDF_ ECF_Training\Amendment.pdf
Electronic document Stamp:
[STAMP bkecfStamp_ID=996699402 [Date=2/8/2012] [FileNumber=26768-0] [2
5a4a7f64a7b29f49a50592edaefde8e7d8d18aeaecaae1bd220893046f06321aad399a
caa38bde0a403cf583ff538b7a3d86af763af6d07ff67d47daf8f5605]]

11-30049 Notice will be electronically mailed to:

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).