

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.)



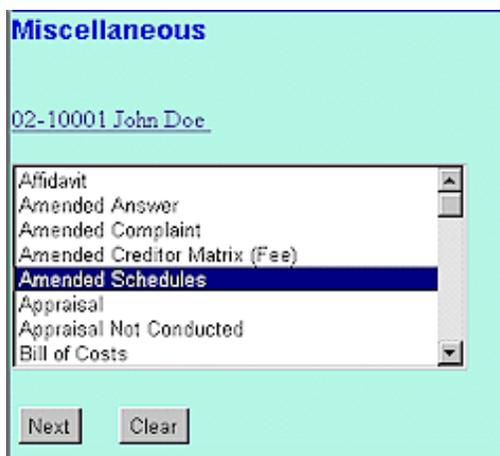
The screenshot shows a web application interface for CM/ECF. At the top, there is a navigation menu with links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. The main content area is titled 'Miscellaneous'. Below this, there is a 'Case Number' label and a text input field containing '02-10001'. To the right of the input field, there is a small yellow box containing the text '99-12345, 199-98-12345 or 1-99-98-12345'. Below the input field are two buttons: 'Next' and 'Clear'.

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.)



The screenshot shows the 'Event Selection' screen. The page title is 'Miscellaneous'. Below the title, the case number '02-10001 John Doe' is displayed. A list of events is shown in a scrollable area. The events are: Affidavit, Amended Answer, Amended Complaint, Amended Creditor Matrix (Fee), Amended Schedules (highlighted), Appraisal, Appraisal Not Conducted, and Bill of Costs. Below the list are two buttons: 'Next' and 'Clear'.

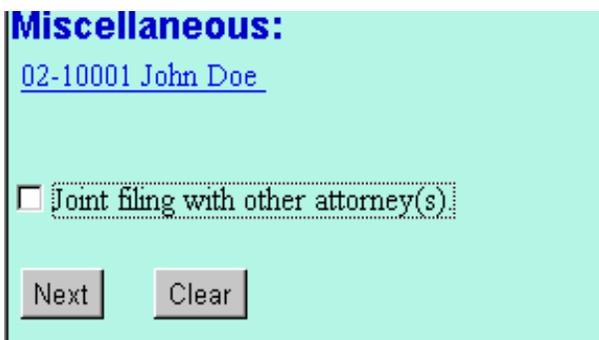
Figure 4

- ◆ Scroll to display the **Amended Schedules** event.

NOTE: Typing the letter “a” will display the first event starting with that letter.

- ◆ 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.)

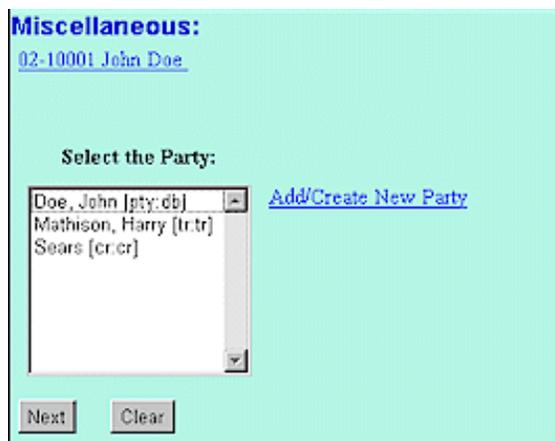


The screenshot shows a light blue window titled "Miscellaneous:" with a sub-header "02-10001 John Doe". Below this is a check box labeled "Joint filing with other attorney(s)". At the bottom of the window are two buttons: "Next" and "Clear".

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)



The screenshot shows a light blue window titled "Miscellaneous:" with a sub-header "02-10001 John Doe". Below this is the text "Select the Party:" followed by a list box containing three entries: "Doe, John [pty:db]", "Mathison, Harry [tr.tr]", and "Sears [cr.cr]". To the right of the list box is a link "Add/Create New Party". At the bottom of the window are two buttons: "Next" and "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.**)

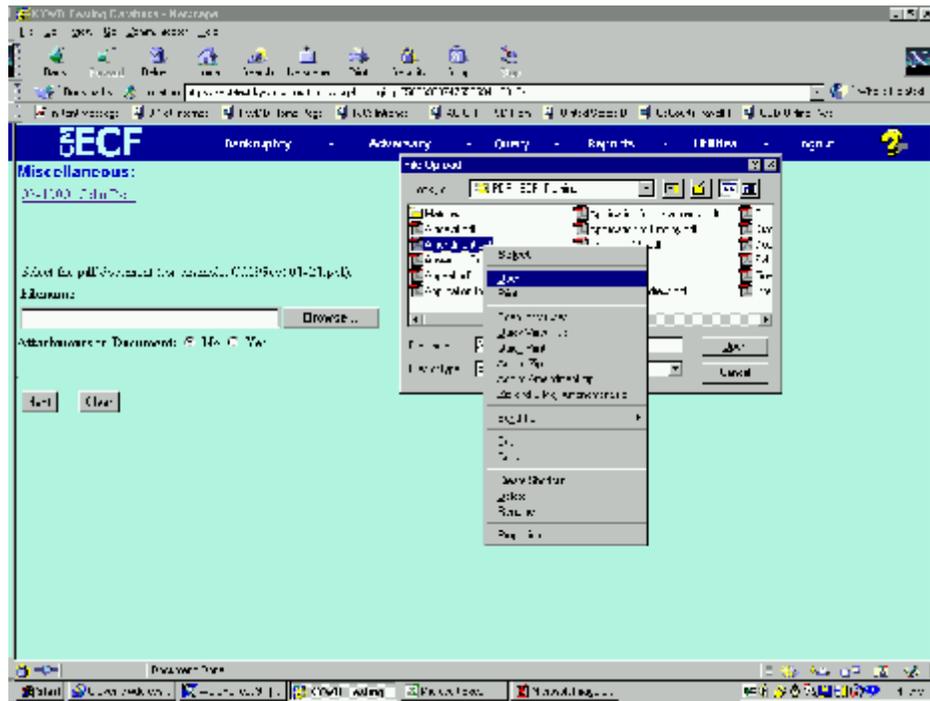


Figure 7b

- 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.)

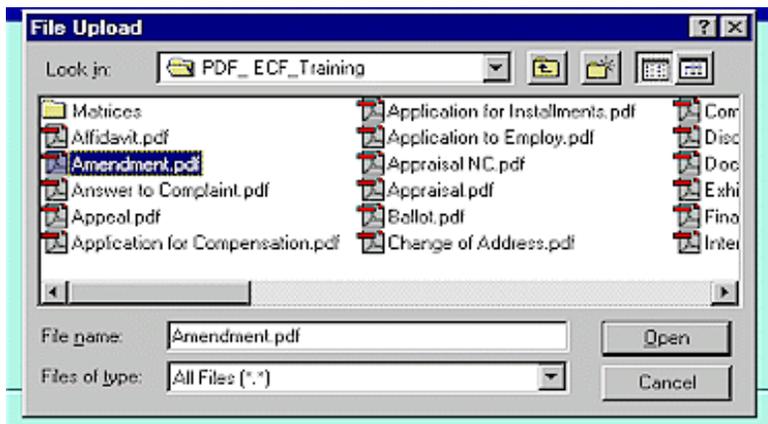


Figure 7c

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

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

Miscellaneous:
03-30116 Let It Rain

Which schedules?

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 Bankruptcy Rules 16.7 and 16.8.

Fee: \$

Figure 8

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

STEP 9 The FINAL TEXT EDITING screen will be displayed.
(See Figure 9)

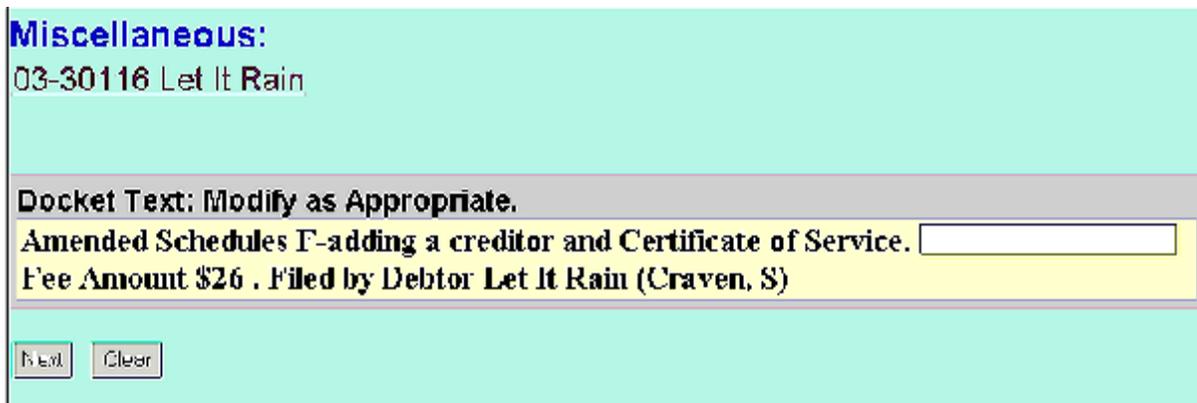


Figure 9

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

STEP 10 The FINAL DOCKET TEXT screen will be displayed.

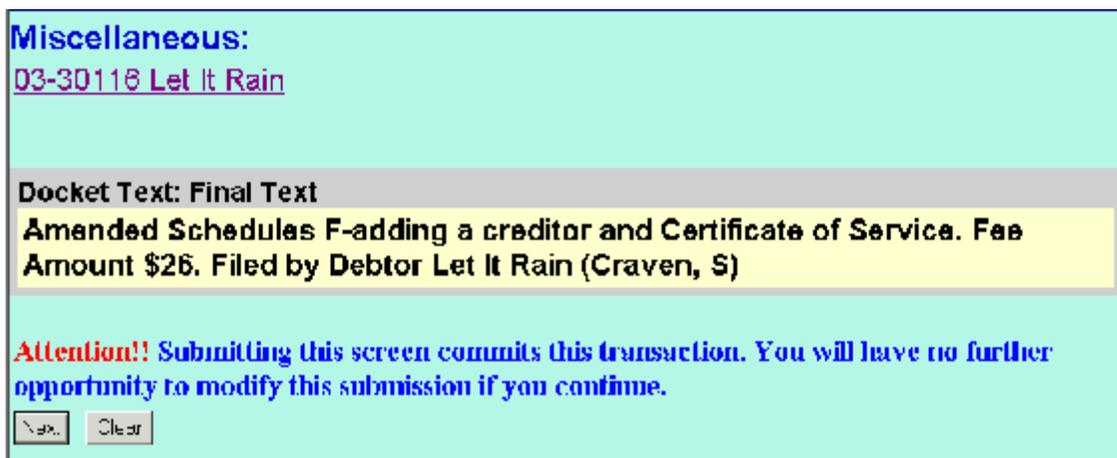


Figure 10

(See Figure 10)

- ◆ Click **[Next]** to continue.

STEP 11 The Internet Payment screen will be displayed. (See Figure 11). 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.

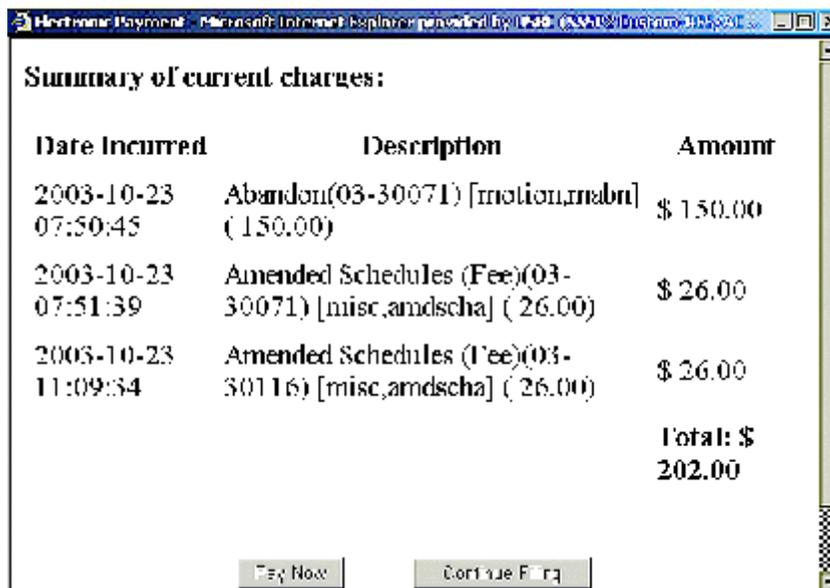


Figure 11

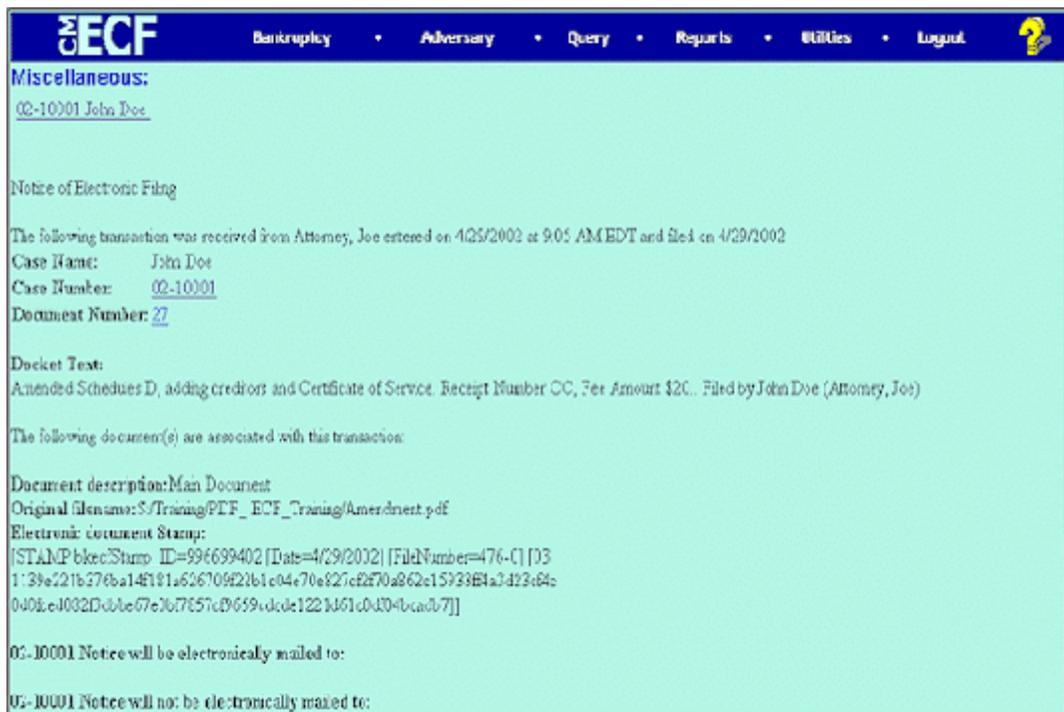


Figure 12

STEP 12 The **NOTICE OF ELECTRONIC FILING** screen is displayed. (See Figure 12)

- ◆ 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 TO PUBLIC ACCESS USERS****

You may view the filed documents once without charge. To avoid later charges, download a copy of each document during this first viewing.

STEP 13 If **adding/deleting/modify** creditor(s) in Schedule(s) D, E, or F, refer to the **Creditor Maintenance** module for instructions on how to add/delete/modify creditor(s).