

Notice of Amendment

***This instruction will cover the filing of a notice of amendment only. For guidance on filing amended schedules, please see separate instructions titled "Amended Schedules".

Step 1 Click the **Bankruptcy** link on the CM/ECF Main Menu. (See Figure 1)



Figure 1

Step 2 The **Bankruptcy Events** screen displays. (See Figure 2)



Figure 2

◆ Click **Notices**.

Step 3 The **Case Number** screen displays. (See Figure 3)

Figure 3

- ◆ Enter the case number in yy-nnnnn format and click **Next** to continue.

Step 4 The **Available Events** screen is displayed. (See Figure 4)

Figure 4

- ◆ To locate the event, either scroll down the selection box or start typing the it in the box above **Available Events**. In this example, start typing "notice of" until "Notice of Amendment" is displayed in the **Available Events** list.
- ◆ When the notice is located, highlight it with the mouse, which will place it in the **Selected Events** on the right of the screen.
- ◆ When the correct event is chosen and in the **Selected Events** box, click **Next** to continue.

Step 5 The **Joint Filing with other attorney** screen appears. (See Figure 5)



The screenshot shows the ECF system interface. At the top is a navigation bar with links: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the navigation bar is the title "File a Motion:" followed by the case number "09-30006-hcd Frank L. Smith". The case details are displayed in a table-like format:

Type: bk	Chapter: 7 v	Office: 3 (South Bend)
Assets: n	Judge: hcd	Case Flag: NTCAPR

Below the case details is a checkbox labeled "Joint filing with other attorney(s)." and two buttons: "Next" and "Clear".

Figure 5

- ◆ If this is a joint filing with another attorney, put a check in the box and click **Next** to continue. If it is not joint, click **Next** to continue.

Step 6 The **Party Selection** screen appears. (See Figure 6)



The screenshot shows the ECF system interface. At the top is a navigation bar with links: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the navigation bar is the title "File a Notice:" followed by the case number "09-30006-hcd Frank L. Smith". The case details are displayed in a table-like format:

Type: bk	Chapter: 7 v	Office: 3 (South Bend)
Assets: n	Judge: hcd	Case Flag: NTCAPR

Below the case details is the section "Select the Party:" with a list of parties: "Gargula, Nancy J. [U.S. Trustee]", "Second Star Bank, [Creditor]", and "Smith, Frank L. [Debtor]". There is a link "Add/Create New Party" next to the list. At the bottom are two buttons: "Next" and "Clear".

Figure 6

- ◆ Highlight the filer and click **Next** to continue.

Step 7 The **PDF Document Selection** screen will then display. (See Figure 7a)



Figure 7a

- ◆ Click the **Browse** button, then navigate to the directory where the 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)

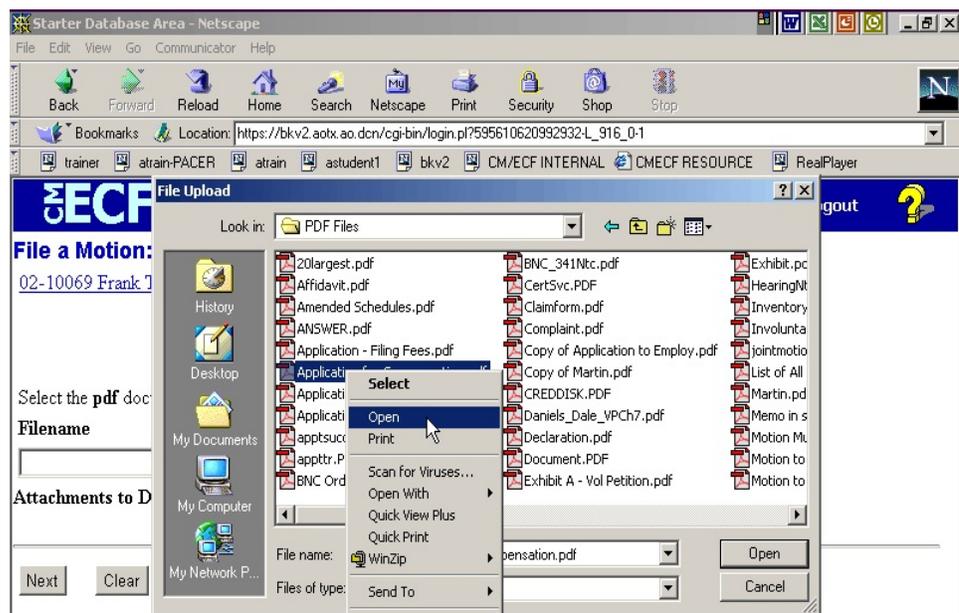


Figure 7b

- This will launch Adobe Acrobat Reader which will display the contents of the imaged document. Verify that the document is correct.
- Close the Adobe application and click **Open** on the file upload dialogue box. (See Figure 7c)

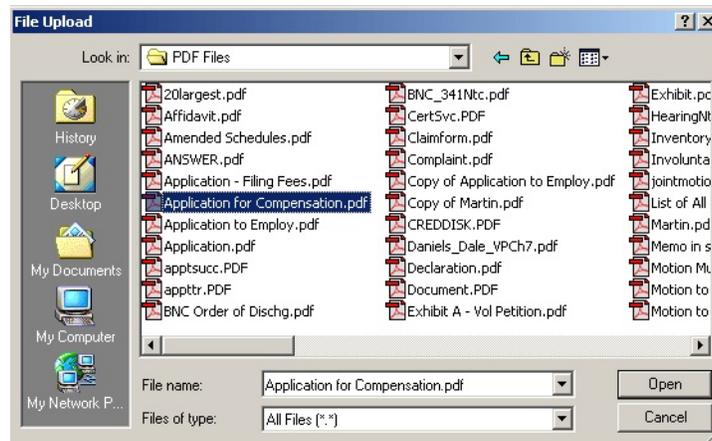


Figure 7c

- The **PDF Document Selection** screen will then show the pathway to the PDF file. (See Figure 7d)



Figure 7d

- Click **Next** to continue.

Step 8 The **Event selection** screen displays. (See Figure 8)

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Miscellaneous:

[09-30006-hcd Frank L. Smith](#)

Type: bk Chapter: 7 v Office: 3 (South Bend)
Assets: n Judge: hcd Case Flag: NTCAPR

Select the appropriate event(s) to which your event relates:

02/10/2011 [23](#) Stipulation Filed by Second Star Bank, Frank L. Smith (related document(s) [16](#) Motion for Relief From Stay filed by Creditor Second Star Bank, Motion for Abandonment). (Miller, William)

02/11/2011 [25](#) Proposed Order Filed by Second Star Bank (related document(s) [16](#) Motion for Relief From Stay filed by Creditor Second Star Bank, Motion for Abandonment). (Miller, William)

02/15/2011 [31](#) Reaffirmation Agreement With Attorney Affidavit (Declaration) Filed by Second Star Bank, Frank L. Smith. (Miller, William)

02/16/2011 [32](#) Signature Page Filed by Frank L. Smith (related document(s) [1](#) Voluntary Petition (Chapter 7) filed by Debtor Frank L. Smith). (Miller, William)

03/16/2011 [34](#) Amended Schedules: F . Fee Amount \$26 Filed by Frank L. Smith. (Miller, William)

Next Clear

Figure 8

- ◆ Place a ✓ in the box next to the schedule or statement that is the subject of this notice of amendment.

Step 9 The **Docket Text: Modify as Appropriate** screen appears. (See Figure 9)

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

File a Notice:

[09-30006-hcd Frank L. Smith](#)

Type: bk Chapter: 7 v Office: 3 (South Bend)
Assets: n Judge: hcd Case Flag: NTCAPR

Docket Text: Modify as Appropriate.

Notice of Amendment Filed by Debtor Frank L. Smith
(related document(s)[34] Amended Schedules filed by Debtor Frank L. Smith). (Miller, William)

Next Clear

Figure 9

- ◆ If appropriate, choose a prefix such as *Second* from the **Prefix Text** pick list.
- ◆ Additional text is not required to be entered in the text box provided.
- ◆ Click **Next** to continue.

Step 10 The **Docket Text: Final Text** screen displays. (See Figure 10)



The screenshot shows the ECF 'File a Notice' screen. At the top, there is a navigation bar with links for Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the case details are displayed: 09-30006-hcd Frank L. Smith, Chapter: 7 v, Office: 3 (South Bend), Assets: n, Judge: hcd, and Case Flag: NTCAPR. A yellow highlighted box contains the docket text: 'Docket Text: Final Text' and 'Notice of Amendment Filed by Debtor Frank L. Smith (related document(s)[34] Amended Schedules filed by Debtor Frank L. Smith). (Miller, William)'. Below the highlighted box, there is a red warning message: 'Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.' and a question 'Have you redacted?'. At the bottom, there are two buttons: 'Next' and 'Clear'.

Figure 10

- ◆ Carefully verify the final docket text. This is your last chance to change this entry before filing. If correct, click **Next**.
- ◆ If the final docket text is incorrect:
 - Click the browser **Back** button to find the screen to be modified.
 - To abort or restart the transaction, click the Bankruptcy hyperlink on the **Main Menu Bar**.

Step 11 The **Notice of Electronic Filing** screen displays.

- ◆ This screen can be either saved or printed.