

## Notice of Amendment

Pursuant to N.D. Ind. L.B.R. B-1009-1(a), “An amendment to a voluntary petition, list, schedule or statement shall be made in accordance with Fed R. Bankr. P. 1009 and shall be accompanied by a separate notice of amendment which shall identify the document amended, the general purpose of the amendment, and state the information added, deleted or changed by the amendment...”.

\*\*\*This lesson will cover the filing of a notice of amendment only. For guidance on filing amended schedules before filing the notice of amendment, please see separate instructions titled “Amended Schedules”.

Step 1 Click the [Bankruptcy](#) hyperlink on the ECF Main Menu. (See figure 1)



Figure 1

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



Figure 2

◆ Click the [Notices](#) hyperlink.

- Step 3 The **Case Number** screen displays the last case number used in this ECF session. If this is the correct case, accept it by clicking on **Next**. Otherwise, enter the correct case number in YY-NNNNN. (See figure 3)



The screenshot shows the CM/ECF Case Number screen. The header includes the CM/ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. The page title is "Miscellaneous". The "Case Number" section contains a text input field with "05-10032" and a help text "99-12345, 1:99-bk-12345 or 1-99-bk-12345". Below the input field are "Next" and "Clear" buttons.

**Figure 3**

- Step 4 Select the Notice of Amendment event from the **File a Notice** screen. (See figure 4)



The screenshot shows the CM/ECF File a Notice screen. The header includes the CM/ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. The page title is "File a Notice". The case information is "05-10032-reg Rhonda Stanley". A dropdown menu is open, showing a list of notice types: BPP Disclosure Notice to Debtors - Form 19B, Notice, Notice of Amendment (highlighted), Notice of Appearance, Notice of Appearance and Request for Notice, Notice of Change of Address, Notice of Commencement of Chapter 15 Case, and Notice of Continuance of Meeting of Creditors. Below the dropdown are "Next" and "Clear" buttons.

**Figure 4**

- ◆ Click **Next** to continue.

Step 5 The attorney **Joint Filing** screen will display. (See figure 5)



ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout

Miscellaneous:  
05-10032-reg Rhonda Stanley

Joint filing with other attorney(s).

Next Clear

**Figure 5**

- ◆ Insert a ✓ in this box only if another attorney is joining in the filing, such as a stipulation. If this is not a joint filing, skip this screen by clicking **Next**.

Step 6 The **Party Selection** screen will be presented listing all the current participants on this case. (See figure 6)



ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout

Miscellaneous:  
05-10032-reg Rhonda Stanley

Select the Party:

Boyer, R. David [Trustee]  
Gargula, Nancy J. [U.S. Trustee]  
Stanley, Rhonda [Debtor]

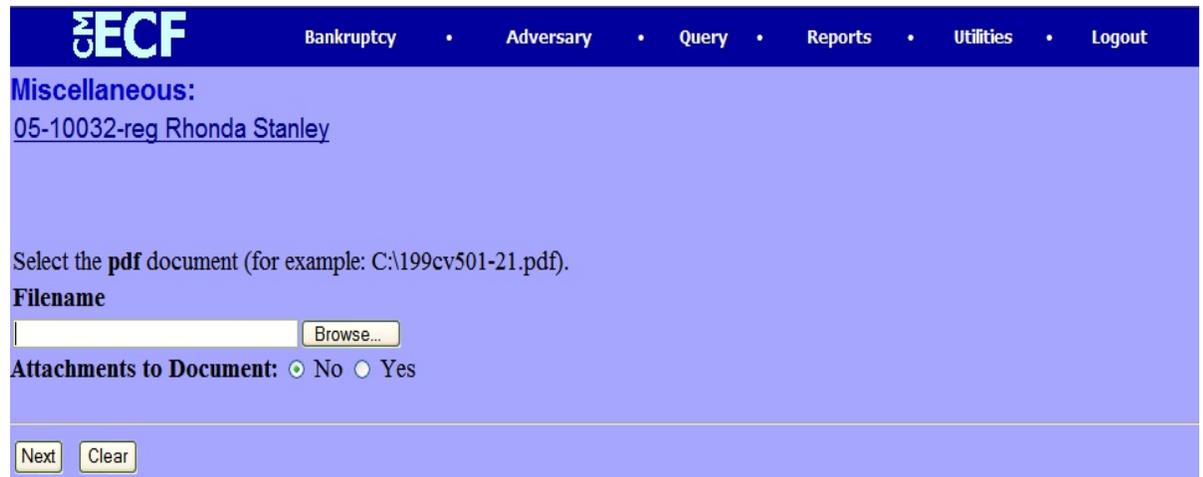
[Add/Create New Party](#)

Next Clear

**Figure 6**

- ◆ With the mouse, select the party(s) you represent and click **Next**.

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



**ECF** Bankruptcy • Adversary • Query • Reports • Utilities • Logout

Miscellaneous:  
05-10032-reg Rhonda Stanley

Select the **pdf** document (for example: C:\199cv501-21.pdf).

**Filename**

Browse...

**Attachments to Document:**  No  Yes

Next Clear

Figure 7

- ◆ Click **Browse**, then navigate to the directory where the appropriate PDF file is located.
- 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 7a)

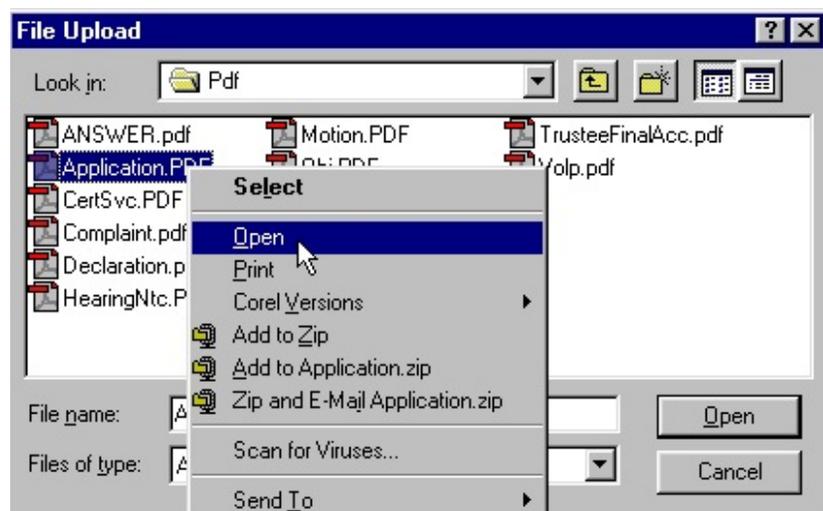


Figure 7a

- This will launch the Adobe Acrobat Reader to display the contents of the imaged document. Verify that the document is correct.
- Close or minimize the Adobe application and if that is the correct file, click Open on the File Upload dialogue box. (See figure 7b)

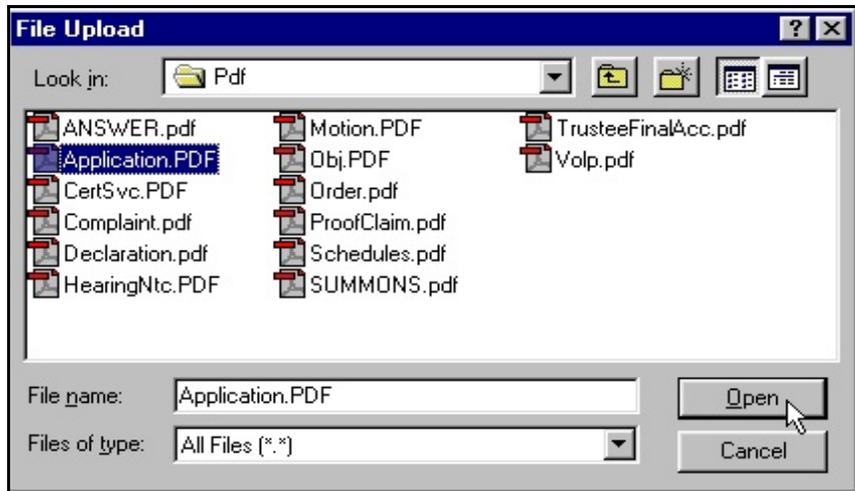


Figure 7b

- ◆ Click **Next** to continue.

Step 8 The **Document Linkage** screen displays. (See figure 8)

**ECF** Bankruptcy • Adversary • Query • Reports • Utilities • Logout

**File a Notice:**  
[05-10032-reg Rhonda Stanley](#)

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

10/03/2005 1 Chapter 7 Voluntary Petition, Schedules A-J, Statement of Financial Affairs, Attorney Fee Disclosure, Means Test and Matrix. Receipt Number oc, Fee Amount \$274 Filed by Rhonda Stanley . (Feller, Tina)

11/17/2005 22 First Amended Schedules: F. with added creditors. Fee Amount \$26 Filed by Debtor Rhonda Stanley with Certificate of Service. (Miller, William)

Next Clear

Figure 8

- ◆ Place a ✓ in the box next to the amended schedules this notice of amendment relates to and click **Next** to continue.

Step 9 The **What was amended?** screen displays. (See figure 9)

**ECF** Bankruptcy • Adversary • Query • Reports • Utilities • Logout

**File a Notice:**  
[05-10032-reg Rhonda Stanley](#)

**What was Amended?**

Enter what was amended:

Next Clear

Figure 9

- ◆ Enter the correct response and click **Next** to continue.

Step 10 The **Modify Docket Text** screen displays. (See figure 10)

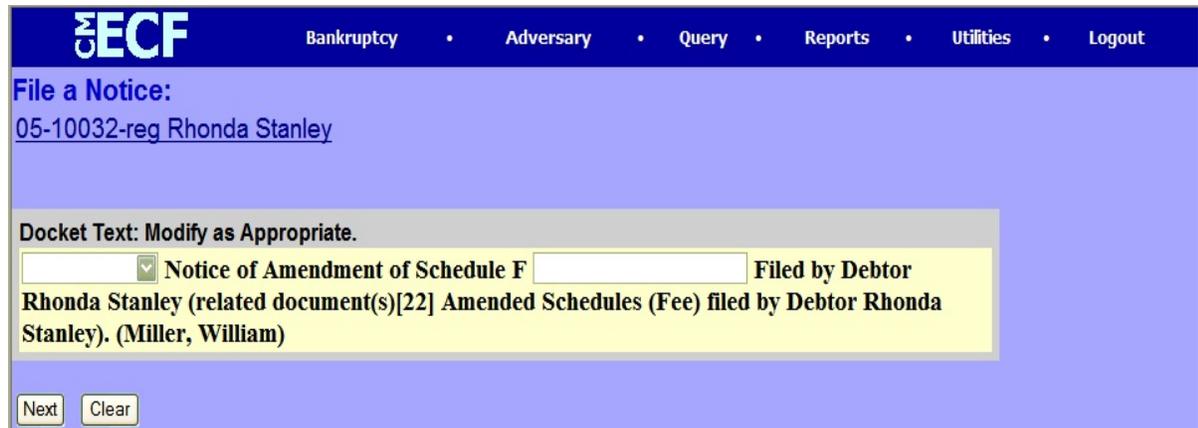


Figure 10

- ◆ It is not necessary, but any appropriate text can be added in the text box provided and click **Next** to continue.

Step 11 The **Final Docket Text** screen displays. (See figure 11)

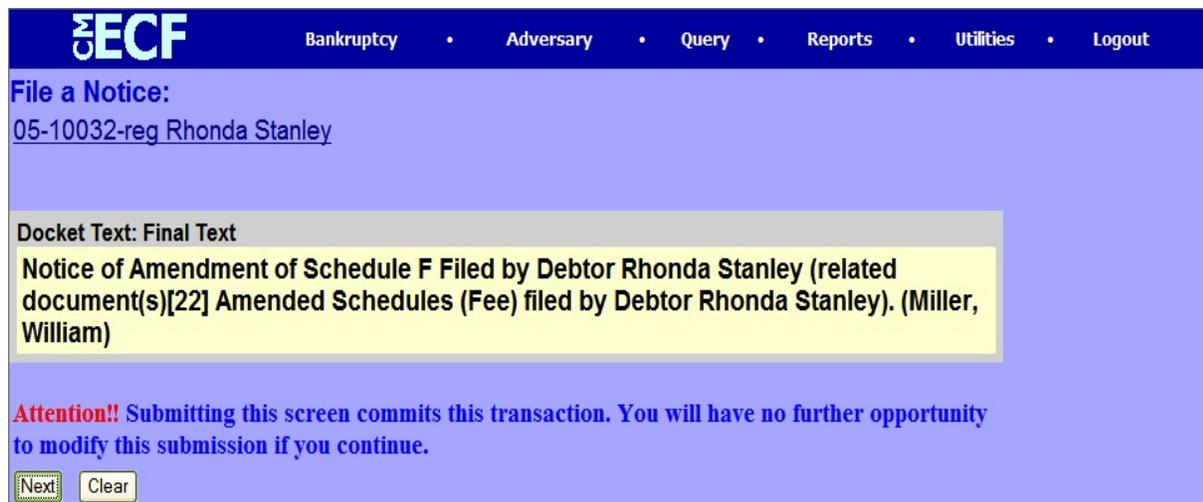


Figure 11

- ◆ This is the last opportunity to make any changes before this is officially filed on the court's docket. Verify the accuracy of the docket text. This is what will print on the docket sheet.

- ◆ To abort this transaction at any time before clicking next, choose any menu item from the Main Menu Bar.
- ◆ After verification of accuracy, click **Next** to continue.

Step 12 The **Notice of Electronic Filing** screen is then generated. (See figure 12)

**ECF** Bankruptcy • Adversary • Query • Reports • Utilities • Logout

**File a Notice:**  
[05-10032-reg Rhonda Stanley](#)

**U.S. Bankruptcy Court**  
**Northern District of Indiana (Test Database)**

Notice of Electronic Filing

The following transaction was received from Miller, William entered on 11/18/2005 at 11:00 AM CST and filed on 11/18/2005

**Case Name:** Rhonda Stanley  
**Case Number:** [05-10032-reg](#)  
**Document Number:** [23](#)

**Docket Text:**  
Notice of Amendment of Schedule F Filed by Debtor Rhonda Stanley (related document(s)[22] Amended Schedules (Fee) filed Debtor Rhonda Stanley). (Miller, William)

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

**Document description:** Main Document  
**Original filename:** G:\generic pleading.pdf  
**Electronic document Stamp:**  
[STAMP bkecfStamp\_ID=1006806559 [Date=11/18/2005] [FileNumber=52868-0] [90b6522d4890fe81b523ecd9ce2da71bb999b4c61787c35e8be85f538bbdf957a25eed96e45b04a695b70a13c1f2a10822c08ad23c07b360d73209aae64e2585]]

**05-10032-reg Notice will be electronically mailed to:**

R. David Boyer rms@hbbwlaw.com,

**05-10032-reg Notice will not be electronically mailed to:**

Steven J. Glaser  
116 E. Berry, Suite 1900  
Fort Wayne, IN 46802

William Miller  
123 S. Main Street  
PO Box 200  
South Bend, IN 46601

Figure 12