

# Amended Schedules

*\*\*\* This instruction will cover the filing of an amendment to schedules only. For guidance on filing the required separate notice of amendment after the filing of the amended schedules, please see separate instructions titled "**Notice of Amendment**". \*\*\**

**Step 1** Click the [Bankruptcy](#) link on the ECF Main Menu. (See Figure 1)



**Figure 1**

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



**Figure 2**

◆ Click **Other**.

**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 displays. (See Figure 4)

**Figure 4**

- ◆ To locate the event, either scroll down the selection box or start typing the event in the box above **Available Events**. In this example, start typing "amended" until "Amended Schedules" is displayed in the **Available Events** list.
- ◆ When the event is located, highlight it with your 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)



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

**File a Motion:**

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

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

Joint filing with other attorney(s).

Next 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)



**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 Party:

Gargula, Nancy J. [U.S. Trustee] [Add/Create New Party](#)  
Second Star Bank, [Creditor]  
Smith, Frank L. [Debtor]

Next Clear

**Figure 6**

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

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

**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, 707(b)

Filename

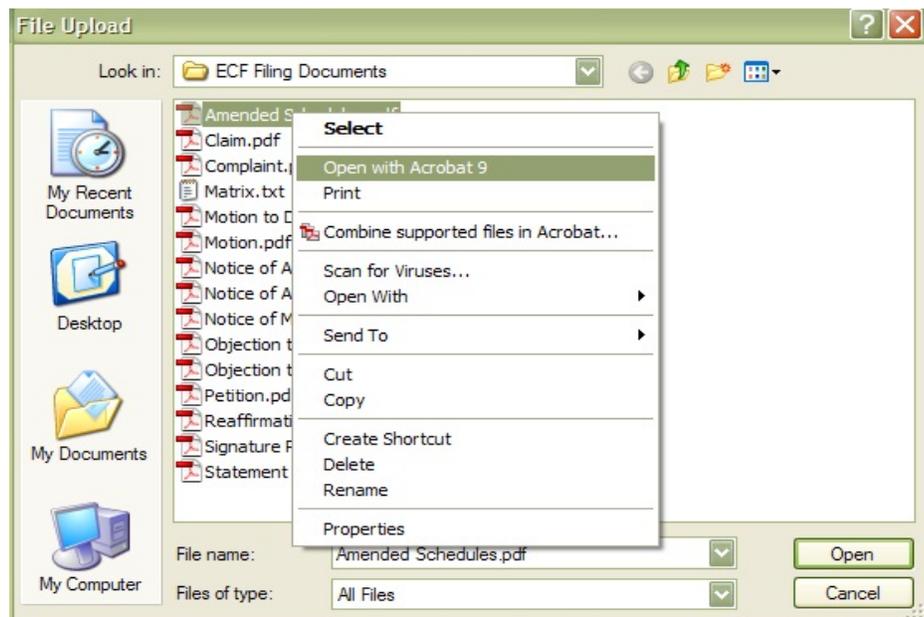
Browse...

Attachments to Document:  No  Yes

Next Clear

**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)

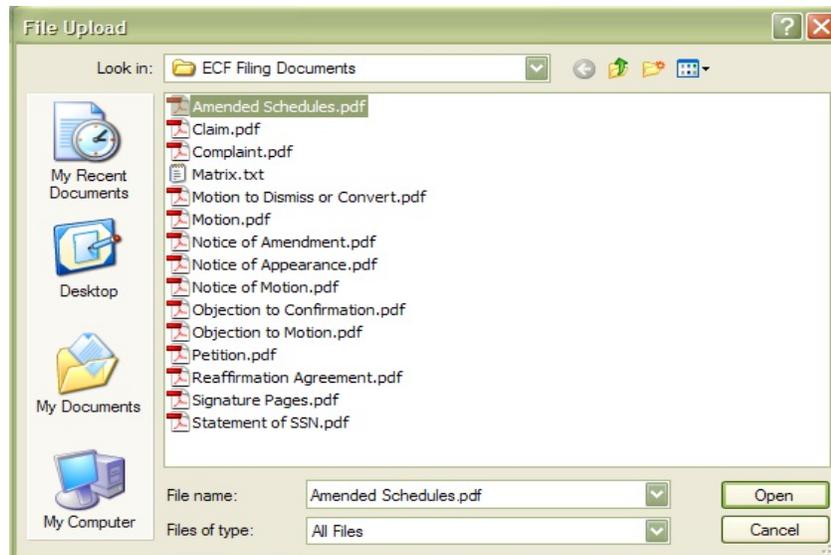


Figure 7c

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



**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, 707(b)

**Filename**

Documents\Amended Schedules.pdf

**Attachments to Document:**  No  Yes

Figure 7d

- Click **Next** to continue.

**Step 8** The **Additional Creditors** 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

Are there additional creditors?

Yes  
No

**Figure 8**

- ◆ Answer the question "Are there additional creditors?" by making a selection from the drop-down list and click **Next** to continue.
  - If the answer is "Yes", continue to Step 9.
  - If the answer is "No", skip Step 9 and continue to Step 12.

**Step 9** The **Add new creditors** screen displays. (See Figure 9)



**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

Case 09-30006-hcd already contains creditors!

Add new creditor(s)

**Figure 9**

- ◆ Place a ✓ in the box next to **Add new creditor(s)** and click **Next** to continue.

**Step 10** The creditor addition screen displays. (See Figure 10)

**Figure 10**

- ◆ Enter the name and address in the format shown above for each creditor.

**NOTE:** If there is more than one creditor being added, separate each creditor address block by a blank line, as mentioned above the **Name and Address** box.

- ◆ Click **Next** to continue.

**Step 11** A case verification screen displays. (See Figure 11)

**Figure 11**

- ◆ Take a moment to verify that the amended schedules are being filed on the correct case and click **Next** to continue.

**Step 12** The Summary of Schedules screen displays. (See Figure 12)

**Miscellaneous:**

09-30006-hcd Frank L. Smith  
 Type: bk Chapter: 7 v Office: 3 (South Bend)  
 Assets: n Judge: hcd Case Flag: NTCAPR

**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	0.00		
B - Personal Property	16629.00		
D - Creditors Holding Secured Claims		17215.00	
E - Creditors Holding Unsecured Priority Claims		0.00	
F - Creditors Holding Unsecured Nonpriority Claims		29043.00	
Average Income (from Schedule I, Line 16)			2013.00
Average Expenses (from Schedule J, Line 18)			2007.00
Current Monthly Income (from Form 22A Line 12; OR, Form 22B Line 11; OR, Form 22C Line 20)			2551.00
TOTAL Type of Liability from Form 6, Statistical Summary (Generally Nondischargeable Debt -- 28 USC 159)		0.00	
<b>Total Dischargeable Debt (Computed)</b> Note: Not computed when any value above for D, E, F, or nondischargeable debt is not known.		46258.00	

Next Clear

**Figure 12**

- ◆ In the appropriate fields, if necessary, update the appropriate values to reflect the amendment being filed and click **Next** to continue.

**Step 13** An information prompt screen will display. (See Figure 13)



The screenshot shows the ECF system interface. At the top is a blue navigation bar with the ECF logo and menu items: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the navigation bar is a section titled "Miscellaneous:" in blue text. Underneath, the case information is displayed: "09-30006-hcd Frank L. Smith". Below this, there are three columns of information: "Type: bk", "Chapter: 7 v", and "Office: 3 (South Bend)"; "Assets: n", "Judge: hcd", and "Case Flag: NTCAPR". There are two input fields: "Enter Total Value of Claimed Exemptions:" followed by a white text box, and "Which Schedules?" followed by a white text box containing the letter "F". At the bottom of the form are two buttons: "Next" and "Clear".

**Figure 13**

- ◆ Enter the prompted information and click **Next** to continue.

**NOTE:** If there is more than one schedule being amended, separate the schedules by a comma (for example D, E, F).

**Step 14** The **Receipt Number / Payment** screen displays. (See Figure 14)

**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, 707(b)

[List of Filing Fees and Miscellaneous Fees](#)

Leave the receipt field **BLANK** if you are paying via the Internet

**Enter N/A in the receipt field if this is a non-fee event**

Receipt #:  Fee: \$30

**Figure 14**

- ◆ A **List of Filing Fees and Miscellaneous Fees** link is provided for guidance regarding applicable filing fees.

**NOTE:** Since not all amended schedules require a filing fee, please read the List of Filing Fees and Miscellaneous Fees mentioned above carefully before continuing.

- ◆ Read this screen carefully and follow all prompts.
  - If you are paying via the internet, leave the receipt field blank.
  - Enter N/A in the receipt field if this is a non-fee event. (Check the List of Filing Fees and Miscellaneous Fees link for guidance).
- ◆ Click **Next** to continue.

**Step 15** The **Docket Text: Modify as Appropriate** screen displays. (See Figure 15)

**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,  
 707(b)

Docket Text: Modify as Appropriate.

Amended Schedules: F  . Fee  
 Amount \$30 Filed by Frank L. Smith . (Miller, William)

**Figure 15**

- ◆ 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 16** The **Docket Text: Final Text** screen displays. (See Figure 16)

**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,  
 707(b)

Docket Text: Final Text

Amended Schedules: F . Fee Amount \$30 Filed by Frank L. Smith. (Miller, William)

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

**Figure 16**

- ◆ 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 17** The **Electronic Payment** screen displays if you indicated on a prior screen that a fee is due.

- ◆ Click either **Pay Now** or **Continue Filing**.

**Step 18** The **Notice of Electronic Filing** screen displays.

- ◆ This screen can be either saved or printed.

**\*\*\* If the Amended Schedules being filed are C, I or J, please continue to Step 19. \*\*\***

**Step 19** Click the Bankruptcy link on the CM/ECF Main Menu. (See Figure 17)



**Figure 17**

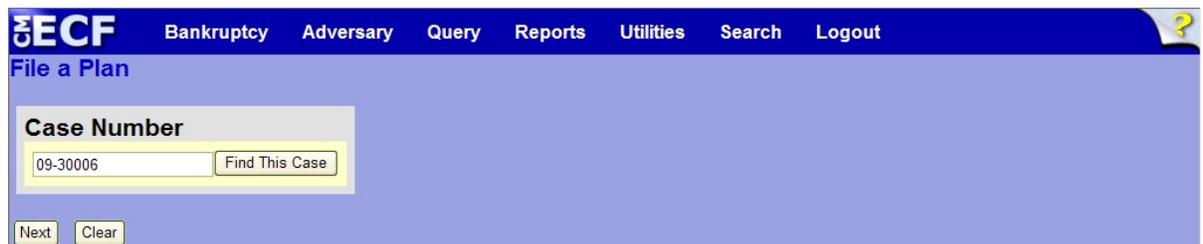
**Step 20** The **Bankruptcy Events** screen displays. (See Figure 18)



**Figure 18**

- ◆ Click **Other**.

**Step 21** The **Case Number** screen displays. (See Figure 19)



**Figure 19**

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

**Step 22** The **Available Events** screen displays. (See Figure 20)

The screenshot shows the ECF web application interface. At the top, there is a navigation bar with the ECF logo and menu items: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is 'Miscellaneous'. The main content area displays case information for '09-30006-hcd Frank L. Smith', including Type: bk, Chapter: 7 v, Office: 3 (South Bend), Assets: n, Judge: hcd, and Case Flag: NTCAPR. A search bar is present with the text 'Update EOUST Stats' and a prompt: 'Start typing to find another event. Hold down Ctrl to add additional items.' Below the search bar, there are two columns: 'Available Events (click to select events)' and 'Selected Events (click to remove events)'. The 'Available Events' list includes items like 'Statistical Summary of Certain Liabilities', 'Stipulation', 'Stipulation of Facts', 'Suggestion of Death', 'Summary of Schedules', 'Supplemental Creditor Matrix & Verification', 'Support Brief/Memo', 'Support Document', 'Tabulation of Ballots', 'Tax Documents', 'Transcript Redaction Request', 'Update EOUST Stats' (highlighted), 'Voluntary Petition (Chapter 11)', 'Voluntary Petition (Chapter 12)', 'Voluntary Petition (Chapter 13)', 'Voluntary Petition (Chapter 7)', 'Voluntary Petition (Chapter 9)', 'Voluntary Wage Assignment', and 'Waiver of Requirement for Hearing'. The 'Selected Events' box contains 'Update EOUST Stats'. At the bottom left of the event list, there are 'Next' and 'Clear' buttons.

**Figure 20**

- ◆ To locate the event, either scroll down the selection box or start typing the event in the box above **Available Events**. In this example, start typing "Update" until "Update EOUST Stats" is displayed in the **Available Events** list.
- ◆ When the event 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 23** The **Joint Filing with other attorney** screen appears. (See Figure 21)



The screenshot shows the ECF system interface. At the top is a navigation bar with links for 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 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 21**

- ◆ 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 24** The **Party Selection** screen appears. (See Figure 22)



The screenshot shows the ECF system interface. At the top is a navigation bar with links for Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the navigation bar is the title "Miscellaneous:" followed by the case number "09-30006-hcd Frank L. Smith". The case details are displayed in a table 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 dropdown menu. The dropdown menu is open, showing the following options:

- Gargula, Nancy J. [U.S. Trustee]
- Second Star Bank, [Creditor]
- Smith, Frank L. [Debtor]

There is also a link "Add/Create New Party" and two buttons: "Next" and "Clear".

**Figure 22**

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

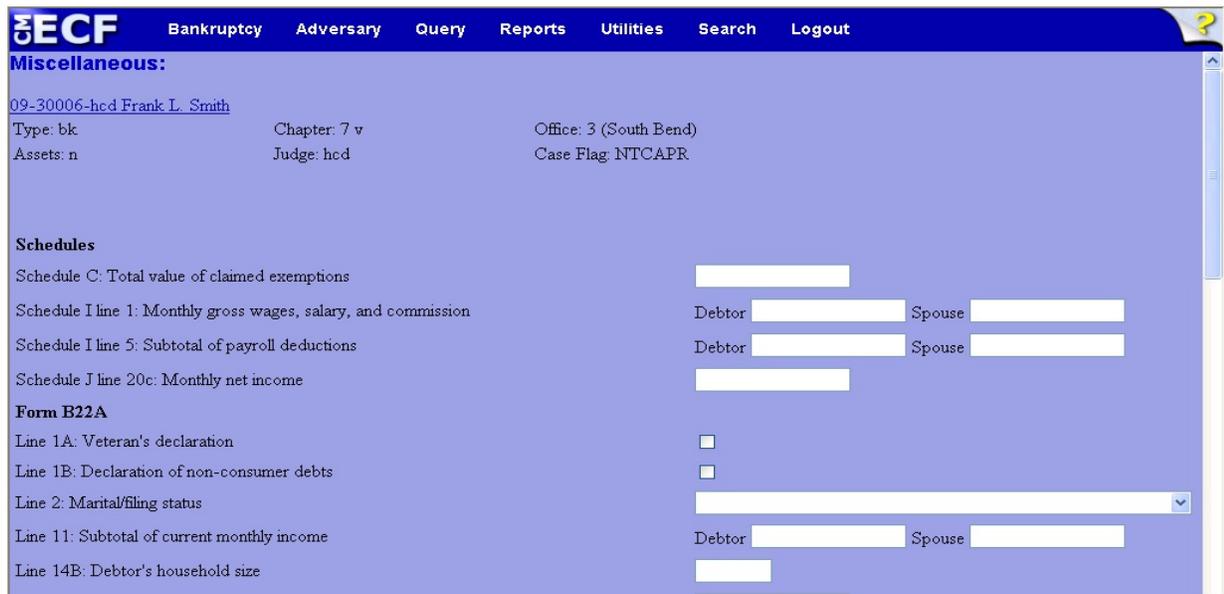
**Step 25** A **Case Verification** screen appears. (See Figure 23)



**Figure 23**

- ◆ This screen is designed to allow you to take a moment to verify that you are filing this document on the intended case. Verify and click **Next** to continue.

**Step 26** The next screen is designed to update particular information from various schedules and Form B22A. (See Figure 24)



**Figure 24**

- ◆ Update any appropriate fields that pertain to the amendment that was just filed and click **Next** to continue.

- Step 27** Another **Case Verification** screen appears.
- ◆ Verify the information on the screen and click **Next** to continue.

**Step 28** The **Docket Text: Final Text** screen appears. (See Figure 25)



The screenshot shows the ECF system interface. At the top is a navigation bar with links for Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below this is a section titled "Miscellaneous:" containing case details: "09-30006-hcd Frank L. Smith", "Type: bk", "Assets: n", "Chapter: 7 v", "Judge: hcd", "Office: 3 (South Bend)", and "Case Flag: NTCAPR". A highlighted box contains the text "Docket Text: Final Text" and "EOUST Statistical Information Updated. Filed by Frank L. Smith. (Miller, William)". Below this is a warning message: "Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue." followed by the question "Have you redacted?" and two buttons: "Next" and "Clear".

**Figure 25**

- ◆ 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 29** The **Notice of Electronic Filing** screen displays.
- ◆ This screen can be either saved or printed.