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)

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)

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)
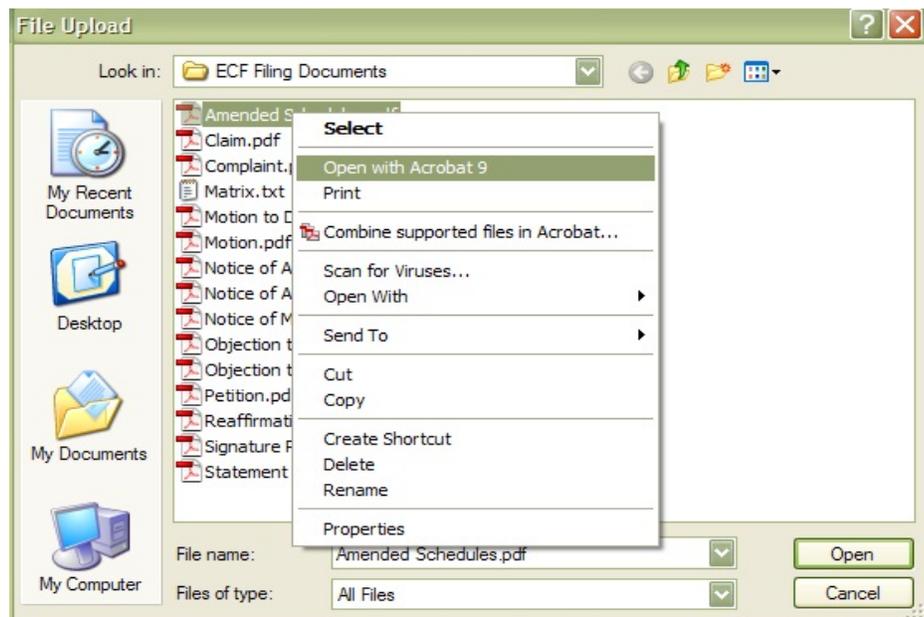
Figure 7b

- 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)
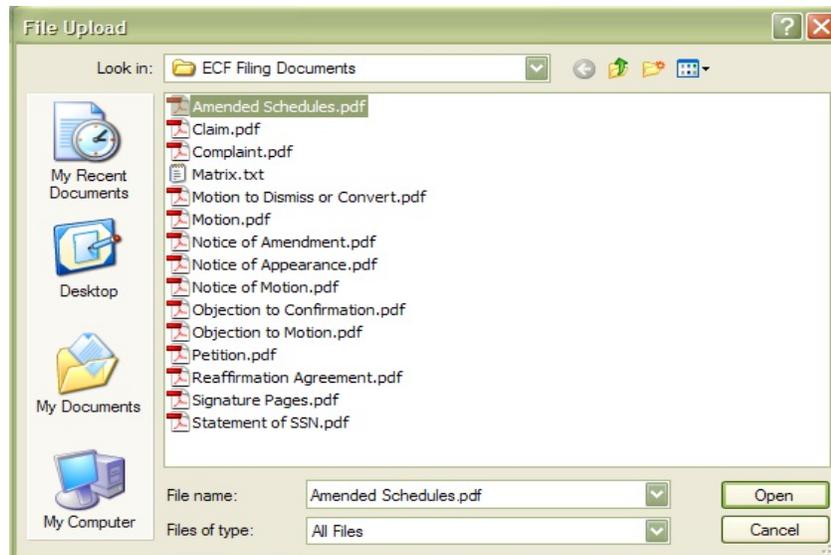
Figure 7c

- 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 **Additional Creditors** screen displays. (See Figure 8)

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)

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)

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)

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)

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)

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)

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)
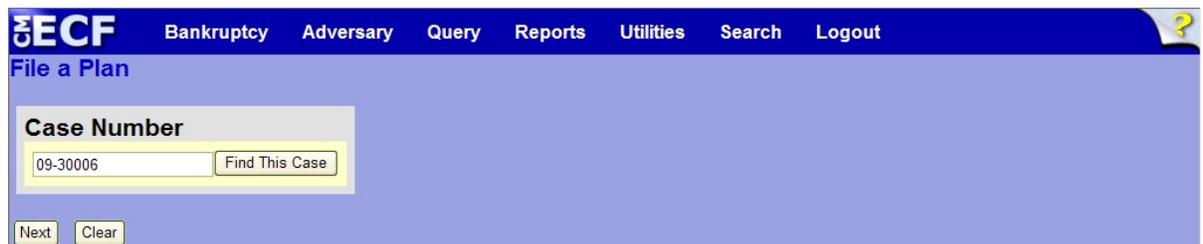
Figure 19

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

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

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)

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)

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)
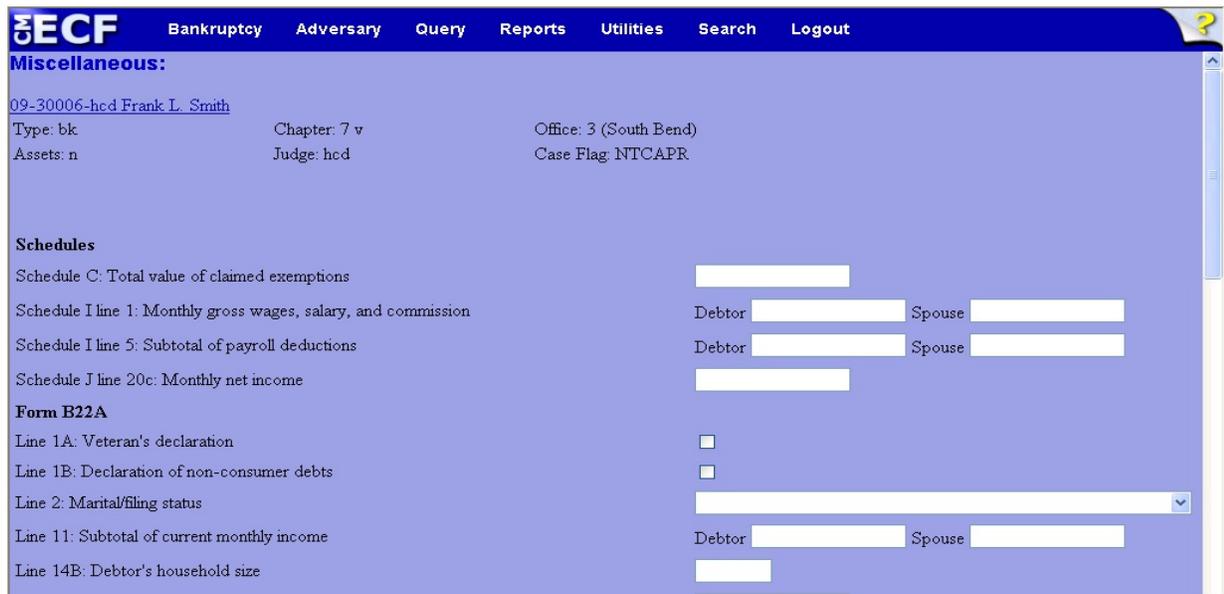
Figure 24

◆   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)

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.