

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 blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the bar, the page title is "File a Motion:". The case information is displayed as follows:

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

Below the case information 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 blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the bar, the page title is "File a Notice:". The case information is displayed as follows:

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

Below the case information is the section "Select the Party:" with a list box containing the following options:

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

To the right of the list box is a link: [Add/Create New Party](#). 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)

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, 707(b)									
Filename												
<input type="text"/>												<input type="button" value="Browse..."/>
Attachments to Document: <input checked="" type="radio"/> No <input type="radio"/> Yes												
<input type="button" value="Next"/>		<input type="button" value="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)

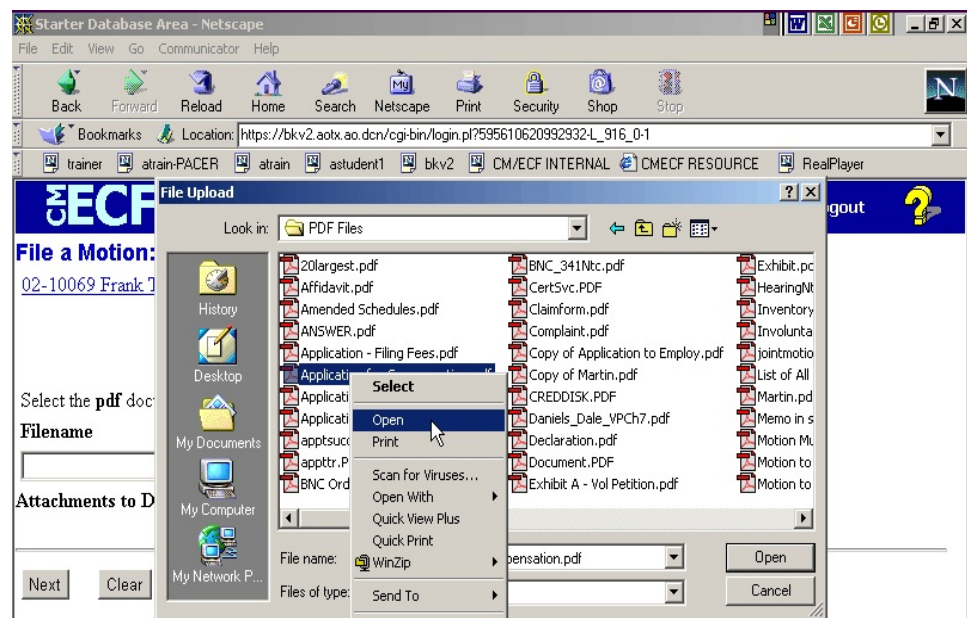


Figure 7b

- 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)

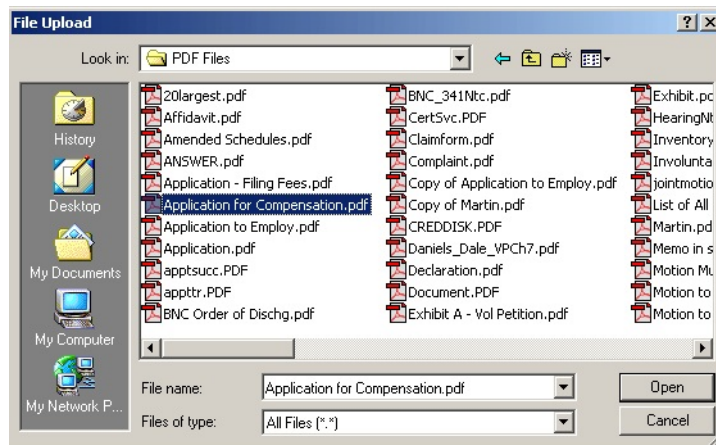


Figure 7c

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

A web browser window showing the "ECF" (Electronic Case Filing) system. The page title is "File a Motion:". Below the title, it displays the case number "02-10069 Frank T. Hammock and Carol A. Hammock". The main instruction is "Select the pdf document (for example: C:\199cv501-21.pdf)". There is a "Filename" label followed by a text input field containing "C:\Data\From O on Lynx\PDF Files\Ap" and a "Browse..." button. Below this, there is a section for "Attachments to Document:" with two radio buttons: "No" (which is selected) and "Yes". At the bottom of the form, there are "Next" and "Clear" buttons.

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 (Electronic Case Filing) interface. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is 'File a Notice:'. The main content area has a light blue background. It displays case information: '09-30006-hcd Frank L. Smith'. Below this, there are three columns of details: 'Type: bk', 'Chapter: 7 v', 'Office: 3 (South Bend)'; 'Assets: n', 'Judge: hcd', 'Case Flag: NTCAPR'. A yellow highlighted box contains the text: 'Docket Text: Final Text' followed by 'Notice of Amendment Filed by Debtor Frank L. Smith (related document(s)[34] Amended Schedules filed by Debtor Frank L. Smith). (Miller, William)'. Below this box, a red warning message states: '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?'. At the bottom of the form 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.