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)

Bankruptcy Events

Open Voluntary BK Case

Open Involuntary BK Case

Answer/Response...
Appeal
Case Upload
Claim Actions
Creditor Maintenance...
File Claims
Judge/Trustee/341 Assignment
Motions/Applications
Notices
Other
Plan

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)

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
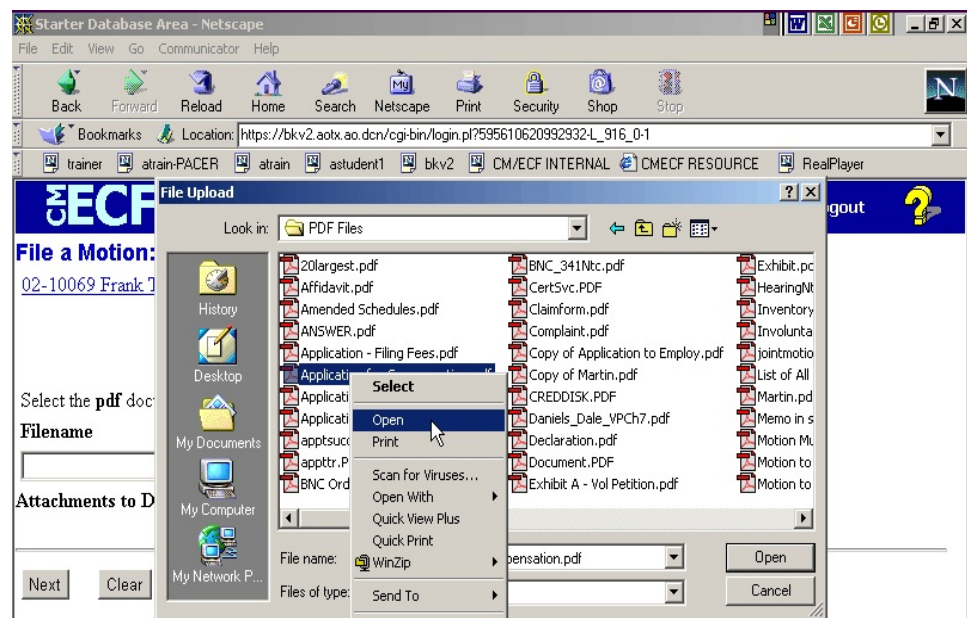   and select **Open**. (See Figure 7b)

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)
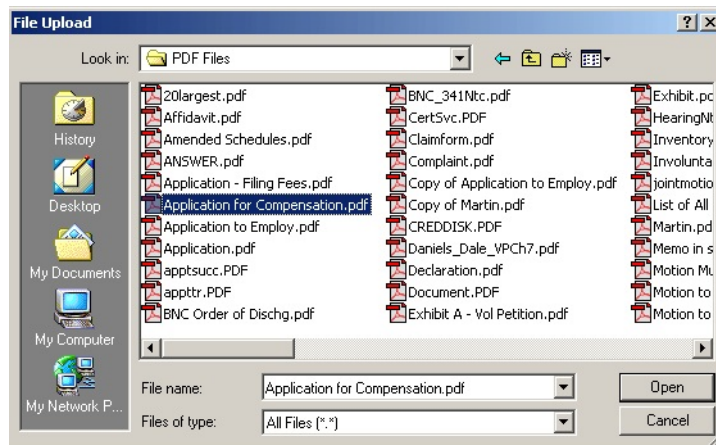
Figure 7c

• 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 **Event selection** screen displays. (See Figure 8)

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)

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)

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.