

## Amended Document

This process shows the steps and screens required for an attorney to electronically file an amended document. To amend debtor schedules, refer to Section 6, *Schedules*, in this Training Manual. To amend a plan or disclosure statement, refer to Section 7, *Reorganization*. If you are amending a notice, docket the pleading as a notice and choose the applicable prefix from the “pick list” in the Final Docket Text screen. This module demonstrates the steps to amend a Motion for Relief from Stay.

**STEP 1** Click on the [Bankruptcy](#) hyperlink on the CM/ECF Main Menu Bar. (See Figure 1.)



**Figure 1**

**STEP 2** The **BANKRUPTCY EVENTS** screen displays. (See Figure 2.)

- ◆ Click on the [Other](#) hyperlink.

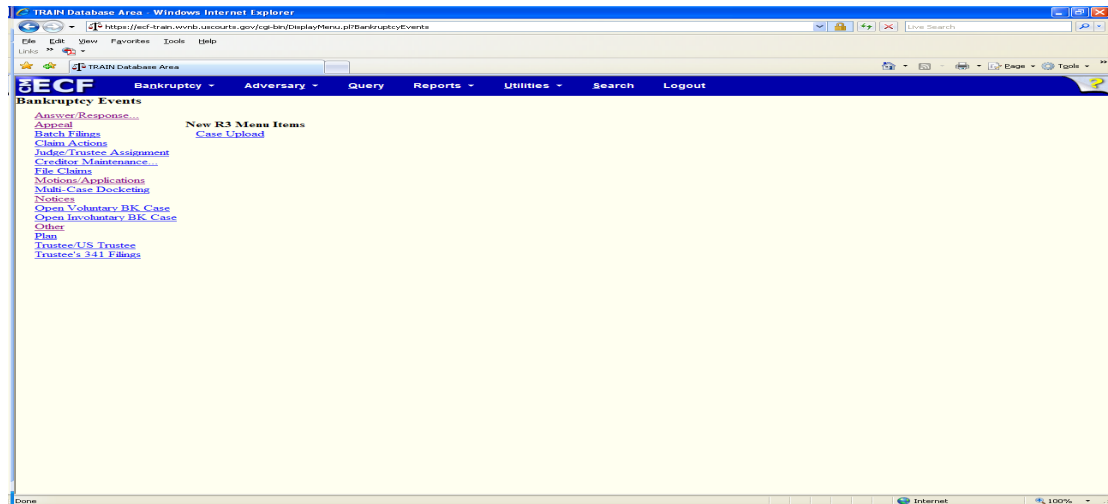


Figure 2

**STEP 3** The **CASE NUMBER** screen displays (See Figure 3). The system will display the number of the last case you accessed in this session.

- ◆ If this is **not** the case in which you are filing the amended document, delete this case number and enter the correct case number.
- ◆ Click **[Next]** to continue.

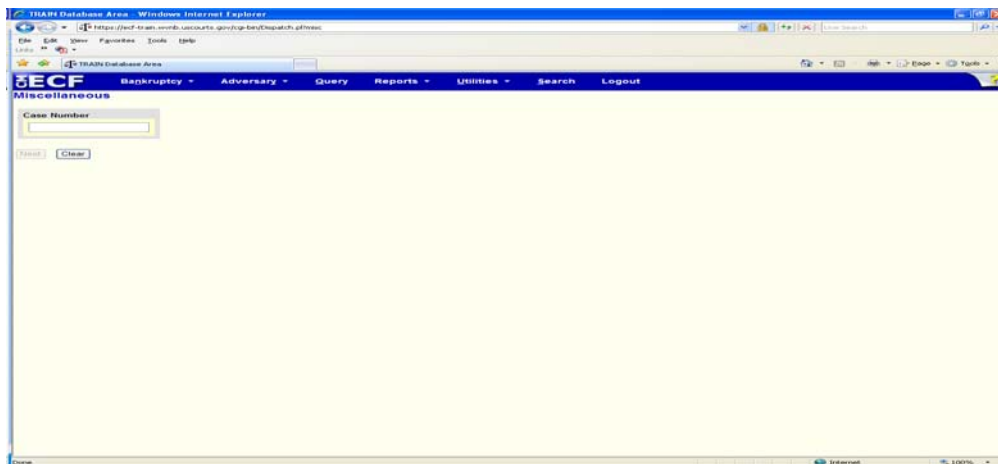
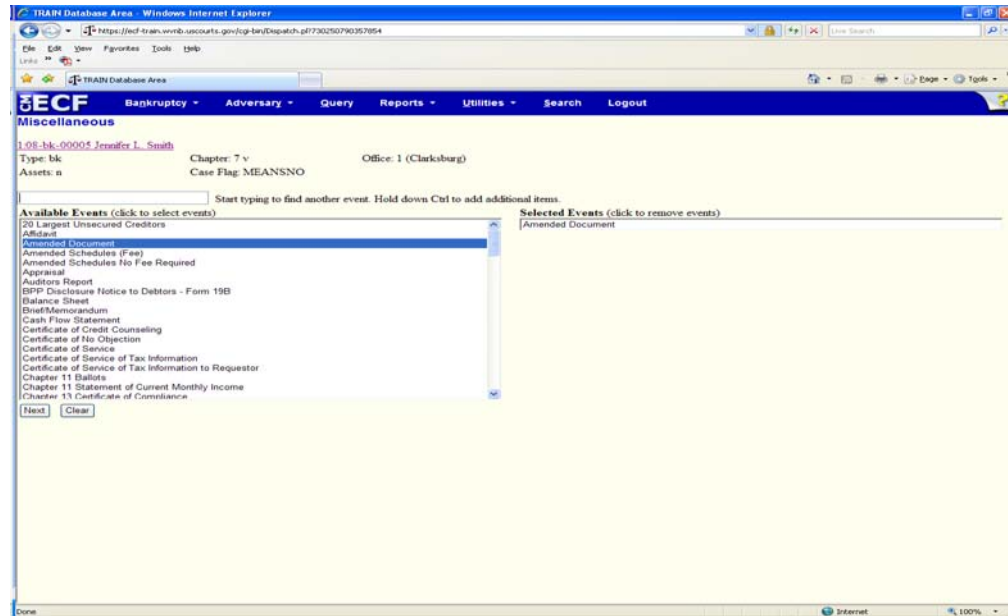


Figure 3

**STEP 4** The **Event Type** screen displays. (See Figure 4.)

- ◆ Select Amended Document.
- ◆ Click **[Next]** to continue.



**Figure 4**

**STEP 5** The **Joint Filing** screen appears. (See Figure 5.)

- ◆ If you are filing this pleading jointly with another attorney, click in the check box to indicate that. This will enable you to select the other attorney(s) later in this event.
- ◆ If this is **not** a joint filing, no further action is necessary.
- ◆ Click **[Next]** to continue.

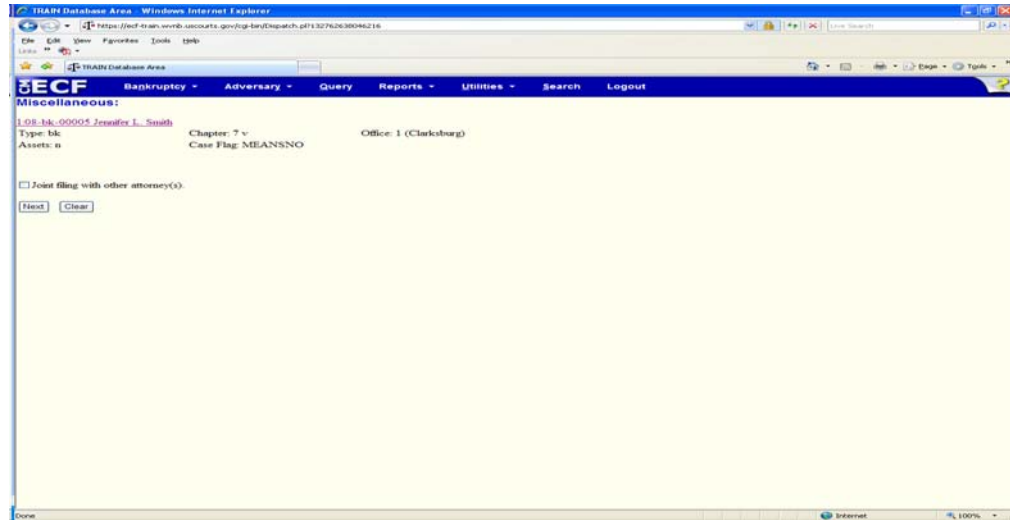


Figure 5

**STEP 6** The **SELECT PARTY** screen appears and displays all of the parties currently in the case. (See Figure 6.)

- ◆ Click on the party filing the amended document.
- ◆ Click **[Next]** to continue.

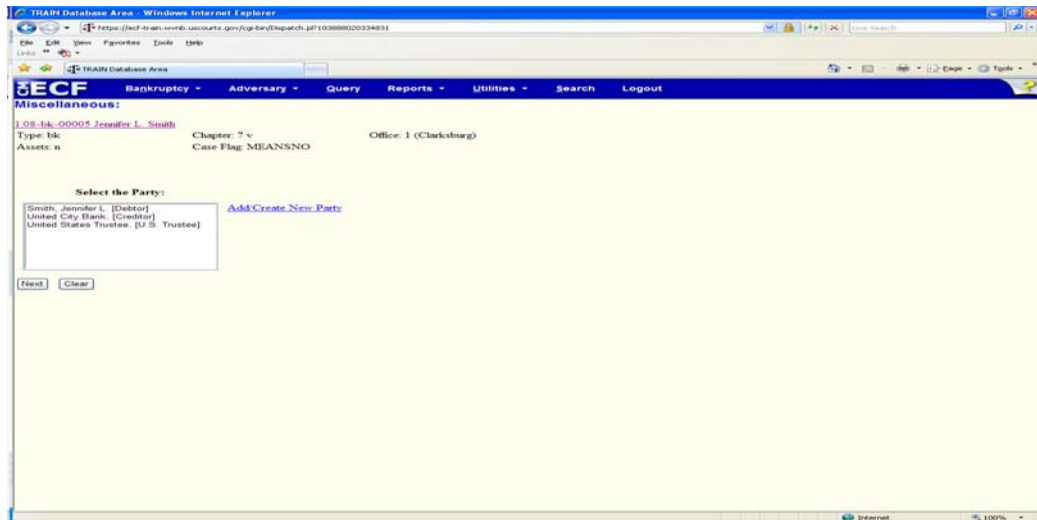


Figure 6

**STEP 7** The **PDF DOCUMENT** screen will then be presented.  
(See Figure 7.)

- ◆ To associate the imaged document with this entry:
  - Click **[Browse]**. In the **File Upload** window change **Files of type:** to **All Files (\*.\*)** Navigate to the directory where the appropriate 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**.
  - 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.
  - The system will enter the path and name of the PDF document selected into the Filename field.
- ◆ Click **[Next]** to continue.

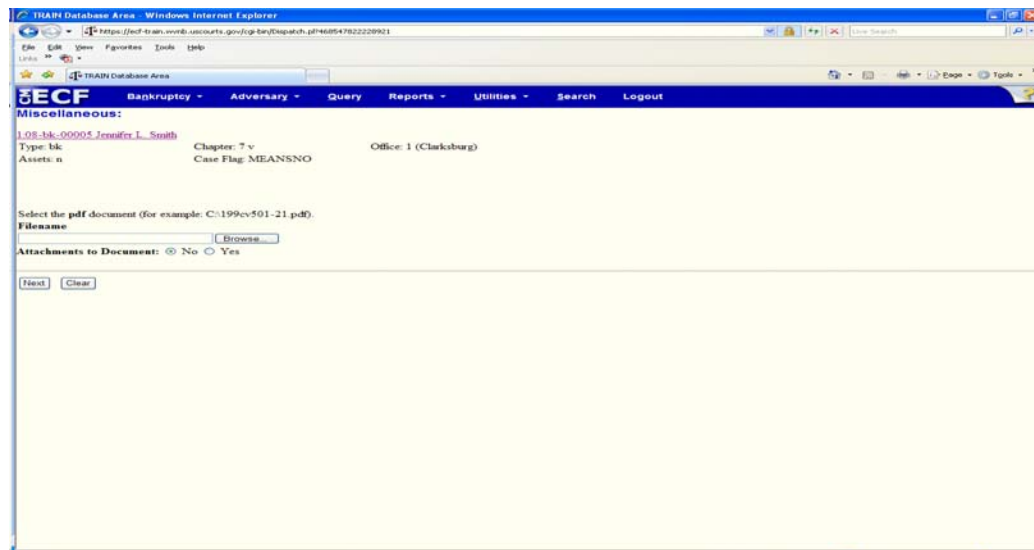
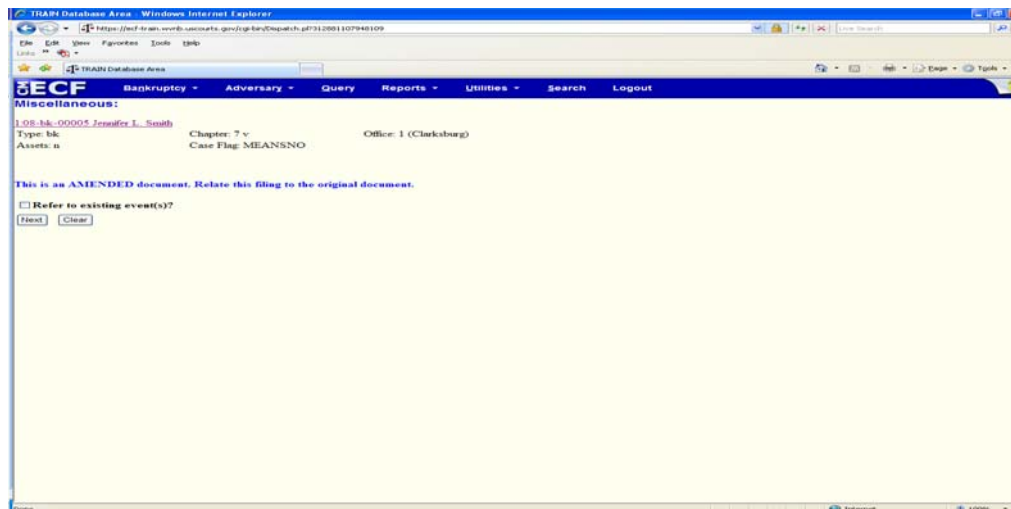


Figure 7

**STEP 8** The **Refer to Existing Event(s)?** screen appears. (See Figure 8.) This screen reminds you to relate the amended document to the original document.

- ◆ Click in *Refer to existing event(s)?*
- ◆ Click **[Next]** to continue.



**Figure 8**

**STEP 9** The **Select the Category to Which Your Event Relates** screen appears. (See Figure 9.)

- ◆ Select **motion**.
- ◆ Click **[Next]** to continue.

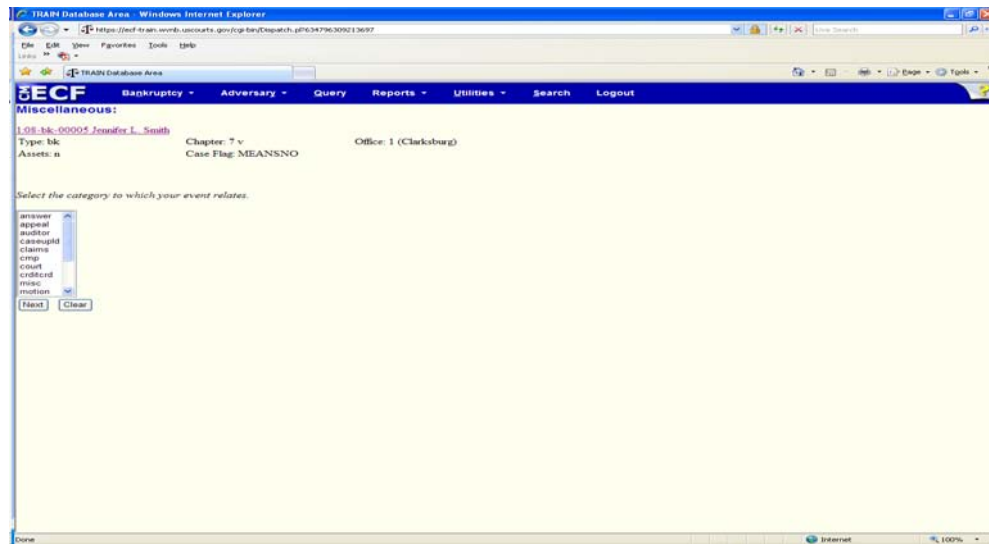


Figure 9

**STEP 10** The **Select the Appropriate Event(s) to Which Your Event Relates** screen appears. (See Figure 10.)

- ◆ Select the appropriate document to link to the amended document.
- ◆ Click **[Next]** to continue.

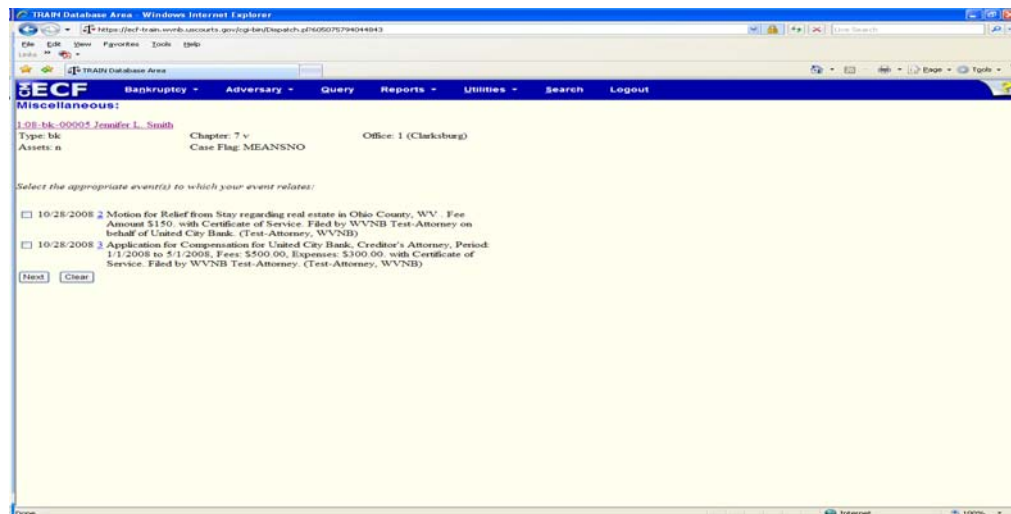
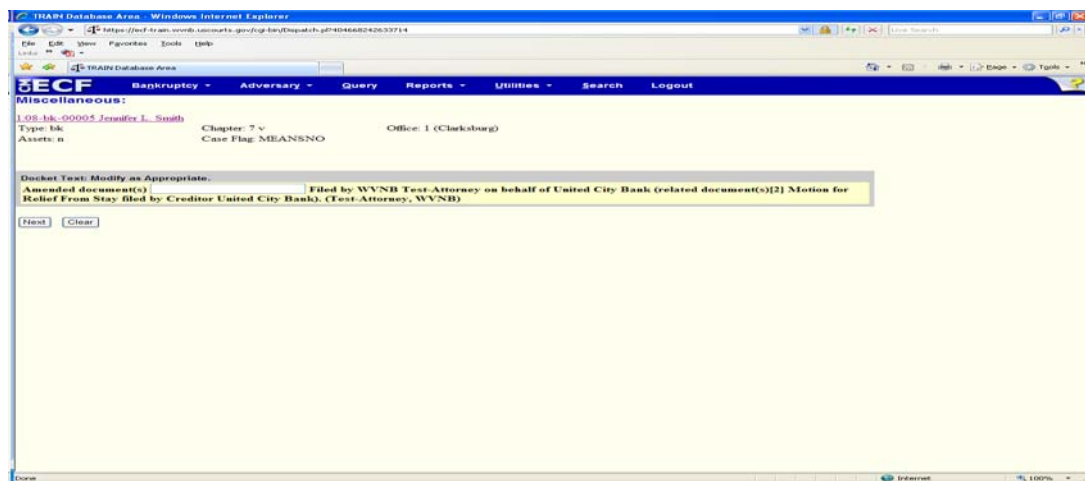


Figure 10

- STEP 11** The **FINAL TEXT EDITING** screen displays. (See Figure 11.)
- ◆ Insert language in docket text to reflect the document you are filing. For this lesson, insert ***Motion for Relief from Stay***.
  - ◆ Verify the accuracy of the docket text. This is what will print on the docket sheet. If the docket text has an error, click the browser's **[Back]** button at the top of the screen one or more times to access the screen on which the error was made, and correct the error.
  - ◆ To abort or restart the transaction, click on the Bankruptcy hyperlink on the **CM/ECF Main Menu Bar**. Although this can be done at any time, this is your last opportunity to change the event.
  - ◆ When the docket text is correct, click **[Next]** to continue.



**Figure 11**

- STEP 12** The **FINAL DOCKET TEXT** screen displays. (See Figure 12.)
- ◆ Read the **Attention!!** message.
  - ◆ If you are ready to submit this transaction click **[Next]**.



Figure 12

**STEP 13** The **NOTICE OF ELECTRONIC FILING** screen displays.

- ◆ The Notice of Electronic Filing is the verification that the filing has been sent electronically to the court's database. It certifies that this is now an official court document.
- ◆ Clicking on the case number hyperlink will display the PACER login screen. After logging into PACER, the docket report screen will appear.
- ◆ Clicking on the document number hyperlink will display the PACER login screen. After logging into PACER, the PDF document will appear.
- ◆ To print a copy of this notice, click the browser **[Print]** icon or button.
- ◆ To save a copy of this receipt, click **File** on the browser menu bar and select **Save Frame As**.