

Amended Schedules

This process shows the steps and screens required for attorneys to file Amended Schedules requiring a filing fee and not requiring a filing fee.

- STEP 1** Click the Bankruptcy hyperlink on the CM/ECF main menu bar. (See Figure 1.)

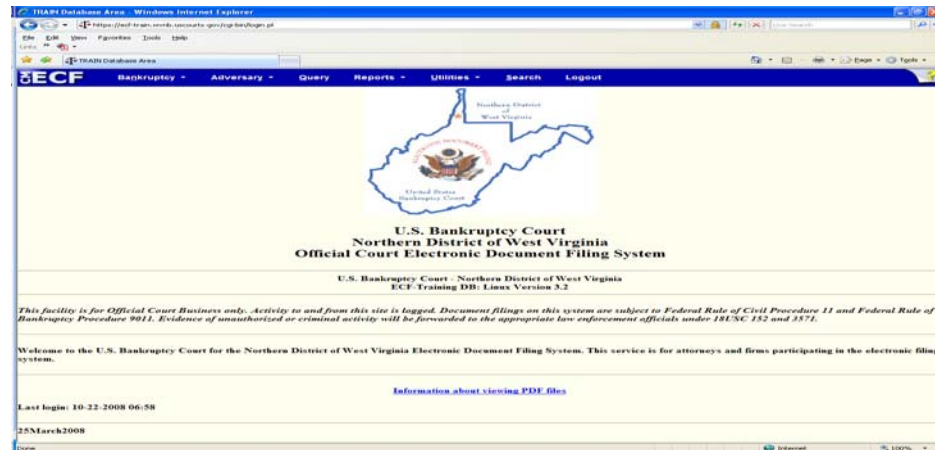


Figure 1

- STEP 2** Click on the Other hyperlink displayed on the **BANKRUPTCY EVENTS** screen. (See Figure 2.)

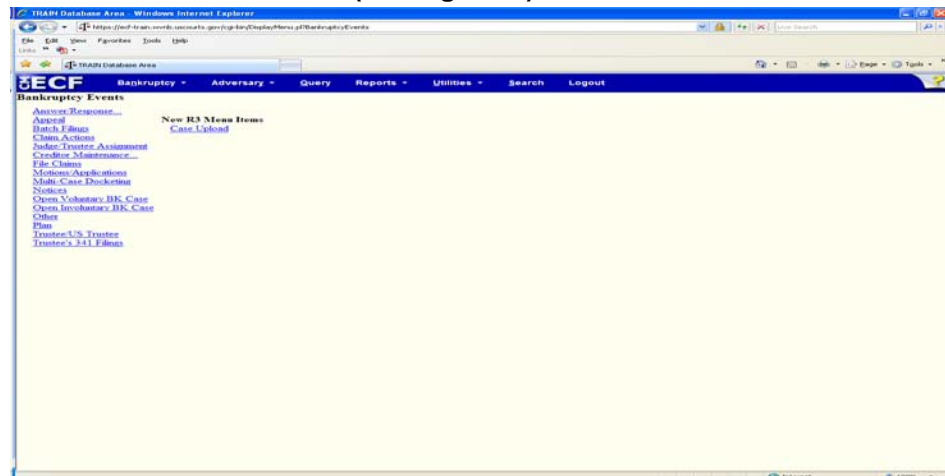


Figure 2

STEP 3 The **CASE NUMBER** screen displays. (See Figure 3a.)

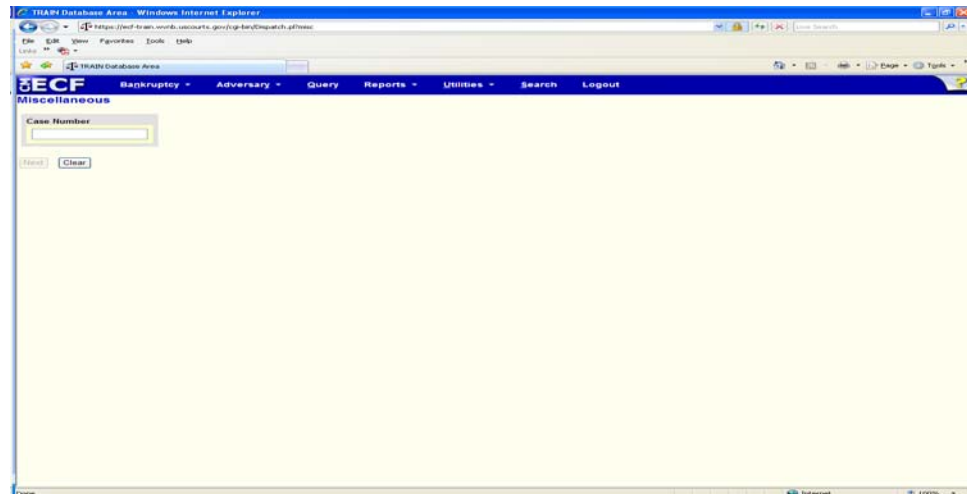
A screenshot of a web browser window titled "TRAIN Database Area - Windows Internet Explorer". The address bar shows a URL starting with "https://ecf-train.worldcourts.gov/cgi-bin/CaseNo.pl?new". The page has a blue header with the "ECF" logo and navigation tabs: "Bankruptcy", "Adversary", "Query", "Reports", "Utilities", "Search", and "Logout". Below the header, the page is titled "Miscellaneous" and contains a "Case Number" section with a text input field and "Next" and "Clear" buttons.

Figure 3a

◆ Enter the case number (See Figure 3b.)

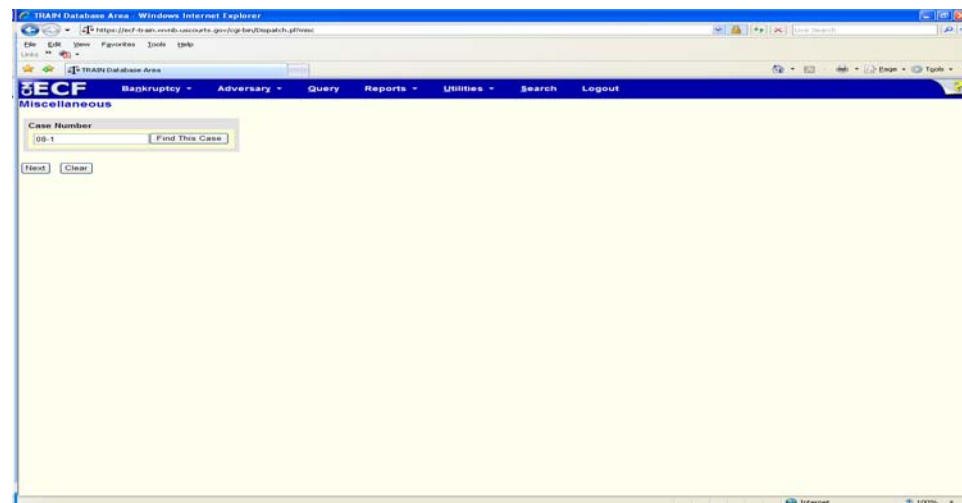
A screenshot of the same web browser window as Figure 3a. The "Case Number" text input field now contains the value "05-1". A "Find This Case" button has appeared to the right of the input field. The "Next" and "Clear" buttons remain below the input field.

Figure 3b

◆ Click **[Next]** to continue.

STEP 4 The following screen displays. (See Figure 4.)

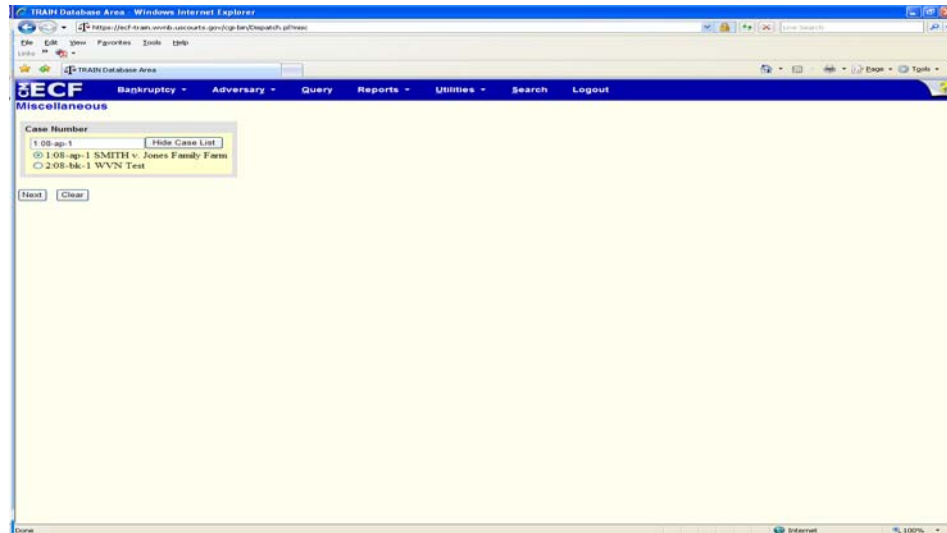


Figure 4

- ◆ Select the applicable bankruptcy case
- ◆ If the case number and name do not match your document, click the browser **[Back]** button to try again. You may use the browser **[Back]** button at any time during this process to verify former screens until the final submission.

Step 5 Select **Amended Schedules (Fee)** OR **Amended Schedules No Fee Required**.

NOTE: If you are amending **both** schedules to add creditors and the matrix to include these-newly added creditors, you will be given the opportunity to include in docket text the **Amended Matrix**.

An amended Summary of Schedules and Statistical Summary Of Certain Liabilities are required to be filed with every amendment.

In this lesson, the debtors' attorney is amending Schedules D, E and F and the mailing matrix to include the newly-added creditors. Amended Schedules (Fee) is selected. (See Figure 5.)

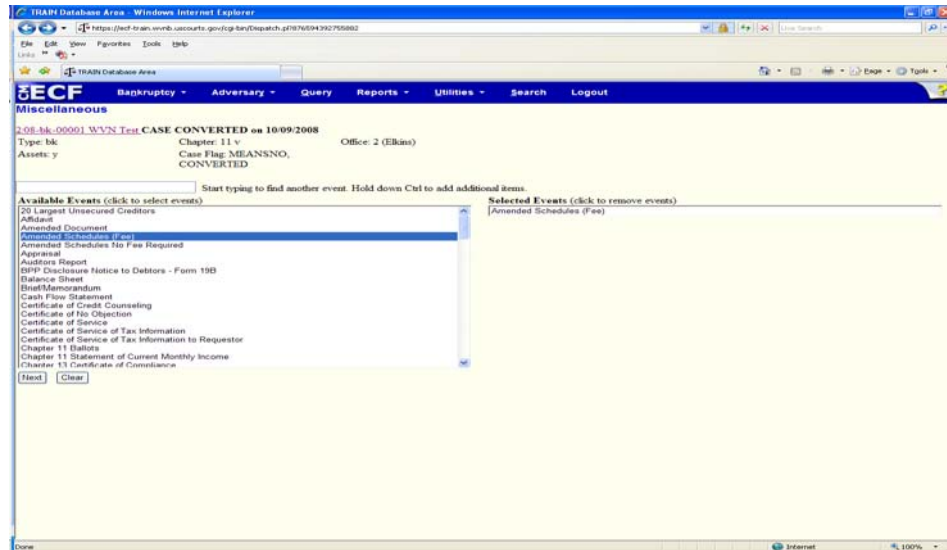


Figure 5

- ◆ Click **[Next]** to continue.

STEP 6: The **Joint Filing With Other Attorneys** screen displays. (See **Figure 6.**)

- ◆ Click in the **Joint filing with other attorney(s)** box only if this is a joint filing to add any additional attorneys.
- ◆ Click **[Next]** to continue.



Figure 6

- STEP 7:** The **Select the Party** screen displays. (See Figure 7.) All participating parties in the case will appear on this list.
- ◆ Click to highlight the name of the debtor(s). If the petition is a joint petition, after selecting one of the debtors, hold down the **Ctrl** key to select the joint debtor.
 - ◆ Click **[Next]** to continue.

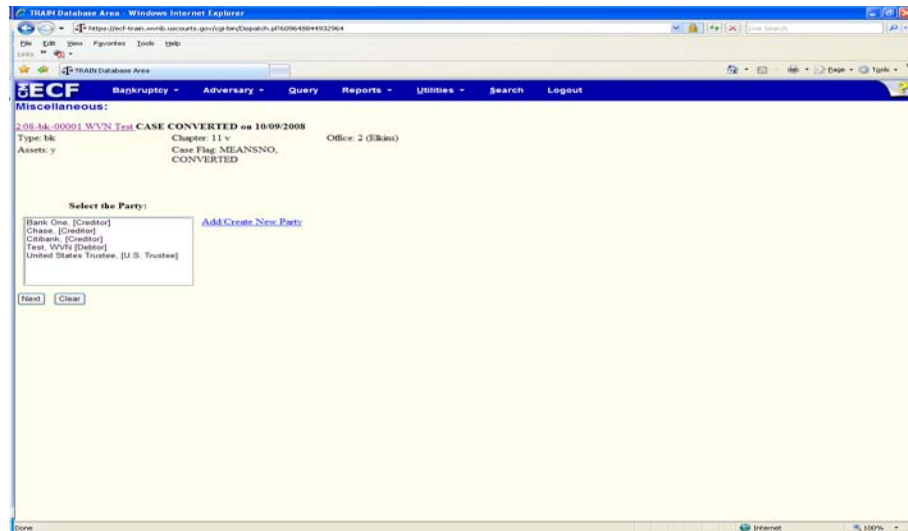


Figure 7

- STEP 8:** The Summary of Schedules screen displays. (See Figure 8.)
- ◆ Enter amounts in applicable fields that will be revised due to the filing of the amendment(s).
 - ◆ Click **[Next]** to continue.

Miscellaneous:
 2:08-bk-00001 WVN Test CASE CONVERTED on 10/09/2008
 Type: bk Chapter: 11 v Office: 2 (Elkins)
 Assets: y Case Flag: MEANSNO, CONVERTED

SUMMARY OF SCHEDULES
 Report the totals from Schedules A, B, D, E, F, L, 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	0.00		
D - Creditors Holding Secured Claims		0.00	
E - Creditors Holding Unsecured Priority Claims		0.00	
F - Creditors Holding Unsecured Nonpriority Claims		100.00	
Average Income (from Schedule I, Line 16)			0.00
Average Expenses (from Schedule J, Line 18)			0.00
Current Monthly Income (from Form 22A Line 12; OR, Form 22B Line 11; OR, Form 22C Line 20)			0.00
TOTAL Type of Liability from Form 6, Statistical Summary (Generally Nondischargeable Debt -- 28 USC 159)		0.00	
Total Dischargeable Debt (Computed) <small>Note: Not computed when any value above for D, E, F, or nondischargeable debt is not known.</small>		100.00	

Next Clear

Figure 8

STEP 9: The **PDF DOCUMENT SELECTION** screen displays. (See Figure 9.)

- ◆ To associate the imaged document with this entry, select the PDF filename of the objection you are filing.
 - Click **[Browse]**. In the **File Upload** screen change **Files of type:** to **All files(*.*)** then 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 **PDF DOCUMENT SELECTION** screen appears with the path and PDF document in the **Filename** box.
- ◆ The **Attachments to Document** option defaults to **No**. You will have an attachment to this document; click the **Yes** radio button to

STEP 11: The **Add Creditor(s)** screen appears. (See Figure 11.)

- ◆ At this screen, you have the option to enter all new creditors and the corresponding addresses. If you are amending the address of an existing creditor, you would enter the creditor with the current address. These will automatically be uploaded to the creditor matrix.
- ◆ Click **[Next]** to continue.

**Figure 11**

NOTE: You may bypass this screen and upload the new creditors by using the "Uploading a creditor mailing matrix" which can be found under the Bankruptcy/Creditor Maintenance Menu after this docket entry has been completed. You may also use this option if you are amending the address of an existing creditor.

STEP 12: The **Receipt #** screen displays. (See Figure 12.)

- ◆ Leave the receipt number blank if paying via the internet.
- ◆ ***With Certificate of Service?*** Enter **y** or **n**
- ◆ Click **[Next]** to continue.

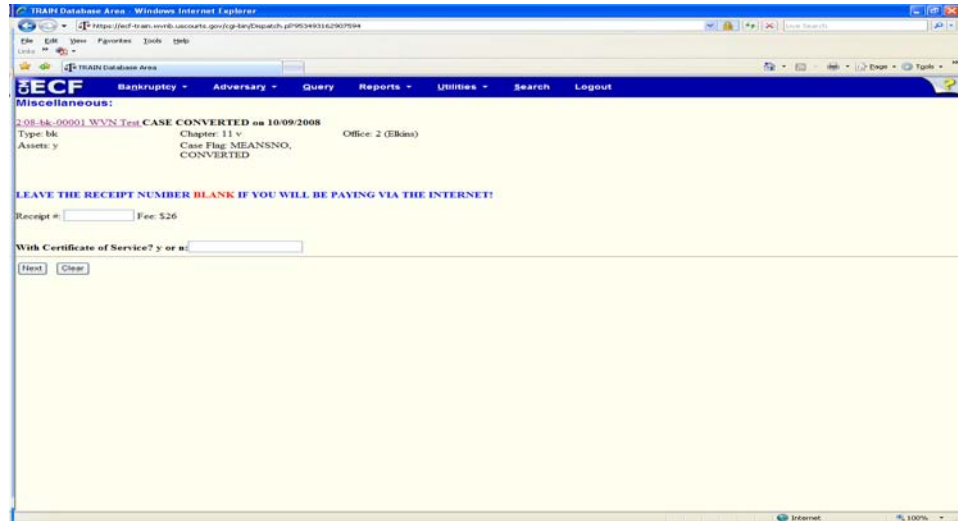


Figure 12

STEP 13: The **Docket Text: Modify as Appropriate** screen will display. This screen will allow additional text to be added if applicable. (See Figure 13.)

- ◆ Insert in docket text the Schedules being amended.
- ◆ Click **[Next]** to continue.

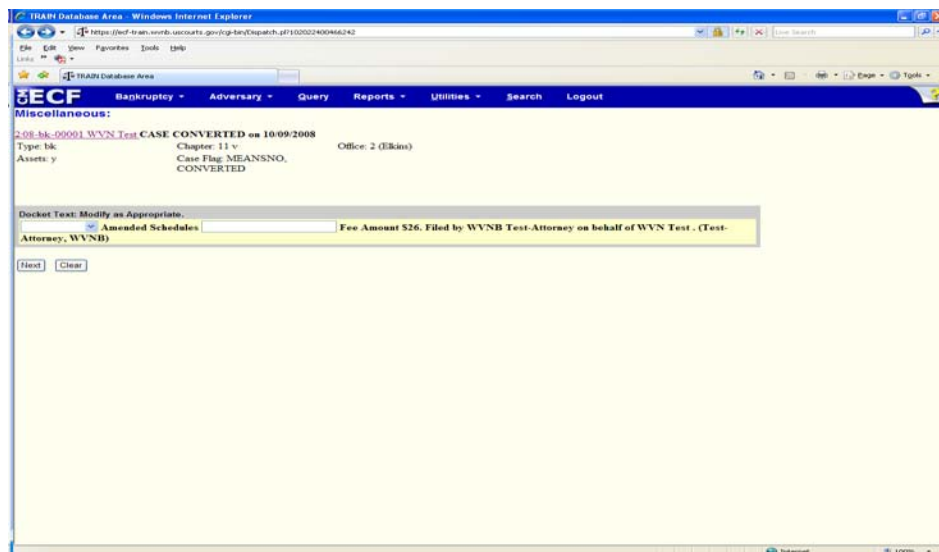


Figure 13

- STEP 14:** The **FINAL DOCKET TEXT** screen appears. (See Figure 14.)
- ◆ Proof this screen carefully! No further editing in the case opening process is allowed after this screen. If Docket Text is correct, click **[Next]**.
 - ◆ If any part of it is incorrect, click the browser **[Back]** button to return to the screen you need to correct. Then process the screens again with the respective **[Next]** or **[Submit]** buttons.

NOTE: To abort or restart the transaction at any time up until the final docket text screen, click the **Bankruptcy** hyperlink on the **Menu Bar**.

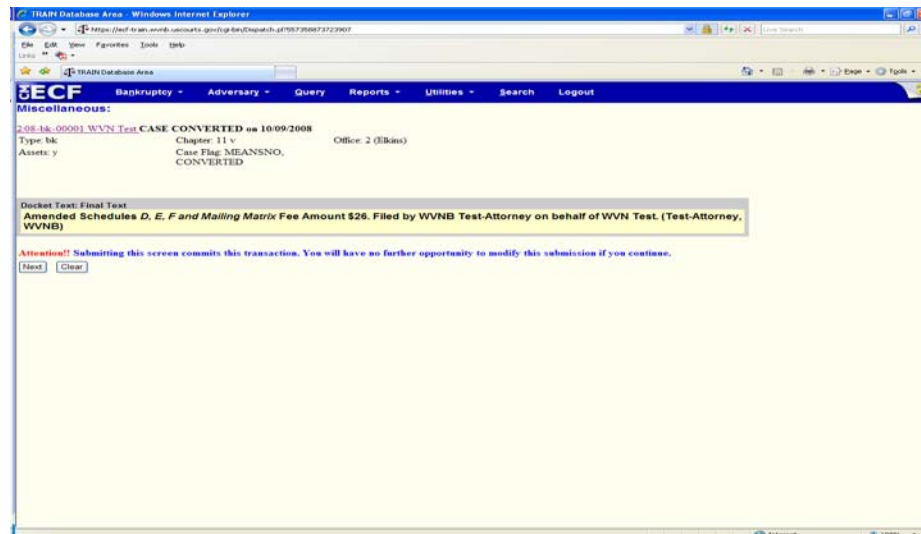


Figure 14

- STEP 15** If you selected Amended Schedules (Fee), the electronic payment screen will display. You will have the opportunity to **Pay Now** or **Continue Filing**. (See Figure 15.)

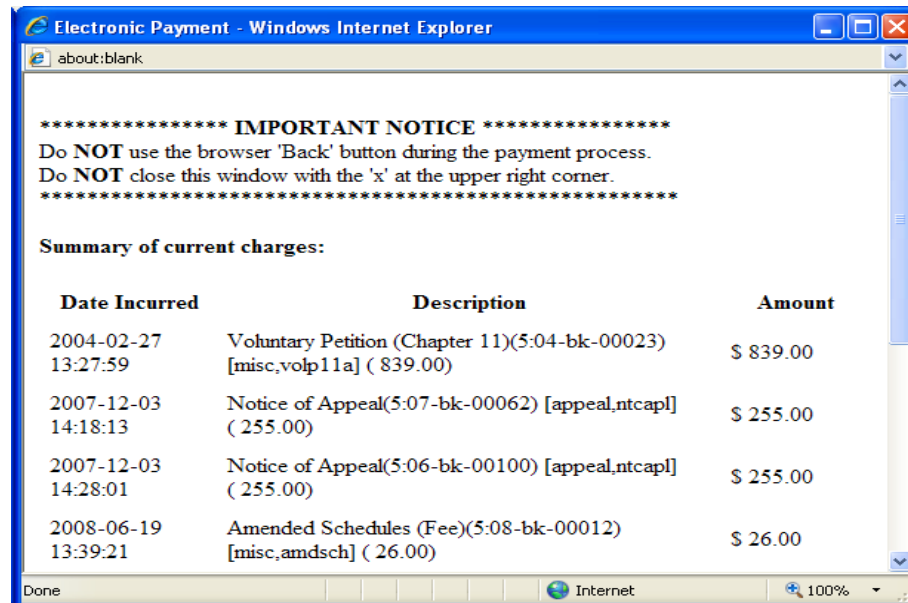


Figure 15

- STEP 16** The **NOTICE OF ELECTRONIC FILING** screen appears.
- ◆ 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. **(See Figure 16.)**
 - ◆ The case number is a hyperlink to the docket sheet and the document number is a hyperlink to the PDF document image.
 - ◆ To print a copy of this notice, click the browser **[Print]** icon.
 - ◆ To save a copy of this notice, click **[File]** on the browser menu bar and select **Save Frame As**.
 - ◆ Further access to the **Notice of Electronic Filing** is available through the electronic docket report. When this option is selected, a bullet appears next to the document number of the event on the docket report. Clicking on this bullet will display a copy of this notice.
 - ◆ When a copy of the **Notice of Electronic Filing** is mailed to each subscriber on the case, the following message will display at the top:

*****NOTE TO PUBLIC ACCESS USERS*****

You may view the filed documents once without charge. To avoid later charges, download a copy of each document during this first viewing.

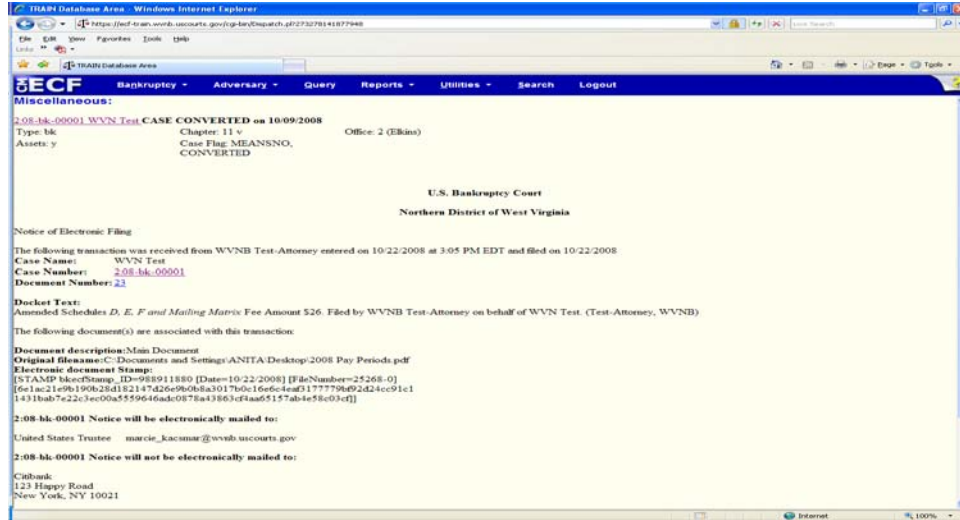


Figure 16