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## Amended Schedules & Statements

This process shows the steps required to file amended schedules, including amendments that require a fee. If you are amending a Means Test, do not use this event. Please use the chapter appropriate Statement of Current Monthly Income/Means Test event.

**STEP 1** Click on the **Bankruptcy** hyperlink on the ECF Main Menu Bar. (See Figure 1.)



Figure 1

**STEP 2** The **BANKRUPTCY EVENTS** screen displays.

Click on the **Other** hyperlink.

➤ For further information on each of these categories, click the (Help) icon.



**STEP 3** The **Case Number** screen displays.

Enter the case number using the YY-NNNNN format.

Click the **[NEXT]** button.

**STEP 4** The **Docket Events** screen displays.

**STEP 5** Choose **Amended Schedules and Statements**

**STEP 6** Joint filing with other attorney(s)?

Click the **[NEXT]** button.

**STEP 7** The **Select a Party** screen displays

Select the Debtor(s) as the party filers;

- Click the [NEXT] button.

**STEP 8** The **PDF attachment** screen displays.

- Browse and locate the PDF document.
  - Right-click on the PDF document.
  - Click on **Open** from the drop down list.
  - Verify that it is the correct PDF document.
  - Click **X** in the upper-right corner of the PDF document to close it.
  - Double click the file name to attach the document to the electronic event.
- Click the [NEXT] button.

**\*\*REMEMBER:** If amended documents contain Means Test, please file Means Test separately using the Means Test event\*\*

**STEP 9** Check ALL applicable schedules you are amending.

**STEP 10** You will be prompted to enter amounts for any schedules being amended. [NEXT] Complete the Summary of Schedule screen.

**NOTE:** When completing the Summary of Schedules screen, the amounts entered will **OVERWRITE** the previous amounts. Therefore, the amounts entered must reflect the **TOTAL** amount for each schedule, not the additional amount listed in the amendment. [NEXT]

**\*\*\*On the next screen, a prompt will appear - - ‘Are you Amending Schedules D,E or F by adding or removing Creditors or Changing the amount or classification of a debt?’\*\*\***

**STEP 11** If you are not amending schedules that require a fee, change radio button to ‘no’ and Final Text will appear.

**STEP 12** If you are amending schedules which require a fee, click next and add the creditor on the next screen and the fee screen will default

**STEP 13** The **Final Text** screen displays.

- Verify the accuracy of information entered.

- Use the [**Back**] button to back up to the point of error and make necessary corrections.
- Clicking any menu options prior to the final submit aborts the entry.
- Click the [**Submit**] button.

**STEP 13** The **Notice of Filing** screen displays.

- Click the **Print** icon on the browser to print the notice. (*Optional*).
- Click **File** on the browser button and choose **Save Frame** to save a copy of the notice for your records.

➤ **NOTE:** If you are amending schedules to add a creditor(s), you are required by LBR 1009-1 to send a copy of the Notice of the Section 341 Meeting to any creditor not included on the original master mailing list.

