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## Amending Schedules & Adding Creditor(s) to Matrix

This process shows the steps required to file amendments to schedules and to add one or more creditors to the master mailing list (matrix).

**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.

The type of Amendment you are making will dictate which event you select to file.

If you are amending schedules D,E, or F to add creditors, you will select the "**Amendment to Schedules D,E or F (fee) event**" and will be charged the applicable amount. For all other schedules, use the "**Amended Schedules**" event.

' Scroll down to select the **Amendment to Schedules D,E or F**

- ' Click the **[NEXT]** button.

**STEP 5** The **Joint Filer** screen displays.

- ' Click the **[NEXT]** button.

**STEP 6** The **Select a Party** screen displays

- ' Select the Debtor(s) as the party filers;
- ' Click the **[NEXT]** button.

**STEP 7** 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.

**STEP 8** The Filing Fee screen displays.

- ' Fee will Default to the applicable amount.
- ' Insert name(s) of schedules being amended
- ' Three warning displays will appear advising the filer to serve the Amendment document on the added creditors, the US Trustee and the case trustee as well as serving the added creditors with a copy of the 341 meeting notice.
- ' Click **[NEXT]**

**STEP 9** The **Case Name/Number** verification screen displays.

- ' Click the **[NEXT]** button.

**STEP 10** 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 11** 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:** An attorney is required by LBR 1009-1(d) to send a copy of the notice of the section 341 meeting to any creditor not included on the original master mailing list.

**STEP 12** Click on the **Bankruptcy** hyperlink on the ECF Main Menu Bar.

**STEP 13** The **BANKRUPTCY EVENTS** screen displays.

- ' Click on the **Creditor Maintenance** hyperlink
- ' Select **Enter Individual Creditors**.

**STEP 14** The **Case Number** screen displays.

- ' Enter the case number using the YY-NNNNN format.
- ' Click the [**Submit**] button.

**STEP 15** The **Add Creditors** screen displays.

- ' Enter the name and address of the creditor including the zip code.
- ' Click the [**Submit**] button.

**NOTE:** When you have added all the creditor names and addresses click the **Last Entry** radio button prior to [**Submit**].

% **OPTIONAL METHOD OF ADDING CREDITORS:** Additional creditors can be added from a .txt file. Choose the **Upload a Creditor Matrix File** option and follow the instructions on the screens to add the creditors. Remember to only add new creditors to the mailing matrix.