

CM/ECF Participant's Guide

AMENDED SCHEDULES/STATEMENTS 07/03/2008

This process shows the steps and screens required for an external user to complete the filing of Amended Schedules/Statements in CM/ECF, including those that add creditors. Please note that if any fee amounts appear on screenshots below, they were correct at the time of posting but may or may not be current now (check the most current fee schedule on the courts website.)

STEP 1 - Click on the Bankruptcy hyperlink on the CM/ECF Main Menu Bar.

STEP 2 - The BANKRUPTCY EVENTS screen displays.

- Click on 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 for the appropriate case.
- Click the [**Next**] button.

STEP 4 - The EVENTS screen displays.

- Select the desired event, for this example, “**Amended Schedules/Statements**” from the list of events.
- Click the [**Next**] button.

STEP 5 - The JOINT FILING screen displays.

- Click the box if document is being filed with another attorney.
- Click the [**Next**] button.

STEP 6 - The SELECT PARTY screen displays.

- Select the party that the filing attorney is representing from the list.
- If the correct party does not appear in the drop down box, click **Add/Create New Party** and complete the information.

- Click the **[Next]** button.

STEP 7 - The SELECT PDF screen displays.

- Select the .pdf file to associate with this event.
- Click the **[Next]** button.

STEP 8 - The SELECT SCHEDULES BEING AMENDED screen displays.

- This is a reminder that a Statement of Change must be included within the .pdf document when filing Amended Schedules/Statements.
- Select the schedules that are being filed by clicking in the corresponding box.
- Click the **[Next]** button.

NOTE: *In Steps 9 through 13, enter Schedule or Statement amounts as follows –*

- *Enter the current monetary value of the Amended Schedule or Statement; OR*
- *Enter a zero (0) amount if the schedule/statement is filed but has a zero total or is “not applicable”; OR*
- *Leave the amount field blank if the schedule/statement has not been filed.*

STEP 9 - The ENTER AMOUNTS/TOTALS screen displays.

- If the following Schedules are amended, then enter the amounts in the corresponding box:
 - Statistical Summary of Certain Liabilities-Form 6 Pg 2
 - Schedule A - Real Property
 - Schedule B - Personal Property
 - Schedule D - Secured Claims
 - Schedule E - Unsecured Claims
 - Schedule F - Unsecured Nonpriority Claims

NOTE: If any of the above schedules have not been filed, then skip to step 11.

- Click the **[Next]** button.

STEP 10 - The ENTER AMOUNTS/TOTALS screen displays.

- If the following Schedules are amended, then enter the amounts in the corresponding box:
 - Schedule I - Average Income
 - Schedule J – Expenses

NOTE: If any of the above schedules have not been filed, then skip to step 12.

- Click the [**Next**] button.

STEP 11 - The SELECT STATEMENTS BEING FILED screen displays.

- Select the statements that are being filed by clicking in the corresponding box.
- Click the [**Next**] button.

STEP 12 - The SELECT STATEMENTS BEING FILED screen displays.

- Select the statements that are being filed by clicking in the corresponding box.
- Click the [**Next**] button.

STEP 13 - The ENTER CURRENT INCOME OF DEBTOR(S) AND/OR MISCELLANEOUS SCHEDULES/STATEMENTS screen displays.

- If chosen, enter the Current Monthly Income from Form 22A Line 12, Form 22C Line 20 or Form 22B Line 11 in the corresponding fields.
- Enter any Schedule/Statements being filed that were not previously selected.
- Click the [**Next**] button.

NOTE: If the Statement of Current Monthly Income is not being filed, only the Miscellaneous Schedules/Statements prompt will appear.

STEP 14 - The FILING FEE screen displays.

- Is the filing fee required? Select yes or no from the drop-down list.
- Click the [**Next**] button.
- If “yes” is selected, the filing fee will appear on the next screen.
- Click the [**Next**] button.

STEP 15 - The CERTIFICATE OF SERVICE screen displays.

- Select Yes or No from the drop-down box.
- Click the [**Next**] button.

STEP 16 - The VERIFICATION with additional creditors reminder screen with debtor name and case number appear.

- Click the **[Next]** button.

REMINDER: If Amended Schedules include Adding a Creditor, you must also add that Creditor to the Mailing Matrix through Creditor Maintenance.

STEP 17 - The FINAL DOCKET TEXT screen displays.

- This is the last opportunity to verify the accuracy of the information. Submission of this screen is final.
- If the final docket text is incorrect, click the browser **[Back]** button to find the screen needed to modify.

NOTE: If the **[Back]** button is used and case information is altered, you must use the **[Next]** button and resubmit for each screen or the changes will not take effect. In other words, do not use the **[Forward]** button on the browser if you alter information on a previous screen.

- To abort or restart the transaction, click the Bankruptcy hypertext link on the Menu Bar.
- Click the **[Next]** button if correct.
- An electronic payment screen appears (if a fee is due). See section titled Fee Payment Via Internet for additional instructions.

Sample Docket Text: Final Text

Amended Schedules Filed: Summary of Schedules, Statistical Summary of Certain Liabilities – Form 6 pg 2, Schedule A, Schedule B, Schedule C, Schedule D, Schedule E, Schedule F, Schedule G, Schedule H, Schedule I, Schedule J; Statements Filed: Statement of Financial Affairs, Notice to Individual Consumer Debtor Section 342b, Payment Advices, Statement Disclosing Anticipated Increase in Income or Expenditures, Statement of Intent, Statement of Current Monthly Income with Certificate of Service Filed by Bill Attorney on behalf of Joe Debtor.

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

STEP 18 - The NOTICE OF ELECTRONIC FILING screen displays.

REMINDER - If adding creditors to schedules remember to indicate that a filing fee is due in the appropriate input field.

Also, if amending the schedules that include adding creditors, those additional creditors must be added to the actual creditor mailing matrix. See section titled Adding Creditors to the Creditor Mailing Matrix for additional instructions.

- The Notice of Electronic Filing is the verification that the filing has been sent electronically to the court's database. It certifies that the document filed is now an official court document. It is recommended that you print this screen for your records because it also includes the date, time, case number, and document number.