

## AMENDED SCHEDULES/STATEMENTS

Updated 11/9/2021

Description: 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** button located on the CM/ECF menu bar.

**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.

- Verify that the case name and number are correct.
- If the case name or numbers are not correct, click the browser **[Back]** button to re-enter the case number.
- Select **“Amended Schedules/Statements”** from the list of events or begin typing “Amended” in the text box to find the event.
- 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 ASSOCIATION screen appears.

- Click the box to associate filing attorney with the filing party.
- Click the **[Next]** button.

**STEP 8** - The SELECT PDF screen displays.

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

**STEP 9** - The SELECT SCHEDULES BEING AMENDED screen displays.

**NOTE:** 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.

**STEP 10** – Amending the STATISTICAL SUMMARY OF CERTAIN LIABILITIES form?

- If your Amended Schedules include an Amended Statistical Summary of Certain Liabilities, you will be prompted to enter the total Nondischargeable Debt from Form 6, page 2.
- Click the **[Next]** button.

**STEP 11** - The SELECT STATEMENTS BEING AMENDED 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 AMENDED (Current Monthly Income) 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 the radio button accordingly - yes or no.
- Click the **[Next]** button.
- If “yes” is selected, the filing fee will appear on the next screen.
- If adding a new Creditor(s), the filing fee is due at the time of filing.
- Click the **[Next]** button.

**STEP 15** - The CERTIFICATE OF SERVICE screen displays.

- Is the Certificate of Service Included? Select the radio button accordingly – yes or no.
- Click the **[Next]** button.

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

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

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

**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 – Chapter 13**

**Amended Schedules Filed: Summary of Assets and Liabilities, Schedule A/B, Schedule C, Schedule D, Schedule E/F, Schedule G, Schedule H, Schedule I, Schedule J; Declaration About an Individual Debtors Schedules; Statements Filed: Statement of Financial Affairs, Statement Disclosing Anticipated Increase in Income or Expenditures, Notice Required by 11 U.S.C. Section 342(b), Disclosure of Compensation of Attorney for Debtors, Certification Verifying Creditor Matrix, Chapter 13 Statement of Current Monthly Income and Calculation of Commitment Period, Chapter 13 Calculation of Your Disposable Income for an Individual, Payment Advices with Certificate of Service FEE REQUIRED Filed by Bill Attorney on behalf of Joe Debtor. (Attorney, Joe)**

**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. You will be prompted to pay the fee at the end of the filing.

**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.**

**FINALLY, when Amended Schedules/Statements are filed in CM/ECF, the Executive Office for U.S. Trustees (EOUST) requires additional data elements from individual consumer debtors. Therefore, an entry to Update EOUST Stats is necessary in order to override the original schedules filed. See section titled Update EOUST Stats 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.