

Amended Schedules

Updated: November 30, 2015

1. Log into **CM/ECF**.
2. Select **Bankruptcy > Other**.
3. Enter **Case Number** (e.g. xx-xxxxx). Click **Next**.
4. Select **Amended Schedules** from the events list. Click **Next**.
5. Click **Next** to skip the Joint Filing Screen.
6. Select the party filer.
Note: The Attorney/Party Association screen may appear. If your party selection was correct, check the box to create an association.
 - ▶ Click **Next**.
7. Select PDF document screen:
 - ▶ **Browse** to select the Amended Schedules PDF file (.pdf). Click on your PDF and click **Open**.
 - ▶ Click **Next**.
8. The next screen that appears is displayed below. See Figure 1.

The screenshot shows the CM/ECF system interface. At the top, there is a navigation bar with the following tabs: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the case details are displayed for case 15-80068 Mick A Mouse. The details include: Type: bk, Chapter: 7 v, Office: 8 (Omaha Office), Assets: n, Case Flag: CounDue, DebtEd, MEANSNO. A red instruction reads: "On the following screens, enter the total amount for the schedule[s], not just the amended amount." Below this instruction, there is a prompt: "Select each document being filed:" followed by two buttons: "Next" and "Clear".

Figure 1

- ▶ Read the screen carefully and Click **Next**.

9. Select the document(s) screen: See Figure 2.

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Miscellaneous:

15-80068 Mick A Mouse

Type: bk Chapter: 7 v Office: 8 (Omaha Office)

Assets: n Case Flag: CounDue, DebtEd, MEANSNO

AB

C

D

EF

G

H

I

J

J2

Statement of Financial Affairs

Statement of Intention

Summary of Assets and Liabilities

Next Clear

Figure 2

- ▶ Select the **Document(s)** being amended and Click **Next**.

DEPENDING ON THE DOCUMENT(S) YOU SELECT, SCREENS REQUIRING STATISTICAL INFORMATION MAY APPEAR: (**NOTE:** when prompted to enter amounts, you will **enter the total amount** for that schedule, not just the amended amount. If the amount is zero, enter 0.00. **Do Not** leave any field blank.)

10. If Amending Schedules D or EF, you will be prompted to answer yes or no to the following question: “Are you adding, deleting, changing the amount or classification of a debt (ie secured to unsecured) on a creditor schedule?”
- ▶ Automatically defaults to “no”. If you answered yes, select “**yes**” and click **Next**.
 - ▶ Select “**yes**” or “**no**” if the case has been converted/deconsolidated within the last 15 days. (**Note**, if you answer yes, the fee screen will not appear as no fee is due to add creditors within 15 days of conversion/deconsolidation).
 - ▶ The fee screen will appear (see Figure 3 below). **Do not make any changes and click Next**.

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Miscellaneous:

15-80068 Mick A Mouse

Type: bk Chapter: 7 v Office: 8 (Omaha Office)

Assets: n Case Flag: CounDue, DebtEd, MEANSNO

Fee: \$30

Next Clear

Figure 3

If you get the fee screen and you believe you don't owe a fee, you have done something wrong. You will need to start over by clicking on **Bankruptcy** on the CM/ECF Menu bar.

- ▶ Enter the **new creditor's name(s)** in the text field and click **Next**.
- ▶ **Read** the **statement** on the next screen and click **Next**.
- ▶ If you are adding new creditors, Select the box next to **Add new creditor(s)** and click **Next**.
- ▶ Enter the new creditor's name and address and click **Next**.
- ▶ Click **Next**.
- ▶ Enter the **Amendment Description** and click **Next**.
- ▶ Click **Next**.

11. **Verify** the final docket text before submitting. Be sure you have **redacted**. If correct, click **Next**.

CAUTION!! This is the last screen. Click **Next** will submit your document to CM/ECF. If the final docket text is incorrect, abort the transaction by clicking on **Bankruptcy** on the CM/ECF Menu bar and start over.

12. Notice of Electronic Filing/Receipt screen displays
The Notice of Electronic Filing certifies the pleading is now an official court document.