

### **AMENDMENT TO SCHEDULE D, E OR F**

Pursuant to the Bankruptcy Court Miscellaneous Fee Schedule, a \$26 fee is payable for amendments to the debtor's schedules of creditors (Schedules D, E & F) with the following exceptions:<sup>1</sup>

- **When the nature of the amendment is simply to change the address of a listed creditor.**
- **If the amendment adds the name and address of an attorney for a creditor listed on the original schedules.**

Upon the filing of an Amendment to Schedules D, E or F or an Amended List of Creditors, the Court will issue an Order Respecting the amendment requiring the **debtor** to notify any affected parties of the amendment.

**NOTE:** To access the court's Amendment form [click here](#). Also, a List of Creditors (in PDF format), containing only those creditors being added by this amendment, must be uploaded as an attachment to the Amendment.

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- STEP 1** Choose **Bankruptcy** from main menu
- STEP 2** Choose **Misc. Events** category
- STEP 3** Enter case number; click [NEXT]
- STEP 4** Select the **Amended Schedules D, E or F (Fee)** event from the drop down list; click [NEXT]
- STEP 5** If this is a joint filing, place a check in the box; click [NEXT]. If this is not a joint filing, click [NEXT] to skip this screen
- STEP 6** Select party or click [Add/create party]; click [NEXT]
-  *TIP - If you have not been previously associated with the party in this case, you will be prompted to place a check in the box to create the association.*

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<sup>1</sup> To file amendments which do not require a fee, use Amended Schedules event.

**STEP 7** Upload PDF file; click [NEXT]

☛ *TIP - If adding creditors via this amendment, you must upload a List of Creditors (in PDF format), containing ONLY those creditors being added, as an attachment to the Amendment form.*

**STEP 8** Enter the name of the Schedule being amended, e.g. D and F; click [NEXT]

**STEP 9** Confirm case name and number; click [NEXT]

**STEP 10** Docket text appears; review for accuracy, modify if appropriate; click [NEXT]

☛ *TIP - Text of docket entry cannot be modified from this screen; if modification is necessary use the [BACK] button on your browser to return to the screen on which the error was made.*

SAMPLE DOCKET TEXT

**Amended Schedule(s) : D and F filed by John Hughes on behalf of Juan Valdez . (Hughes, John)**

**STEP 11** Select **Pay Now** or **Continue Filing**

**STEP 12** **Notice of Electronic Filing** displays

**FOLLOW-UP AND RELATED FILING ACTIVITY**

If the Amendment adds a creditor(s), the creditor's name and address must be added to CM/ECF. Directions for manually adding creditors using the Creditor Maintenance function are set forth below:

**STEP 1** Click **Bankruptcy** from main menu

**STEP 2** Click **Creditor Maintenance** category

**STEP 3** Click **Enter Individual Creditors**

☛ *TIP - If more than a few creditors are to be added you may find it more convenient to do so by automating the addition of creditors. See "Automated Uploading of Creditors" below for more information.*

**STEP 4** Enter case number; click [NEXT]

**STEP 5.a** Enter the creditor's name and address

 *TIPS - The following parameters should be noted when entering addresses:*

- *Entire creditor information MUST not exceed 5 lines (1 line name/4 lines address.)*
- *Each line MUST contain 40 characters or less.*
- *City, State and Zip MUST be on last line.*

**STEP 5.b** Allow creditor type to default to "creditor"

**STEP 5.c** Select the appropriate Creditor Committee radio button

**STEP 5.d** Click the "Continue to Enter" radio button to add another creditor or click the "Last Entry" radio button if adding only one creditor; click [NEXT]

**STEP 6** After all creditors have been added and the "Last Entry" radio button has been selected, the next screen will display the number of creditors added, if correct click [SUBMIT]

**STEP 7** After clicking [SUBMIT] the next screen will display a receipt indicating the number of creditors added.

### **AUTOMATED UPLOADING OF CREDITORS**

When uploading a List of Creditors, the file must be in text (.txt) format. For more information see [Matrix Specifications](#) on the Court's web site.

**STEP 1** Click **Bankruptcy** from main menu

**STEP 2** Click **Creditor Maintenance** category

**STEP 3** Click **Upload a Creditor Matrix File**

**STEP 4** Enter case number; click [NEXT]

**STEP 5** Upload the text (.txt) file; click [NEXT]

**STEP 6**      The number of creditors contained in the file displays; if correct click [SUBMIT]