

MISSING DOCUMENTS FILED

Although “follow-up papers” may contain more than one document or schedule, they are filed as one document - *with the exception of the Chapter 13 Plan and [Summary](#) which are filed separately.* [Click here](#) for instructions on filing the Plan and Summary.

A Voluntary Petition must be accompanied by a *complete* List of Creditors when filed. In fact, our Court does not accept for filing any petition that *is not* accompanied by a List of Creditors.

Pursuant to [N.J.B. LBR 1009-1](#), when missing documents are filed which contain additions to Schedules D, E, F or the List of Creditors, the missing documents must be accompanied by a separate verified statement of changes in the list of creditors originally filed, indicating deletions or additions. The Verified Statement of Changes should be uploaded as an attachment to the Missing Documents. Moreover, any additions shall be listed on our Court’s form [Amendment to Schedule D, E, F or List of Creditors](#), which must be filed as a separate document. A \$20.00 filing fee is charged for this type of Amendment. For instructions on filing this type of Amendment, [click here](#).

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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 **Missing Document(s) Filed** from drop down list; click [NEXT]
- STEP 5** If filing this document with joint counsel place a check in the box next to “Joint Filing with Other Attorney(s)” and click [NEXT]. If not filing with joint counsel click [NEXT] to skip this screen
- STEP 6** Select party or click [Add/create party]; click [NEXT]
- ☛ *TIP - If the attorney and party have not previously been associated in this case, you will be prompted to do so by clicking the box on the next screen; click [NEXT] to proceed to the next screen.*

- STEP 7** Upload PDF file; click [NEXT]
- ☛ *TIP - Upload the Verified Statement of Changes , if applicable, as an attachment to the Missing Documents.*
- STEP 8** Place a check in the box next to the deadline(s) to be terminated; click [NEXT]
- ☛ *TIP - Even though the plan and summary are docketed separately, if they are being filed, terminate the deadlines for them in this event.*
- STEP 9** Enter the schedules being filed in the variable box; click [NEXT]
- ☛ *TIP - For example, Chapter 13 Plan and Summary, Schedules A-J, Statement of Financial Affairs.*
- 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 [BACK] button on your browser.*

SAMPLE DOCKET TEXT

Missing Document(s): Chapter 13 Plan & Summary, Schedules A - J, Statement of Financial Affairs and Summary of Schedules Filed by John Hughes on behalf of Mark Mather. (Attachments: # (1) Verified Statement of Changes) (Hughes, John)

- STEP 11** Final docket text appears; click [NEXT] to submit
- ☛ *TIP - This is the last opportunity to change information or abort transaction.*
- STEP 12** **Notice of Electronic Filing** displays