

**ATTORNEY FILING GUIDE  
AMENDMENT TO SCHEDULES D, E, AND/OR F AND NOTICE**

**Page No. 1**

**Dated: January 25, 2010**

Describe each change from the original schedule. Specifically state what information is being added, such as a new creditor, and what information is being corrected, such as amounts and totals. See Appendix 1G of the local rules.

**A. Pleadings Required.**

- 1. Amendment and Notice (combined).** The amendment must be signed by the debtor. The notice must be signed by the attorney for the debtor. See sample on page 3 of this guide and Appendix 1G of the local rules.
- 2. Certificate of Service.** The certificate of service must be signed by the attorney for the debtor.

**B. Service.** Service is required on parties in interest, which include:

1. Debtor(s);
2. Any notice of appearance parties not receiving electronic notice; and
3. Any creditor being added, deleted, or affected.

**C. Fee.**

A filing fee of \$26 is due when adding a creditor, deleting a creditor, and/or modifying a value, amount or total from the original schedule. All fees must be paid by credit card.

**D. Electronically Filing in CM/ECF.**

Bankruptcy

Other

Amendment to Schedules or Statements with Notice

- ▶ Browse to find your main document - Amendment to Schedule and Notice. Right Click Open. Select. Attachments to Document: Select Yes. Click Next.
- ▶ Select one or more attachments.  
Attach your Certificate of Service.  
Click Next.
- ▶ Select the Party - Debtor. Click Next.
- ▶ Carefully review each of the display messages. If you have questions, stop and call the Clerk's office.
- ▶ Link this amendment to the originally filed schedule. Click Next.
- ▶ Describe what is being amended, i.e., **Schedule D, E and/or F**. Click Next.

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**Page No. 2**

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- ▶ Carefully review the fee information. If you have questions, stop and call the Clerk's office.
- ▶ Does the amendment you are filing require a fee? Select Yes or No from the drop-down list. Click Next.
- ▶ Final docket text sample:

Amendment and Notice of Amendment to **Schedule F** by Jane Anne Anonymous (related document(s) 1 Voluntary Petition (Chapter 7)). Fee Due of \$26.00. (Attachments: # **1 Certificate of Service**)(jjaty, Joseph J. Jones ) (Entered: 01/15/2010)

Click Next.

- ▶ Credit Card payment screen should pop up. If it does not, please refer to the Credit Card Payment Guide and/or call the Clerk's office.

**E. Creditor List in CM/ECF.**

If the amendment you are filing is adding or deleting creditors, the Clerk's office will revise the creditor list in CM/ECF. ***Do not file an amendment to the mailing list.***

**ATTORNEY FILING GUIDE**  
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**Page No. 3**  
**Dated: January 25, 2010**

**SAMPLE AMENDMENT TO SCHEDULE F AND NOTICE OF AMENDMENT**

UNITED STATES BANKRUPTCY COURT  
DISTRICT OF SOUTH DAKOTA

In re: )  
 ) Bankr. No. 10-00001  
 ) Chapter 7  
JANE ANNE ANONYMOUS )  
fdba Jane's Flower Shop )  
SSN/ITIN xxx-xx-0000 ) **AMENDMENT TO SCHEDULE F**  
 ) **AND NOTICE OF AMENDMENT**  
 )  
Debtor. )

**AMENDMENT TO SCHEDULE F**

- 1) Add the following creditor:

<b>Name and Address:</b>	<b>Amount:</b>
Ace, Inc. PO Box 1 Sioux Falls, SD 57101	\$500.00

- 2) The total amount for Schedule F following this amendment is \$1,500.00.

I declare under penalty of perjury the information contained in this amendment is true and correct.

Dated: January 15, 2010.

/s/ Signature of Debtor  
Jane Anne Anonymous

**NOTICE**

Your rights may be affected by this amendment. You should discuss this with your attorney. If you do not have an attorney, you may wish to consult one.

Dated: January 15, 2010

/s/ Signature of Attorney for Debtor  
Joseph J. Jones  
101 E. Legal Lane  
Justice, SD 57000-1111  
Telephone: (605) 555-0000  
Fax: (605) 555-0001  
E-mail: [jjjlaw@legalline.net](mailto:jjjlaw@legalline.net)