

ELECTRONIC FILING GUIDE

Amended Schedule or Statement and Notice of Amendment

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Dated: January 4, 2018

A. Documents required to amend a schedule or statement.

1. **Amended schedule or statement.** The amended schedule or statement, with the "amended filing" box checked. If a signature block is not included on the amended schedule or statement, the debtor(s) must sign and include as the last page a:
 - Declaration About an Individual Debtor's Schedules; or
 - Declaration Under Penalty of Perjury for Non-Individual Debtors.
2. **Notice of amendment.** A notice of amendment signed by the attorney for the debtor(s) that conforms to Appendix 1H or 1I of the local rules and states each change from the original schedule or statement.
3. **Certificate of service.** The certificate of service must be signed by the attorney for the debtor(s). If serving all creditors (only when amending schedule C), attach the most current mailing list from CM/ECF.

B. Service.

1. When amending **schedules A/B, I, or J or a statement, service is required on parties in interest**, which includes the debtor(s) and any notice of appearance party not receiving electronic notice.
2. When amending **schedules D or E/F, service is required on parties in interest**, which includes the debtor(s) and any notice of appearance party and affected creditor not receiving electronic notice.
3. When amending **schedule C, service is required on all creditors**.

C. Electronically filing in CM/ECF.

Bankruptcy

Other

Amended Schedules or Statements with Notice

- ▶ Browse to find your amended schedule or statement. Right click open. Select.
- ▶ Attachments to Document: Select Yes. Click Next.

Select one or more attachments.

Browse for the notice of amendment, describe the document, and Add to List.
Browse for the certificate of service, describe the document, and Add to List.
Click Next.

- ▶ Select the Party - Debtor(s). Click Next.

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- ▶ Carefully review each of the display messages. If you have questions, stop and call the Clerk's office. Click Next.
- ▶ Link to the originally filed schedule or statement. Click Next.
- ▶ Describe the schedule or statement being amended, i.e., Schedule A/B or Statement of Financial Affairs. Click Next.
- ▶ Review the fee information screen. Click Next.
- ▶ Does Amended Schedule(s) Require a Fee? Select Yes or No. Click Next.
- ▶ Final docket text samples:

Amended Schedule A/B and Notice of Amendment filed by Debtor (related document(s)[1]). (Attachments: # (1) Notice of Amendment # (2) Certificate of Service) (Attorney for Debtor) (Entered: 01/03/2018).

Amended Statement of Financial Affairs and Notice of Amendment filed by Debtor (related document(s)[1]). (Attachments: # (1) Notice of Amendment # (2) Certificate of Service) (Attorney for Debtor) (Entered: 01/03/2018).

D. List of creditors in CM/ECF.

If the amendment adds or deletes creditors, the Clerk's office will revise the list of creditors in CM/ECF.