

**United States Bankruptcy Court
Eastern District of Missouri**

Instructions on Amended Schedules to CM/ECF Events

This document explains the Amended Schedules Event as modified in May 2014. These changes are reflected in the CM/ECF system.

Overview

In an effort to streamline the filing of Amended Schedules in CM/ECF and the required memorandum pursuant to LR 1009, the Court made changes to the Amended Schedules event in CM/ECF. The update became effective May 5, 2014. Below are the details to specific changes that were made:

CM/ECF Event Changes

Amended Schedules

NOTE: If filing Amended Schedules which includes an Amended Matrix & Verification of Matrix use only the Amended Schedules Event.

The *Amended Schedules* event is located under the Bankruptcy menu under Other Miscellaneous Events. The event provides a check list of pleadings that can be filed using this event. The user should check the box for all applicable schedules and statements being filed.

Check ALL applicable schedules and statements filing at this time.

- Memorandum per Local Rule 1009 A
- Schedule A
- Schedule B
- Schedule C
- Schedule D
- Schedule E
- Schedule F
- Schedule G
- Schedule H
- Schedule I
- Schedule J
- Summary of Schedules and Statistical Summary of Certain Liabilities
- Declaration Concerning Debtor Schedules
- Statement of Financial Affairs
- Statement of Intent
- Disclosure of Attorney Compensation
- Notice to Individual Consumer Debtor
- Matrix and Verification of Matrix
- Form 22
- Chapter 7 Notice of Amendment to Schedules to Add Creditors
- Chapter 11 20 Largest Unsecured Creditors

The filer will then be prompted to answer the following questions:

1. Is the Memorandum required by Local Rule 1009 A a part of the PDF attachment(s)?
 - Answering No to this question will cause the event to stop from completing.
2. Are the Amended Schedules filed being amended for one or more of the following reasons: Have you added or deleted Creditors, or have you changed a dollar amount on Schedule D, E or F or has a classification of debt changed?
 - Answering Yes to this question will cause a fee to be charged with the exception of In Forma Pauperis cases
 - Also by affirming this question a screen will appear allowing the Filer to enter the new creditors.

Conclusion

Although this process and the event changes appear substantial, you should find the electronic process more efficient. Any questions regarding the Amended Schedules process should be directed to the CM/ECF Help Desk, at (866) 803-9517.

Revised 05/14