Amended Schedules

This process shows the steps and screens required to file amended schedules.
Please note Local Bankruptcy Rule 1009-A - Amended Schedules and/or Matrix:

*"An amended schedule and/or matrix shall include all information for the
schedule as amended - not just the newly added or revised information."*

STEP 1   Click the **Bankruptcy** hypertext link on the **CM/ECF Main Menu**.
(See Figure 1)
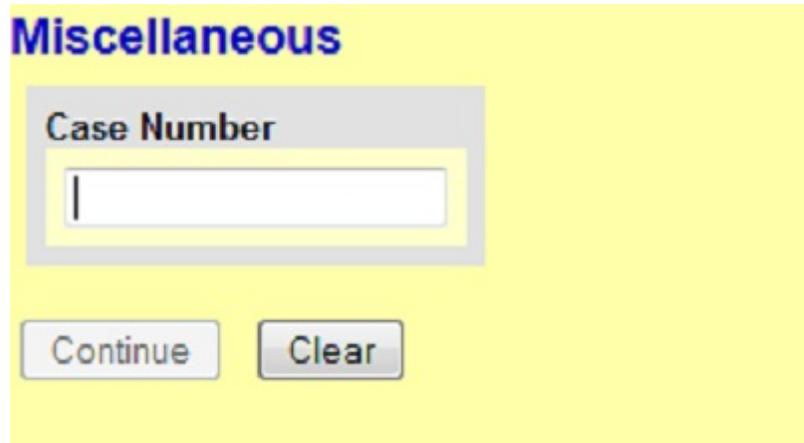

Figure 1

STEP 2   The **BANKRUPTCY EVENTS** screen displays.
(See Figure 2)

Figure 2

◆   Click on **Other Miscellaneous Events**.

STEP 3   The **CASE NUMBER** screen displays.
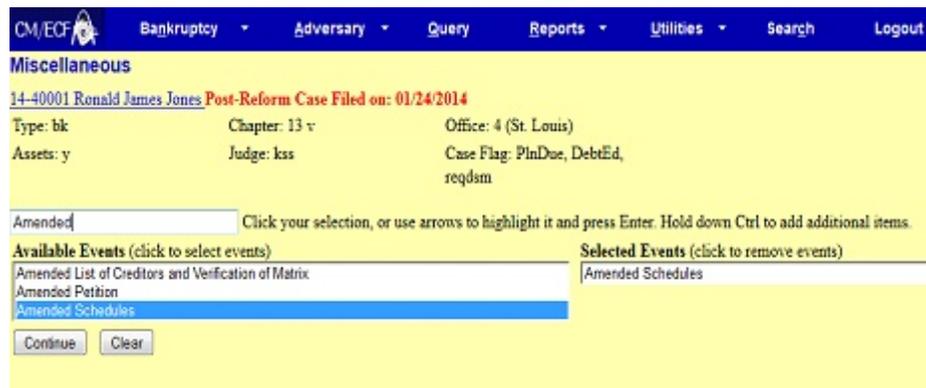   **(See Figure 3)**

Figure 3

◆   Enter the case number, including the hyphen. YY-NNNNN

◆   Click **[Continue]**.

The **CASE INFORMATION** screen displays. Click **[Continue].**

STEP 4   The **DOCUMENT SELECTION** screen displays.
               (See Figure 4)

Figure 4

◆   Click on **Amended Schedules** to select it from the pick list of events.

◆   Click **[Continue]**.

STEP 5   The **SELECT THE PARTY** screen displays.
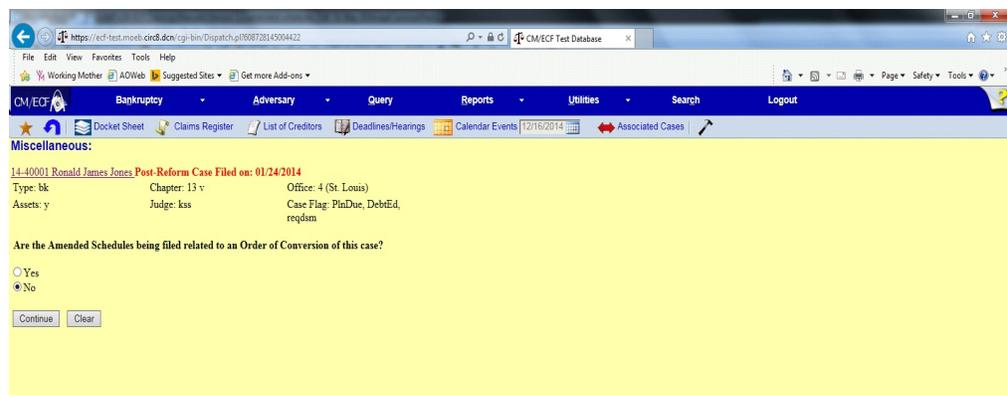**(See Figure 5)**

Figure 5

◆   Click to highlight the party filer name.

◆   Click **[Continue]**.

STEP 6   The **PDF DOCUMENT SELECTION** screen displays.
(See Figure 6)

Figure 6

◆   Click **[Browse]**, then navigate to the directory where the PDF file is located or type in the entire drive and directory path.

◆   To verify accuracy of the document prior to uploading, right click on the document name.

•   Select open from the drop down list.
•   Verify document contents.
•   Click the **X** in the upper right corner to close Adobe Acrobat.

◆   Click on the **Open** button or double-click the file name to select it.

◆   Click **[Continue].**

STEP 7   The filer is then prompted to answer the question: Are the Amended Schedules being filed related to an Order of Conversion of this case?

Figure 7

•   Answer Yes or No.

•   Click **[Continue]**.

STEPS 8 - 10   The filer will then be prompted to answer the following questions:

Miscellaneous:

14-40001 Ronald James Jones Post-Reform Case Filed on: 01/24/2014

Type: bk	Chapter: 13 v	Office: 4 (St. Louis)
Assets: y	Judge: kss	Case Flag: PlnDue, DebtEd, reqdsm

Is the Memorandum required by Local Rule 1009 A a part of the pdf attachment(s)?

○ Yes
◉ No

[Continue]   [Clear]

Figure 8

♦   Answering No to this question will cause the event to stop from completing and prompt the screen in **Figure 9**.

Miscellaneous:

14-40001 Ronald James Jones Post-Reform Case Filed on: 01/24/2014

Type: bk	Chapter: 13 v	Office: 4 (St. Louis)
Assets: y	Judge: kss	Case Flag: PlnDue, DebtEd, reqdsm

This event was stopped based on your answer to the previous question. Pursuant to Local Rule 1009 A, a Memorandum must be filed with the filing of any Amended Schedule and/or Amended Matrix.

Figure 9

♦   Answering Yes to the question in **Figure 8** will prompt the screen in **Figure 10**.

Miscellaneous:

14-40001 Ronald James Jones Post-Reform Case Filed on: 01/24/2014

Type: bk	Chapter: 13 v	Office: 4 (St. Louis)
Assets: y	Judge: kss	Case Flag: PlnDue, DebtEd, reqdsm

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 a debt changed?

◉ Yes
○ No

[Continue]   [Clear]

Figure 10

♦   Answering Yes to the question in **Figure 10** will cause a fee to be charged with the exception of In Forma Pauperis cases.

STEP 11   The **SUMMARY OF SCHEDULES** screen appears. **(See Figure 11.)**
Only change the amounts if by amending the schedules the total amount
has changed. The total amount should be entered in the Summary of
Schedules field, not the amended amounts.

Figure 11

STEP 12   The **ADD CREDITOR** screen appears. **(See Figure 12.)**

Figure 12

◆   Click **[Continue]**.

STEP 13   The **FEE** screen displays. **(See Figure 13.)**

Miscellaneous:

14-40001 Ronald James Jones Post-Reform Case Filed on: 01/24/2014

Type: bk	Chapter: 13 v	Office: 4 (St. Louis)
Assets: y	Judge: kss	Case Flag: PlnDue, DebtEd, reqdsm

Fee: $30

[Continue]   [Clear]

Figure 13

◆   Click **[Continue]**.

STEP 14   The **SCHEDULES AND STATEMENTS** screen displays. **(See Figure 14.)**

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

[Continue]   [Clear]

Figure 14

◆   Check the box for all applicable schedules and statements being filed.

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

◆   Click **[Continue]**.

STEP 15   The **FINAL TEXT** screen displays.**(See Figure 15)**

Figure 15

♦   Verify the final docket text.

♦   **CAUTION!!** This is your last opportunity to change this event. Clicking **[Continue]** will submit this amended schedule to the database.

♦   If the final docket text is incorrect, click on your browser's **[Back]** button to find the screen to be modified.

♦   To abort or restart the transaction, click the **Bankruptcy** hyperlink on the **CM/ECF Main Menu** bar.

♦   If correct, click **[Continue]**.

STEP 16   The **NOTICE OF ELECTRONIC FILING SCREEN** displays. **(See Figure 16.)**

Figure 16

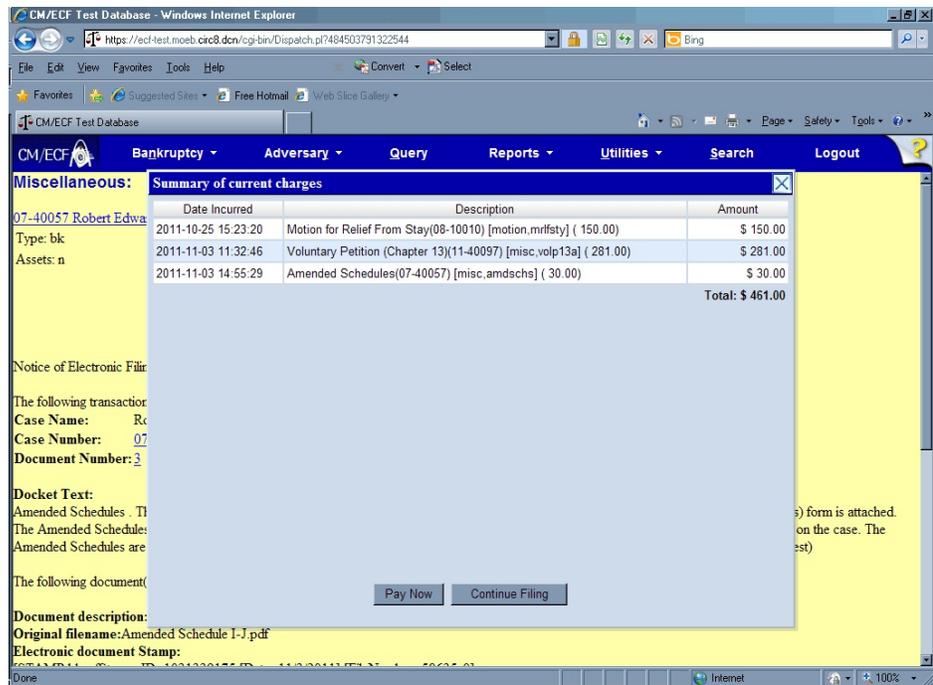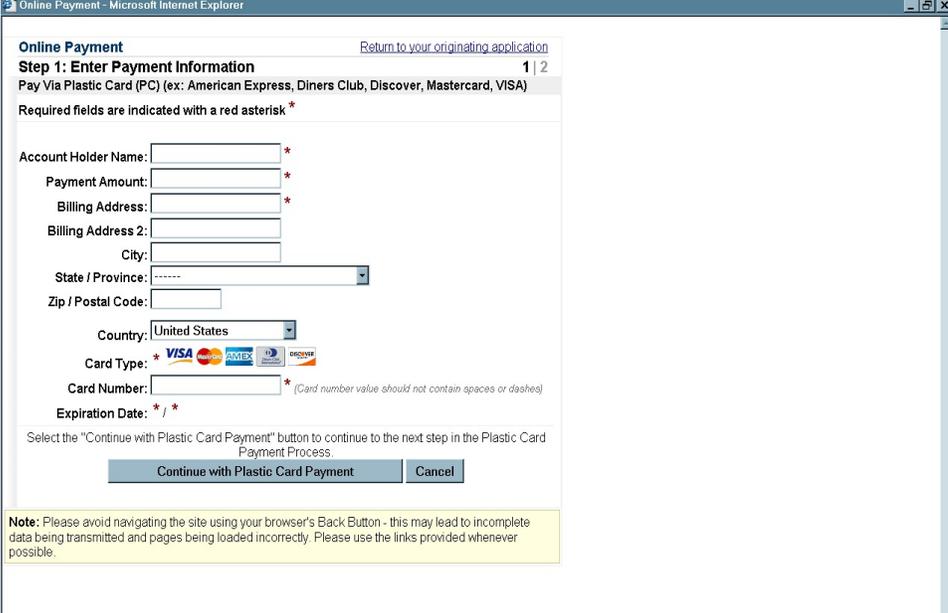**NOTE:**   **The electronic payments screen also now appears. This screen is covered in Step 17.**

Figure 16

◆   The Notice of Electronic Filing is the verification that the filing has been sent electronically to the court's database.

◆   To print a copy of this notice, click on the browser **[Print]** icon.

◆   You may also save the notice through the browser **File/Save** option.

STEP 17   If the filed Amended Schedule required a fee, the electronic payments screen appears at the same time as the Notice of Electronic Filing screen. (**See Figure 17.**)

Figure 17

If you choose Pay Now, the Online Payment screen appears. (**See Figure 17.**) See Administrative Procedures, Appendix 7-A, for On-Line Credit Card Attorney Manual.

If you choose Continue Filing, the Online Payment screen will be removed and reappear after future filings that require a fee.

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Amended Schedules Do's & Don't's

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Do's:

- Provide an Amended Matrix in both PDF format and Upload (add) the New Creditors into the system.

- Remember to file a verification of matrix when amending the matrix or schedules.

- Provide an explanation of the reason for any amendment to the amended schedules or matrix. The explanation can be a memorandum or correspondence filed either as part of the PDF document for the schedules or matrix, or can be docketed as a separate memorandum or correspondence. Alternatively, the explanation can be made by simply enhancing the docket text with a brief summary of the change.

Don't's:

- Do not upload a duplicate matrix. Upload only those creditors newly added to the case or add through the event.