

CM/ECF User's Guide Part 2 US Bankruptcy Court, Southern District of Iowa	Chapter Processing Motions
	Section Amendments

Pursuant to the Bankruptcy Court Miscellaneous Fee Schedule, a fee is payable for amendment to the debtor's schedules of creditors (Schedules D, E & F) and/or the matrix.

- **Use the event – Amended Schedules Requiring Filing Fee and attach the list of creditors (PDF format) as an attachment.**

REMINDER: Upload the ADDITIONAL CREDITORS ONLY using the following options in CM/ECF.

STEP 1	Select Bankruptcy
STEP 2	Select Creditor Maintenance
STEP 3	Select Upload a Creditor Matrix File
STEP 4	Enter Case Number
STEP 5	Browse and select creditor .txt file
STEP 6	Verify number of creditors added

You must prepare the list of additional creditors in PDF and .txt format.

- **Use the .txt file to upload the additional creditors into CM/ECF.**
- **Use the PDF file as an attachment to the PDF document.**
- **Include a certificate of service** showing service of amended schedules and Notice of Chapter XX Bankruptcy Case, Meeting of Creditors and Deadlines to parties affected by the amendment. The chapter trustee and United States Trustee automatically receive notice electronically of this event.

**Amendment
Requiring a Filing Fee**

Docket

Amended Schedules Requiring Filing Fee

STEP 1	Select Bankruptcy
STEP 2	Select Other/Misc
STEP 3	Select Amended Schedules Requiring Filing Fee
STEP 4	Enter Case Number
STEP 5	Check if joint filing with another attorney
STEP 6	Select Party Filer
STEP 7	Browse, locate, review and select your PDF document (Include the Certificate of Service as part of the Amended Schedules PDF document.) Click Yes for Attachment to Documents
STEP 8	Attach list of creditors (PDF format) as an attachment – Refer to Chapter Document Preparation, Section: Submit Document/Attachments
STEP 9	List Amended Schedules (D, E, F)
STEP 10	Are you paying via the Internet [y or n]? - y
STEP 11	Fee: Leave fee amount at default
STEP 12	Review Docket Text
STEP 13	Submit if accurate
STEP 14	Back up if changes required

REV

- | | |
|----------------|---|
| STEP 15 | Summary of Charges: Select Pay Now or Continue Filing |
| STEP 16 | If you select Pay Now enter Credit Card Information |
| STEP 17 | If you enter Credit Card Information Transaction screen appears |
| STEP 18 | Review Notice of Electronic Filing |

SAMPLE DOCKET TEXT

Docket Text: Final Text

Amended Schedules D Requiring Filing Fee; Receipt Number CC Fee Amount \$ 20 Filed by Debtor Henry Lopez. (Miller, John)

**Amendment Does Not
Requiring a Filing Fee:**

Docket

Amended Schedules

STEP 1	Select Bankruptcy
STEP 2	Select Other/Misc
STEP 3	Select Amended Schedules
STEP 4	Enter Case Number
STEP 5	Check if joint filing with another attorney
STEP 6	Select Party Filer
STEP 7	Browse and select your PDF document (Include the Certificate of Service as part of the Amended Schedules.)
STEP 8	Enter Amended Schedules in Show Text box: (A, B, C)
STEP 9	Review Docket Text
STEP 10	Submit if accurate
STEP 11	Back up if changes required
STEP 12	Review Notice of Electronic Filing

SAMPLE DOCKET TEXT

Docket Text: Final Text

Amended Schedules A, B, C Filed by Debtor Henry Lopez. (Miller, John)

○