CM/ECF User's Guide Part 2 US Bankruptcy Court, Southern District of Iowa	Chapter **Amended Documents**
	Section **Amended Complaint**

Before Answer is Filed

Docket

Amended Complaint

STEP 1	Select Adversary
STEP 2	Select Complaint & Summons
STEP 3	Enter Adversary Case Number
STEP 4	Select Amended Complaint
STEP 5	Message – If Answer is Filed, a Motion to Amend is required
STEP 6	Check if joint filing with another attorney
STEP 7	Select Party Filer
STEP 8	Select Party filing against – defendant
STEP 9	Browse, locate, review and attach your PDF document (Include the Certificate of Service as part of the Amended Complaint PDF document.)
STEP 10	Relate to Complaint
STEP 11	Review Docket Text
STEP 12	Submit if accurate
STEP 13	Back up if changes required
STEP 14	Review Notice of Electronic Filing

SAMPLE DOCKET TEXT

Docket Text: Final Text

Amended Complaint by John Miller on behalf of Thomas L. Flynn against MidAmerica Energy (related document(s)[1] Complaint filed by Plaintiff Thomas L. Flynn). (Miller, John)

After Answer is Filed

1. **Docket the Motion to Amend Complaint and attach the unexecuted amended pleading, Amended Complaint, as an attachment to the Motion to Amend Complaint.** Refer to Chapter: Document Preparation, Section: Submitting Documents/Attachments.

2. **When the Motion to Amend Complaint is granted, docket the amended pleading, Amended Complaint.**

Docket

Motion to Amend Complaint

STEP 1	Select Adversary
STEP 2	Select Motion
STEP 3	Enter Adversary Case Number
STEP 4	Select Amend Complaint
STEP 5	Check if joint filing with another attorney
STEP 6	Select Party Filer
STEP 7	Browse, locate, review and attach your PDF document (Include the Certificate of Service as part of the Motion to Amend Complaint PDF document. Refer to Chapter: Processing Motions.) Attach the Amended Complaint as an attachment
STEP 8	Relate to Complaint
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

Motion to Amend Complaint(related document(s)[1]) Filed by train01 on behalf of Wesley B Huisinga (Attachments: # (1) Unexecuted Amended Complaint) (train01,)

Once the Motion to Amend Complaint is granted, docket the Amended Complaint

Docket

Amended Complaint

STEP 1	Select Adversary
STEP 2	Select Complaint & Summons
STEP 3	Enter Adversary Case Number
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STEP 9	Browse, locate, review and attach your PDF document (Include the Certificate of Service as part of the Amended Complaint PDF document.)
STEP 10	Relate to Complaint
STEP 11	Review Docket Text
STEP 12	Submit if accurate

STEP 13	Back up if changes required
STEP 14	Review Notice of Electronic Filing

SAMPLE DOCKET TEXT

Docket Text: Final Text

Amended Complaint by John Miller on behalf of Thomas L. Flynn against MidAmerica Energy (related document(s)[1] Complaint filed by Plaintiff Thomas L. Flynn). (Miller, John)

- The court prepares the bar date notice and serves bar date notice via the Bankruptcy Noticing Center.
- If the Motion to Amend the Complaint adds parties, the case manager issues a new summons and new answer deadline is established.

The court will enter the Order Granting the Motion to Amend Complaint if no objections are filed.

Once the Motion to Amend Complaint is granted docket the Amended Complaint.

If objections are filed to the Motion to Amend Complaint, a hearing will be scheduled.

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