<u>Amendment to Schedules and Matrices</u>

Amendments can be difficult to file correctly primarily because the procedure is not logical. The instructions below are for filing amended schedules, matrices, plans and documents.

Rules to Remember:

• Amended Schedules and Motions to Amend Schedules do not need to be filed separately. Schedules may be filed as an attachment to the Motion.

• All other Amendments and Motions to Amend **MUST** be filed as separate documents. You must create two separate PDF files to enter them correctly. (Certificates of Service may always be filed with the Motion.)

• Amended Motions are always linked to the **original motion**.

• Amended Responses/Objection are always linked to the **original motion**.

<u>Amended Schedules/Matrix</u>

First determine whether a motion is required to amend the schedules or matrix. If it is required, follow the steps below:

Step 1   Click **Bankruptcy** on the Main Menu Bar.

Step 2   Select the **Motions/Applications** Category

Step 3   Check your case number and Click Next.

File a Motion

Case Number

[12-10007]   [Find This Case]

[Next]   [Clear]

Step 4   Select the **Amend** event (Select the Amend -even for the matrix, **Do not** use Amend document.) and click **Next**.
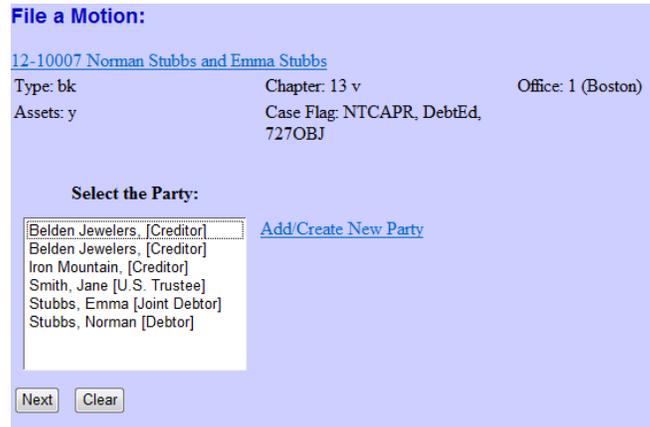
File a Motion

02-12345 Mark Siarvilvrk and Joe Smoetmite

Type: bk   Chapter: 7 v   Office: 1 (Boston)
Assets: y   Judge: HJB
Case Flag: DISMISS 109g, DEFER, JNTADMN, FeeDueINST, DISCHARGED, APPEAL

[_____] Start typing to find another event. Hold down Ctrl to add additional items.

Available Events (click to select events)   **Selected Events** (click to remove events)

Accounting   Amend
Adequate Protection
Administrative Expenses
Administratively Close Case
Amend
Amended Motion/Application
Appear Telephonically/Video Conference
Appear pro hac vice
Appoint Creditors Committee
Appoint Trustee/Examiner
Appointment of Consumer Privacy Ombudsman
Approve
Assume/Reject

[Next]   [Clear]

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[1] If the Objection to Discharge Deadline has not passed, Schedule F may be filed without a motion. (All other amendments require a motion.)

[2] Include only the added or amended creditors on the amended matrix

Step 5   Click **Next** at the **Joint Filing with Other Attorney** screen**.**

Step 6   Select the party and click **Next**.

File a Motion:

12-10007 Norman Stubbs and Emma Stubbs

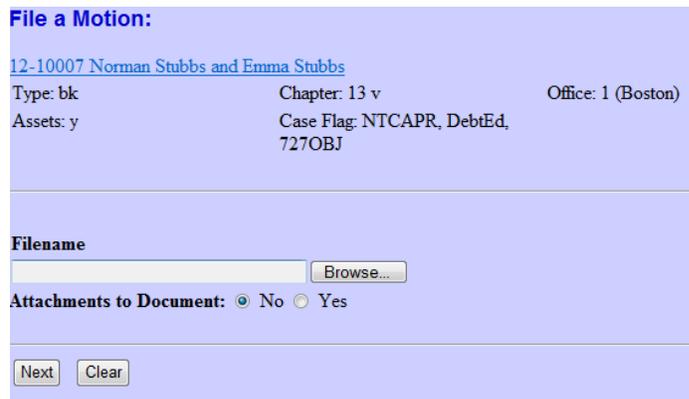Type: bk   Chapter: 13 v   Office: 1 (Boston)
Assets: y   Case Flag: NTCAPR, DebtEd,
                                  727OBJ

Select the Party:

Belden Jewelers, [Creditor]   Add/Create New Party
Belden Jewelers, [Creditor]
Iron Mountain, [Creditor]
Smith, Jane [U.S. Trustee]
Stubbs, Emma [Joint Debtor]
Stubbs, Norman [Debtor]

[Next] [Clear]

Step 7   **Browse** and attach your Motion to Amend Schedules and click **Next.**

File a Motion:

12-10007 Norman Stubbs and Emma Stubbs

Type: bk   Chapter: 13 v   Office: 1 (Boston)
Assets: y   Case Flag: NTCAPR, DebtEd,
                                  727OBJ

Filename

[   ] [Browse...]
Attachments to Document: ⦿ No ○ Yes

[Next] [Clear]

- If you are amending the matrix, attach the amended matrix as a **PDF** document. Include **ONLY** the **ADDED Creditors.** The Clerk's office will add the creditors to the database.

Step 8   A screen will appear asking "**Are you Amending the Plan or Schedules?**"
                    Please answer Yes or No using [y] or [n]. Enter your answer and click **Next**.

File a Motion:

02-12345 Mark Siarvilvrk and Joe Smoetmite

Type: bk   Chapter: 7 v   Office: 1 (Boston)

Assets: y   Judge: HJB

Case Flag: DISMISS 109g, DEFER, JNTADMN, FeeDueINST, DISCHARGED,
APPEAL

Are you Amending the Plan or Schedules [y or n]?

Next   Clear

Step 9   A screen will appear asking "**Are you Amending Schedule D E F or
                    Matrix?** Please answer Yes or No using [y] or [n].   Amendments to
                    Schedules D, E, F and the matrix, for anything other than an address change,
                    require the payment of a Fee. Saying yes will cause a popup box to appear at
                    the end of your transaction requesting payment.

File a Motion:

02-12345 Mark Siarvilvrk and Joe Smoetmite

Type: bk   Chapter: 7 v   Office: 1 (Boston)

Assets: y   Judge: HJB

Case Flag: DISMISS 109g, DEFER, JNTADMN, FeeDueINST, DISCHARGED,
APPEAL

Are you Amending Schedule D E F or Matrix [y or n]? y   ×

Next   Clear

Step 10   A screen will appear asking "**Are the amended schedules attached to
                    your motion?** Please answer Yes or No using [y] or [n].

File a Motion:

02-12345 Mark Siarvilvrk and Joe Smoetmite

Type: bk   Chapter: 7 v   Office: 1 (Boston)

Assets: y   Judge: HJB

Case Flag: DISMISS 109g, DEFER, JNTADMN, FeeDueINST, DISCHARGED, APPEAL

Are the amended schedules attached to your motion [y or n]? y   ×

[Next] [Clear]

If you are amending D E F or the matrix, the fee screen will pop up, click **Next.**

Step 11   A screen will appear to **Select the amendments you are filing**:

Select the amendments you are filing:

☐ Schedules A-J
☐ Schedule A
☐ Schedule B
☐ Schedule C
☐ Schedule D
☐ Schedule E
☐ Schedule F
☐ Schedule G
☐ Schedule H
☐ Schedule I
☐ Schedule J
☐ Statement of Financial Affairs
☐ Statement of Intention
☐ Summary of Schedules
☐ Voluntary Petition
☐ Matrix
☐ Plan
☐ Means Test 22A
☐ Means Test 22B
☐ Means Test 22C
☐ Statement of Social Security Number

[Next] [Clear]

Step 12   A screen will appear to update any changes to assets or liabilities or
                   statistical information.

Summary of Assets and Liabilities and Certain Statistical Information

Report the totals from Schedules A/B, D, E/F, I, J, Forms 122, and Nondischargeable Debt in the boxes provided.

NAME OF SCHEDULE/FORM	ASSETS	LIABILITIES	OTHER
Schedule A/B - Total Real Estate/Property			
Schedule A/B - Total Personal Property			
Schedule D - Total Secured Claims			
Schedule E/F - Total Priority Unsecured Claims			
Schedule E/F - Total Nonpriority Unsecured Claims			
Schedule I - Monthly Income			
Schedule J - Monthly Expenses			
Current Monthly Income (Official Form 122A-1, 122B or 122C-1)			25000.00
Total Unsecured Claims Amount (Official Form 106Sum, 3a + 3b)			
Total Dischargeable Debt (Computed) Note: Not computed when any value above for D, E/F, or total unsecured claims amount is not known.			

Next   Clear

Step 13   Select the appropriate event(s) to which your event relates.

Select the appropriate event(s) to which your event relates:

☐ 09/06/2002 1   Chapter 7 Voluntary Petition . Receipt Number 565656, Fee Amount $200 Filed by (admin,)

☐ 09/18/2002 2   Reaffirmation Agreement Between Debtor and Sears Filed by Defendant Mark Marky . (admin,) Additional attachment(s) added on 2/27/2003 (crossen_crt,).

☐ 12/19/2002 11   Chapter 13 Plan with service. Filed by Debtor Mark Silver . (smith_crt,)

Step 14   Modify the docket text as appropriate and click **Next**.

Type: bk   Chapter: 7 v   Office: 1 (Boston)

Assets: y   Judge: HJB

Case Flag: DISMISS 109g, DEFER, JNTADMN, FeeDueINST, DISCHARGED,
APPEAL

Docket Text: Modify as Appropriate.

▾ **Motion filed by Debtor Mark Siarvilvrk to Amend Schedule F, [Re: [1] Voluntary Petition (Chapter 7)] Fee Amount $30** ▾ **. (Smith, Attorney)**

Next   Clear

> **Note**: This is your final opportunity to review the docket text and make any corrections necessary. Click the browser **Back** button at the top of the screen to return to the needed screen to make corrections or click on Bankruptcy and start over.

Step 15   **Final text**. Proofread this screen carefully and click **Next**.

File a Motion:

02-12345 Mark Siarvilvrk and Joe Smoetmite

Type: bk   Chapter: 7 v   Office: 1 (Boston)

Assets: y   Judge: HJB

Case Flag: DISMISS 109g, DEFER, JNTADMN, FeeDueINST, DISCHARGED,
APPEAL

Docket Text: Final Text

Motion filed by Debtor Mark Siarvilvrk to Amend Schedule F, [Re: [1] Voluntary Petition (Chapter 7)] Fee Amount $30 with certificate of service. (Smith, Attorney)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.
Have you redacted?
Next   Clear

> Clicking **Next** commits the transaction to the database and can no longer be modified by you.

Step 16   The **NOTICE OF ELECTRONIC FILING screen displays.** This Notice of electronic Filing screen verifies the filing has been sent electronically to the

court's database.

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Type: bk   Chapter: 7 v   Office: 1 (Boston)
Assets: y   Judge: HJB
Case Flag: DISMISS 109g, DEFER, JNTADMN, FeeDueINST, DISCHARGED,
APPEAL

United States Bankruptcy Court

District of Massachusetts TRAIN DATABASE

Notice of Electronic Filing

The following transaction was received from Attorney Smith entered on 11/4/2015 at 12:09 PM EST and filed on 11/4/2015
Case Name: Mark Siarvilvrk and Joe Smoetmite
Case Number: 02-12345
Document Number: 231

Docket Text:
Motion filed by Debtor Mark Siarvilvrk to Amend Schedule F, [Re: [1] Voluntary Petition (Chapter 7)] Fee Amount $30 with certificate of service. (Smith, Attorney)

The following document(s) are associated with this transaction:

Document description: Main Document
Original filename: H:\Attorney Training Files\13 Agreement.pdf
Electronic document Stamp:
[STAMP bkecfStamp_ID=1021399670 [Date=11/4/2015] [FileNumber=181934-0]
[1c2936cd436208fb8349bc2c7533b13f16d605a4253d35e0fd800639671aa736b237
28aa3d93361aae39c60f81bf58fc9d8b3007a92008864997da4ee32a532f]]