

# Amended Schedules - Creditor Mailing List, D, E, F, E/F G, H (Fee)

**STEP 1.** Click on **Bankruptcy** on the ECF Main Menu Bar.

**STEP 2.** Click on **Miscellaneous**.

**STEP 3.** The **Case Number** screen displays.

Insert the case number using the YY-NNNNN format.

Click **Next**.

**STEP 4.** Select **Amended Schedules - Creditor Mailing List, D, E, F, E/F, G, H (Fee)** from the event list.

**NOTE:** If ONLY adding new creditors to the creditor mailing list, a separate list of the names and mailing addresses of any creditor(s) is **required**. If new creditors are not being added to the creditor mailing list; indicate on the Amended Schedule why creditors do not need to be added to the creditor mailing list.

Click **Next**.

**STEP 5.** Select party filer.

Click **Next**.

**STEP 6.** A message screen displays with various reminders.

Click **Next**.

**STEP 7.** The add creditor screen displays.

✓ the box **Add new creditor(s)** if creditors have not been added. If creditors have been previously added or if there are no new creditors, click **Next** twice and continue with **STEP 9**.

Click **Next**.

**STEP 8.** The add creditor(s) screen displays.

- Type the name and address of each new creditor in the **Name and Address** box. Return after each line. If adding more than one creditor, separate creditors with a blank line.
- Accept the default **Creditor type** of **Creditor**.
- Accept the default of **No** for the **Creditor committee**.
- Click **Next**.

**STEP 9.** The certification screen displays.

- Do you certify that all additional creditors have been uploaded to this case?**
- Select the default of **Yes**. If creditors have not been uploaded, click on **Bankruptcy** and start again with **STEP 1**. Even if there are no creditors to add, you must leave the default at **Yes**; if you change the default to **No**, you cannot continue with this event.
- Click **Next**.

**STEP 10.** Select each schedule being filed, paying attention to the reminder for what amounts to enter on the following screen.

- Click **Next**.

**STEP 11.** Enter the new schedule(s) totals, not just the amended amount. Do not include the dollar sign.

- Click **Next**.

**STEP 12.** The PDF attachment screen and the fee amount display.

- Click **Browse** to select appropriate PDF to attach.
- Click **Next**.

**STEP 13.** A case verification screen displays.

- Confirm the case number and name are correct.
- Click **Next**.

**STEP 14.** The **Docket Text: Final Text** screen displays.

Confirm the docket text is correct.

Click **Next**.

**STEP 15.** The **Summary of current charges** window displays over the top of the **Notice of Electronic Filing**.

Click **Pay Now** to pay all fees due to the court.

Click **Continue Filing** to file another case or document.