

Amended Petition

The filing of an amended petition requires the Amended Petition Pages and the Certificate of Service showing service on all interested parties and creditors in the case.

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 Petition** from the drop-down list.

Click **Next**.

STEP 5. Select the party filer(s)

Click **Next**.

STEP 6. Answer the question: **Have all the creditors and interested parties been served?**

NOTE: If **No** is selected, you will receive a warning that all creditors and interested parties must be served and to include a certificate of service with the amended petition. You can not continue with the docket event until all parties have been served.

Click **Next**.

STEP 7. At **This petition is amended as to what?**, select either **Other names used by debtor or joint debtor** and/or **Other**. If only the **Other** box is selected, skip to **STEP 12**.

Click **Next**.

STEP 8. If **Other names used by debtor or joint debtor** was selected, enter the number of akas to add. If two debtors are being updated, select one to update at this time.

- Click **Next**.
- STEP 9.** At **Enter the aka/aliases as needed, Last/Business Name as required**, enter the alias(es) in the appropriate fields.
 - Click **Next**.
- STEP 10.** Verify the name is correct. If not, return to **Bankruptcy** and start again from STEP 1. If name aka/alias is correct:
 - Click **Next**
- STEP 11.** A message screen displays: **If you need to enter AKAs for the joint debtor also, you must use the Miscellaneous category event: Add AKA/Aliases.**
 - Click **Next**.
 - Continue with **STEP 13** unless the **Other** box was checked in **STEP 7**.
- STEP 12.** If **Other** was checked in **STEP 7**, add the requested information to the text box after **Amended as to**.
 - Click **Next**.
- STEP 13.** The PDF attachment screen displays.
 - Verify that the initial petition is checked.
 - Click **Browse** to select the appropriate PDF to attach.
 - Click **Next**.
- STEP 14.** The **Docket Text: Modify as Appropriate** screen displays.
 - Select any modifier, if appropriate, from the drop-down list.
 - Confirm the docket text is correct.
 - Click **Next**.
- STEP 15.** The **Docket Text: Final Text** screen displays.
 - Confirm the docket text is correct.

Click Next

STEP 16. The **Notice of Electronic Filing** screen displays.