

Amended Petition

Notice of the amended petition must be served as required by FRBP 1009(a), and a certificate of service of this notice must be included with this filing as required by LBR 1009-1(a).

- 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 and 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: **Is the petition being amended to designate small business or subchapter V in a chapter 11 case?**
- Click **Next**.
 - If **No**: Proceed to **STEP 7**.
 - If **Yes**:
 - Select radio button to indicate whether debtor is electing to proceed under subchapter V.
 - Answer the question: **Is the petition being amended for any additional reason other than designating the case as small business or elect subchapter V?** Then, click **Next**, and a screen displaying “Chapter 11 Plan [date]” will appear. Click **Next** to proceed.
 - If **Yes**: Proceed to **STEP 7**
 - If **No**: Proceed to **STEP 13**

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. Answer the question: **Has notice of the amended petition been served as required by FRBP 1009(a), and is a certificate of service of this notice included with this filing as required by LBR 1009-1(a)?**

If **No** is selected, the following message will display: **You must serve notice of the petition amendment on the trustee and any entity affected by the amendment and include a certificate of service of the notice with the amended petition (LBR 1009-1(a)).** You cannot continue with the docket event until all parties have been served.

- Click **Next**.

- STEP 14.** The PDF attachment screen displays.
- Check the box to relate to the **Commencement of Case** (default).
 - Click **Browse** to select the PDF to attach.
 - Click **Next**.
- STEP 15.** 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 16.** The **Docket Text: Final Text** screen displays.
- Confirm the docket text is correct.
 - Click **Next**
- STEP 16.** The **Notice of Electronic Filing** screen displays.