

FILING AMENDED SCHEDULE(S) D, E/F – TO ADD CREDITORS

FILING REQUIREMENTS

- **Amended Schedule(s)**
- **Amended Creditor Matrix** – PDF should only list added creditors or clearly indicate added creditors;
 - Filer must also input added creditor(s) in Creditor Database;
- **Notice to Added Creditor(s)** – Required only if §341 Meeting of Creditors Notice has been filed/docketed;
 - Fillable form available on Court’s website;
 - Filer should attach a copy of the §341 Meeting of Creditors Notice;
- **Filing Fee**
 - Required except when changing address of existing creditor or adding an attorney for an existing creditor;

FILING INSTRUCTIONS

Docket Event: *Bankruptcy > Other > Amended Schedule(s) D, E/F (Fee)*

1. Upload all required documents listed above as one PDF document (or filer may upload matrix and notice as attachments);
2. When prompted, provide the following information:
 - a. Whether Schedule D is being amended and (if applicable) the total Secured Claim amount;
 - b. Whether Schedule E/F is being amended and (if applicable) the total Priority and Nonpriority Unsecured Claim amount(s);
 - c. Whether creditors are being added;
3. Input added creditors in the Creditor Database (Docket Event: *Bankruptcy > Creditor Maintenance*)

NOTE: An Amended Creditor Matrix and updated Creditor Database are required when a creditor is added to a bankruptcy case. To avoid multiple filing fees, the amended matrix must be filed with the amended schedules as described above.

- If the Amended Creditor Matrix is not included, the filer must file it separately and pay the required filing fee.