

AMENDED SCHEDULES

See also, *Forms* → *Miscellaneous Forms* → [Amendment to Schedule D, E, F or List of Creditors](#).

A list of creditors in .pdf format must be uploaded as an attachment to the amendment. See **STEP 7** below. Uploading the list of creditors does not add the creditors to the court's database. E: Filers must add new creditors using the *Add New Creditor* link in this event or e:file the .txt file using *Upload a Creditor Matrix File* found under *Creditor Maintenance*. [DNJ LBR 1009-1](#) addresses amendments to lists and schedules and verification by debtor(s). [DNJ LBR 1007-2](#) addresses matrix requirements.

There is a fee for amending Schedules D, E, F and the List of Creditors (Matrix). However, if the purpose of amending Schedules D, E, F or the List of Creditors is to simply change the address of a listed creditor or add the name and address of an attorney for a listed creditor, no fee will be charged. See **STEP 10** below.

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- STEP 1** Choose **Bankruptcy** from main menu
- STEP 2** Choose **Misc Events** category
- STEP 3** Enter case number; click [NEXT]
- STEP 4** Select **Amended Schedules** from the drop down list; click [NEXT]
- STEP 5** If this is a joint filing, place a check in the box and click [NEXT]. If this is not a joint filing; click [NEXT] to skip this screen.
- STEP 6** Select a party or click [ADD/CREATE NEW PARTY]; click [NEXT]
- ☛ *If you selected Add/Create New Party, a Search screen and a Party Information screen will follow. You MUST select a Role type from the drop down menu on the Party Information screen.*

- ☛ *If you selected Add/Create New Party or if this is the first time you are filing on behalf of an existing party, you will be asked to create an association by placing a check in the box. Failure to place a check in the box results in the e:filer not receiving NEFs in this case.*

STEP 7 Upload the .pdf file and any attachments. If appropriate, use the court's *Amendment* form. A creditor matrix in .pdf format containing only new creditors must be uploaded as an attachment; click [NEXT]

- ☛ *TIP - After Browsing your files, open and review your file to be sure that you are uploading the correct .pdf. To do this, right click on the file name and select open from the pop up menu.*
- ☛ *TIP - If you upload the wrong .pdf and you notice the error while still on this screen, highlight the file name and click Remove from List*

STEP 8 Place a check in the box next to the schedules you are amending; click [NEXT]

STEP 9 If you are amending any of the following schedules: A, B, D, E, F, I, J, or Form 22 the *Summary of Schedules* screen will display Enter the amount(s) in the appropriate field(s). DO NOT overwrite an amount unless the amount is being changed; click [NEXT]

STEP 10 If you are amending Schedules D, E or F, a screen will display, “*Are you changing an address of a previously listed creditor or adding an attorney for a previously listed creditor ONLY?*” Select the appropriate radio button; click [NEXT]

If you selected Yes, no fee is due.
If you selected No, a screen will display confirming the \$26.00 fee.

STEP 11 User is presented with opportunity to add new creditors using this link; click [NEXT]

See also Automated Uploading of Creditors at the end of this document

STEP 12 Confirm case information; click [NEXT]

STEP 13 Docket text appears; review for accuracy, modify if appropriate; click [NEXT]

- ☛ *TIP - Text of docket entry cannot be modified from this screen. If an error is made, abort the transaction and begin again.*

SAMPLE DOCKET TEXT

Amended Schedule(s) [radio button selection] [fee amount will display if applicable] Filed by Test Attorney on behalf of Test Client.

STEP 14 If the \$26.00 fee is applicable, a *Summary of Current Charges* screen displays. (If you do not see this screen, it is likely blocked by your pop-up blocker program and you must take the appropriate steps to allow this pop-up). Select **Pay Now** or **Continue Filing**. Do not close this screen by simply clicking the **X** in the upper right corner.

1. If you select **Pay Now**, be sure to print for your records the payment confirmation screen which contains a receipt number for this transaction.
2. If you select **Continue Filing**, please note that it is the court's policy that fees be paid at the time of the filing. Failure to pay the fee will result in an e:mail reminder that the fee is due. If the fee remains unpaid for 3 days, you will be locked out of the CM/ECF system. The only option available to you during lock out is Internet Payments Due. Once the fee is paid, your e:filing privileges will be restored.

STEP 14 **Notice of Electronic Filing** displays

AUTOMATED UPLOADING OF CREDITORS

For more information, see [Matrix Specifications](#) on our website.

- STEP 1** Choose **Bankruptcy** from main menu
- STEP 2** Choose **Creditor Maintenance** category
- STEP 3** Choose **Upload a Creditor Matrix File**
- STEP 4** Enter case number; click [NEXT]
- STEP 5** Upload the text (.txt) file; click [NEXT]
- STEP 6** The number of creditors contained in the file displays; if correct click [SUBMIT]

STEP 7 *Creditors Receipt* screen displays with links to *File a Proof of Claim* and *Return to Creditor Maintenance Menu*