

### **MISSING DOCUMENTS FILED**

When missing documents are filed which contain additions to Schedules D, E, F or the List of Creditors, the missing documents must be accompanied by a separate Verified Statement of Changes indicating deletions or additions in the original list of creditors. The Verified Statement of Changes should be uploaded as an attachment to the Missing Documents. Moreover, any additions shall be listed on the Court's form **Amendment to Schedule D, E, F or List of Creditors**, which must be filed as a separate document. A filing fee is charged for this type of amendment. Click here to view the **Fee Schedule**.

Although "follow-up papers" may contain more than one document or schedule, they are filed as one document - *with the exception of the Chapter 13 Plan and Motions which is filed separately*. **Click here** for instructions.

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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 **Missing Document(s) Filed** from drop down list; click [NEXT]
- STEP 5** If this is a joint filing, place a check in the box; click [NEXT]. If this is not a joint filing, click [NEXT] to skip this screen
- STEP 6** Select party or click [Add/create party]; click [NEXT]
- ☛ *If you have not been previously associated with the party in this case, you will be prompted to place a check in the box to create the association.*
- STEP 7** Upload PDF file; click [NEXT]
- ☛ *TIP - Upload the Verified Statement of Changes , if applicable, as an attachment to the Missing Documents.*
- STEP 8** Enter the schedules being filed in the variable box; click [NEXT]
- ☛ *TIP - For example, Chapter 13 Plan and Motions, Schedules A-J, Statement of Financial Affairs.*
- STEP 9** Confirm case name and number; click [NEXT]

**STEP 10** Docket text appears; review for accuracy, modify if appropriate; click [NEXT]

☛ *TIP - Text of docket entry cannot be modified from this screen; if modification is necessary use [BACK] button on your browser.*

SAMPLE DOCKET TEXT

**Missing Document(s): Schedules A - J, Statement of Financial Affairs and Summary of Schedules Filed by John Hughes on behalf of Mark Mather. (Attachments: # (1) Verified Statement of Changes) (Hughes, John)**

**STEP 11** Notice of Electronic Filing displays