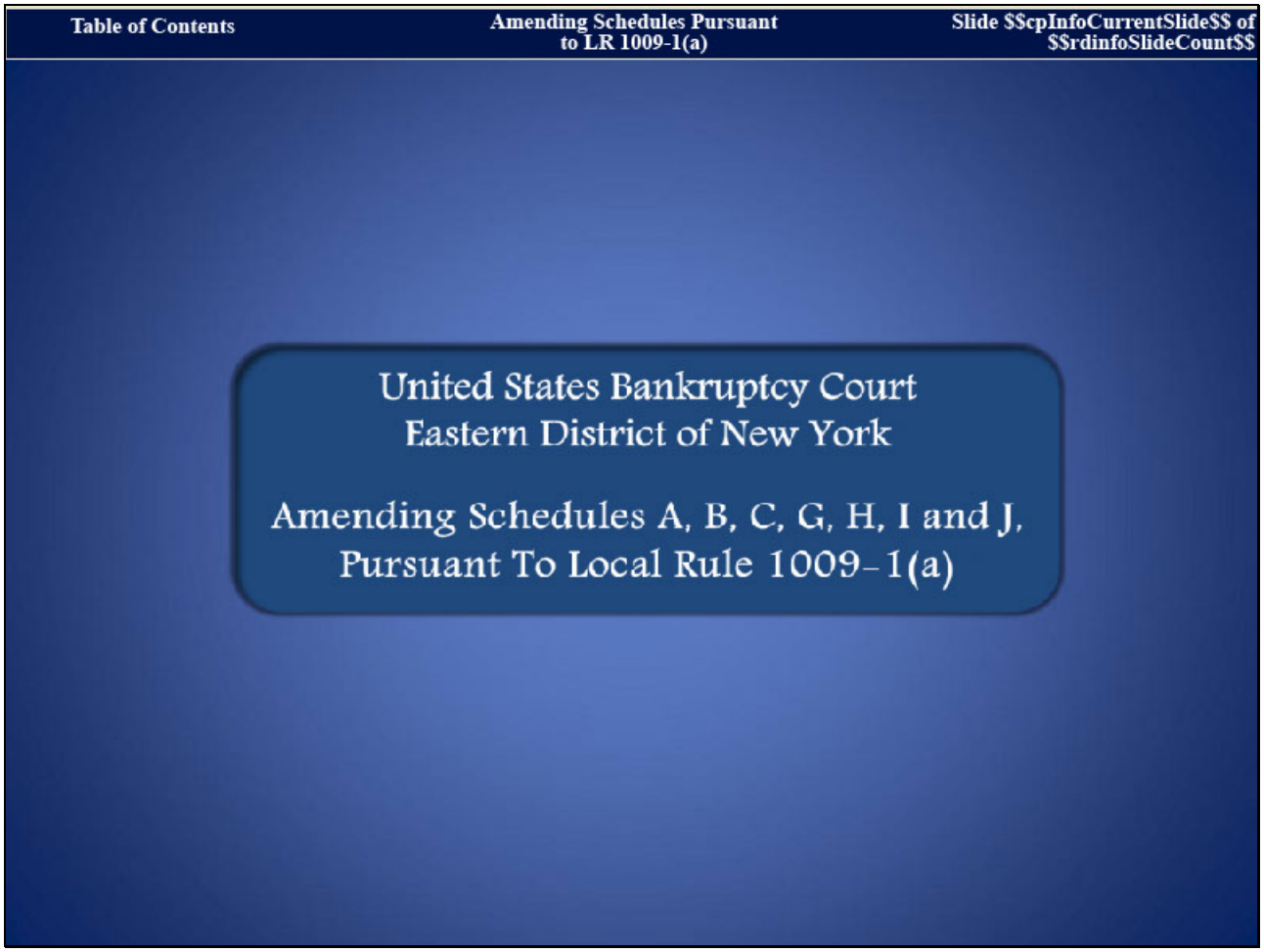
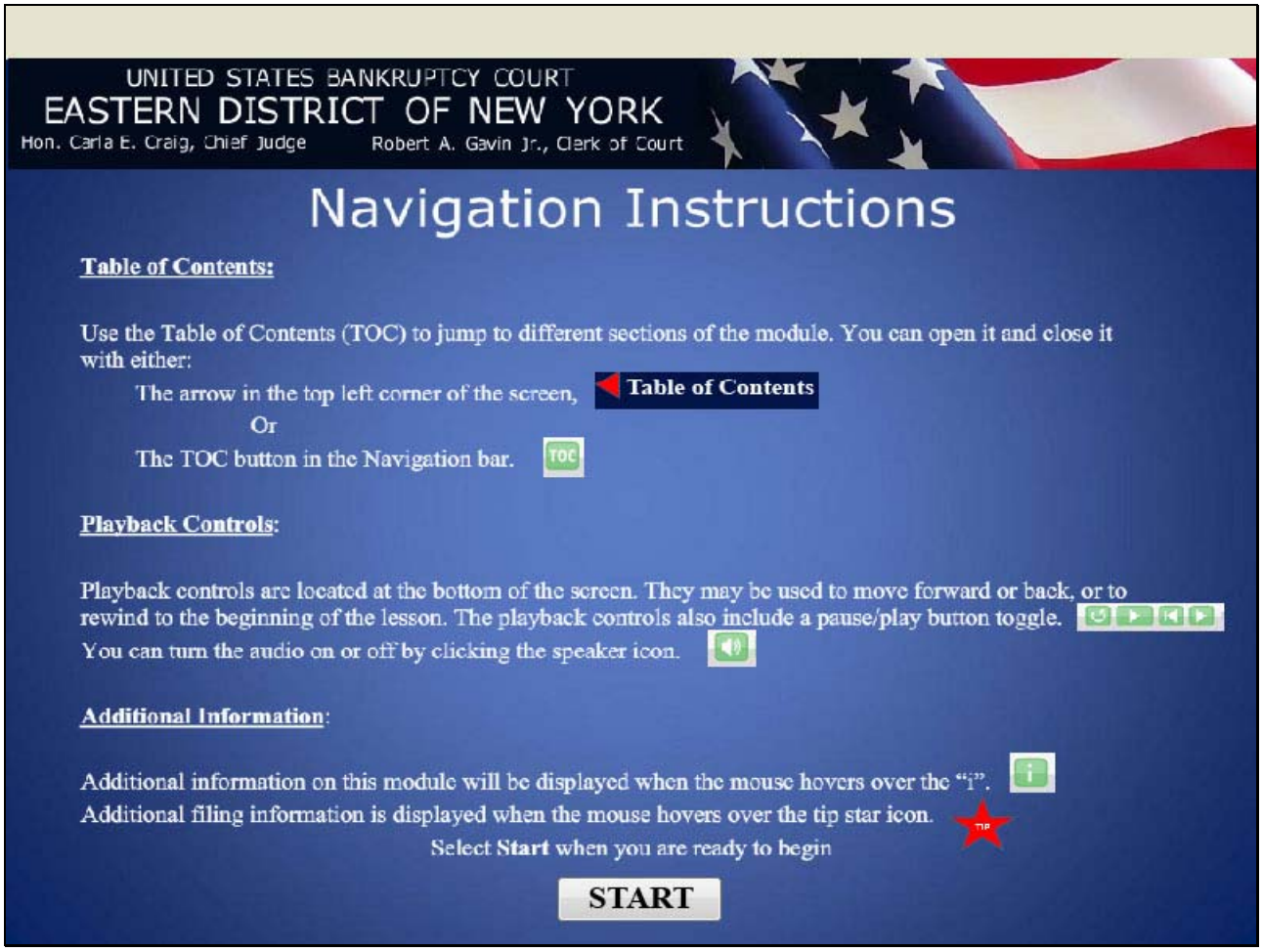
Slide 1 - WELCOME

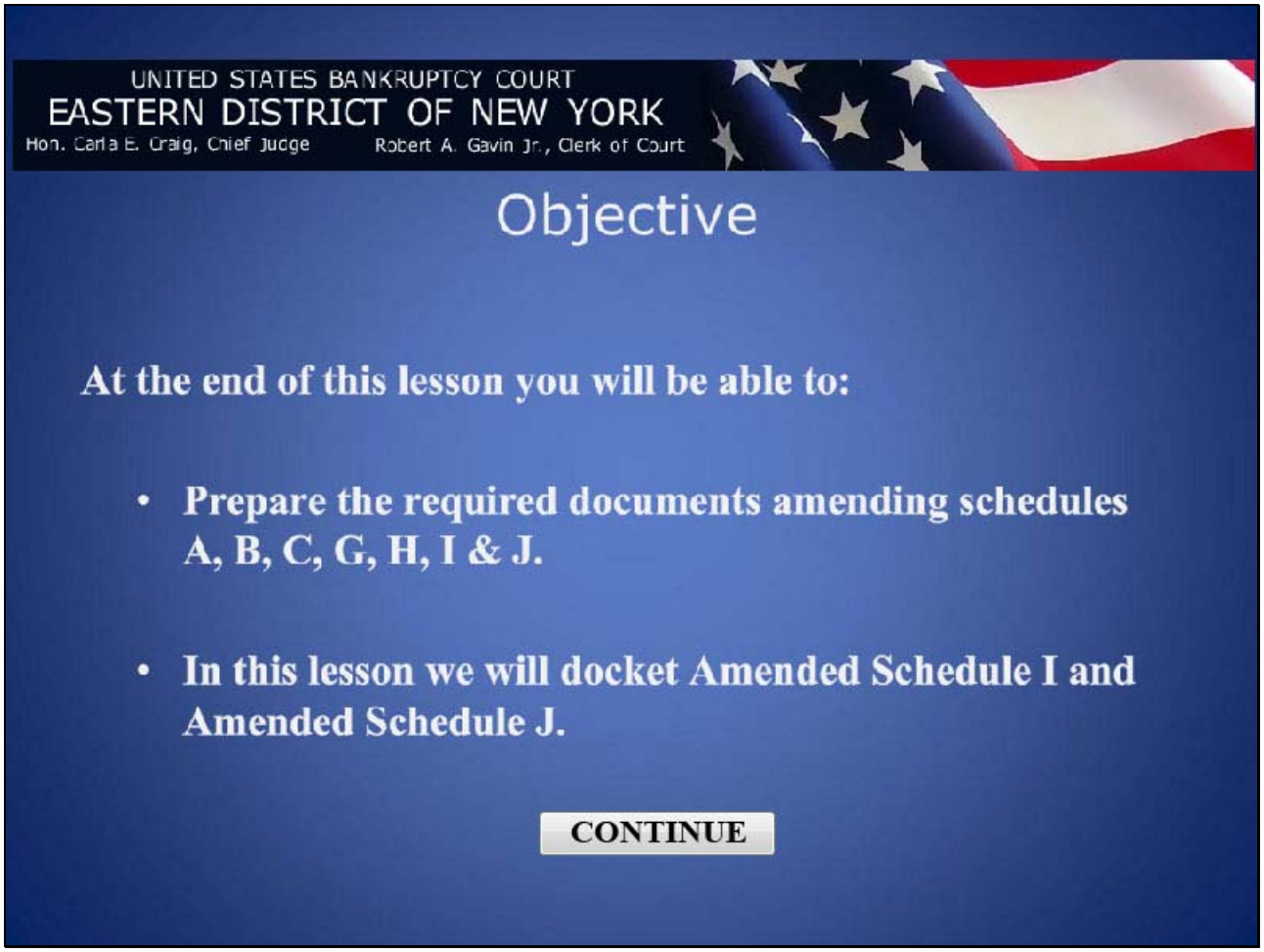


Welcome to the United States Bankruptcy Court, Eastern District of New York's Lesson on Amending Schedules A, B, C, G, H, I and J, Pursuant to Local Rule 1009-1(a).

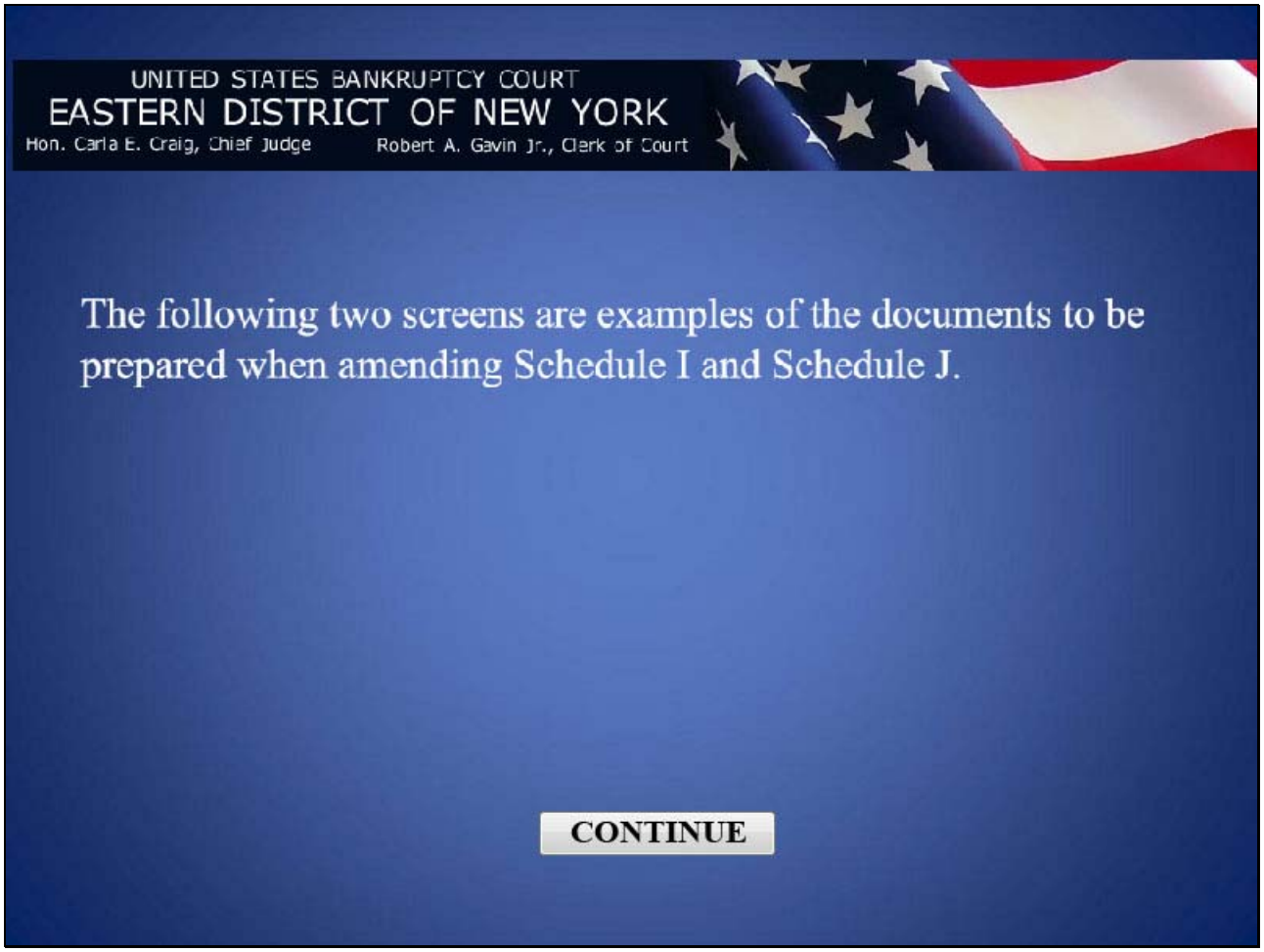
Slide 2 - NAVIGATION INSTRUCTIONS



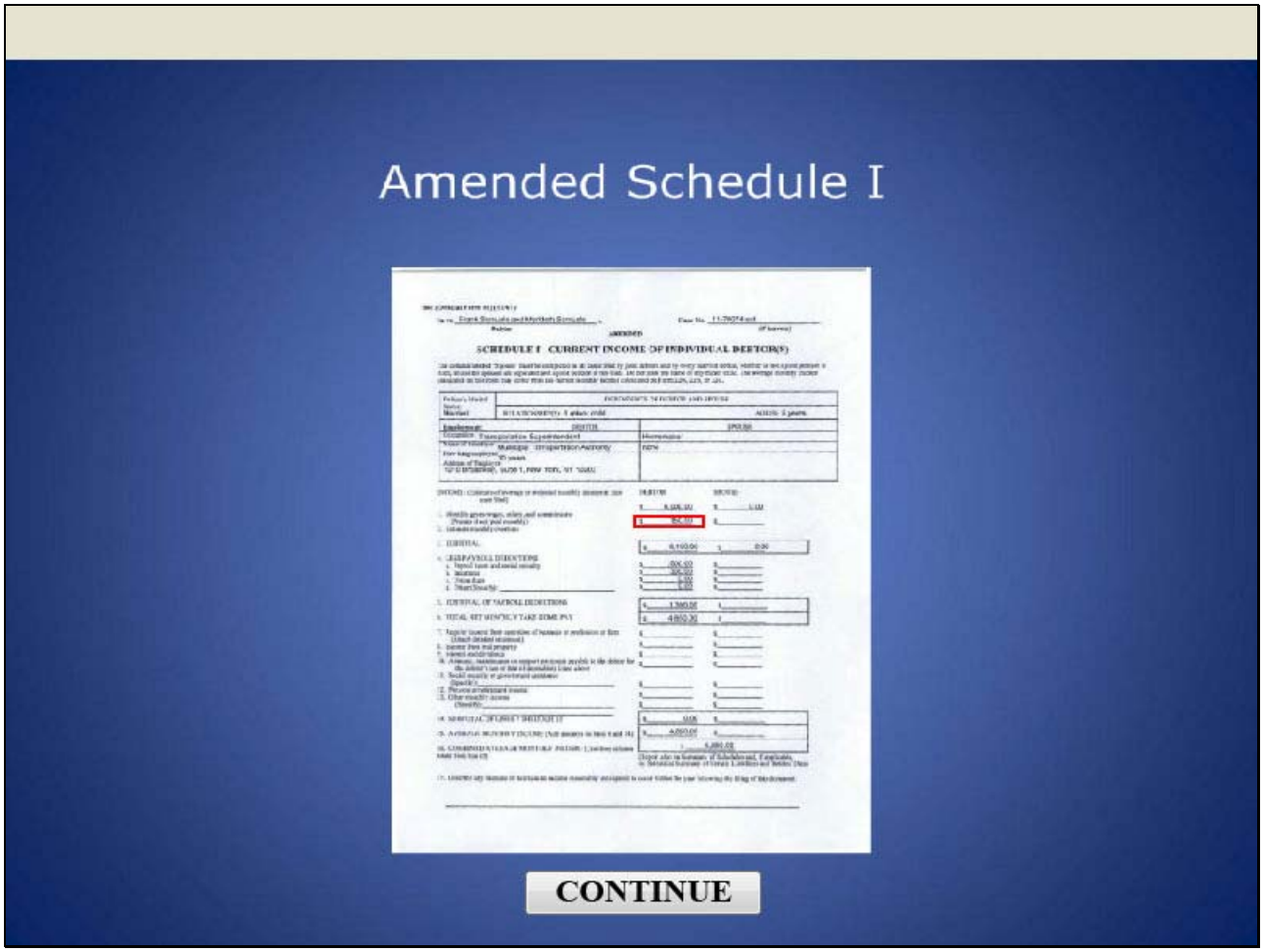
Slide 3 – OBJECTIVE



Slide 4 - SAMPLE DOCUMENTS

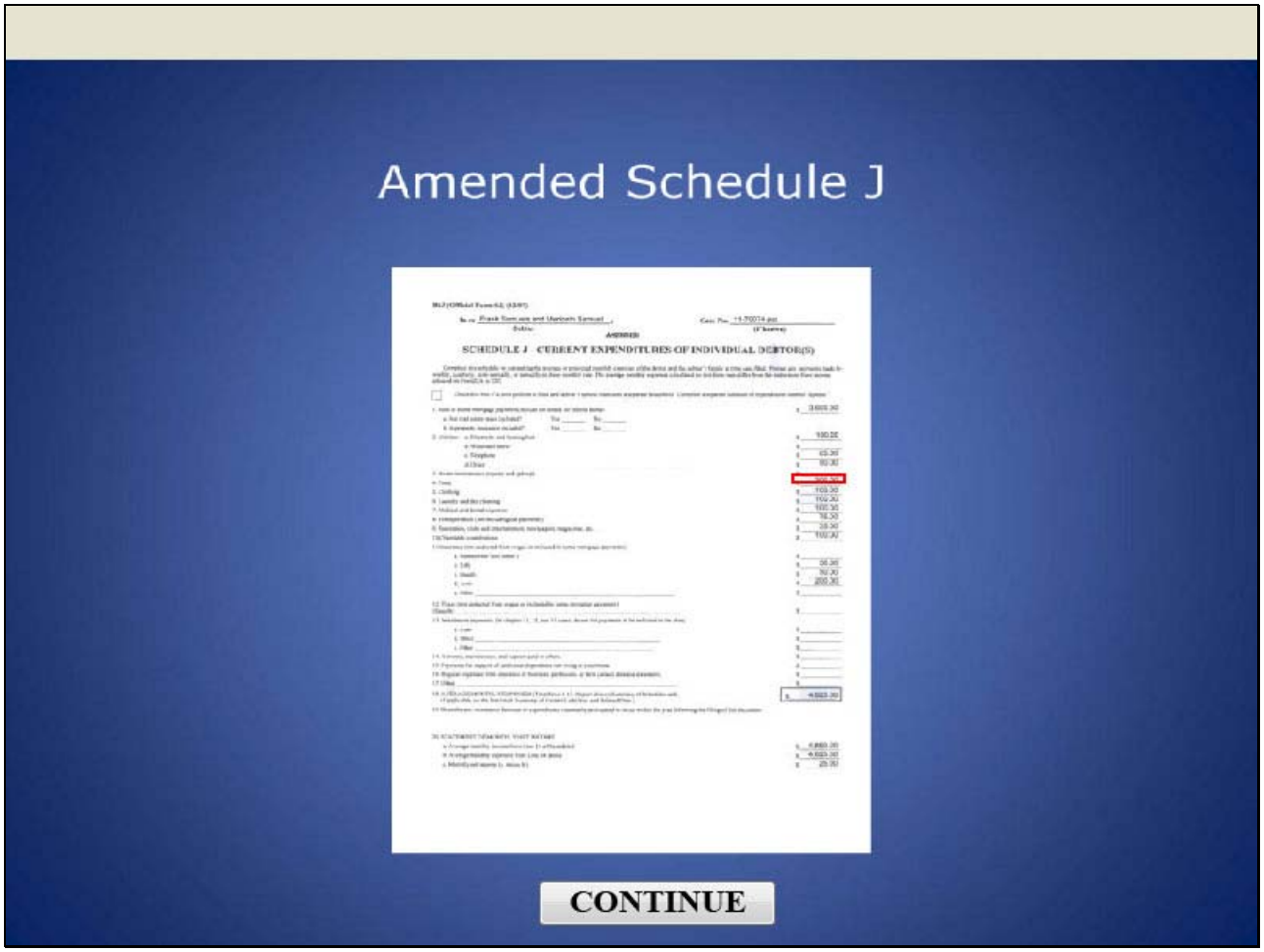


Slide 5 - AMENDED SCHEDULE I



Schedule I has been amended to decrease the debtor's estimated monthly overtime.

Slide 6 - AMENDED SCHEDULE J

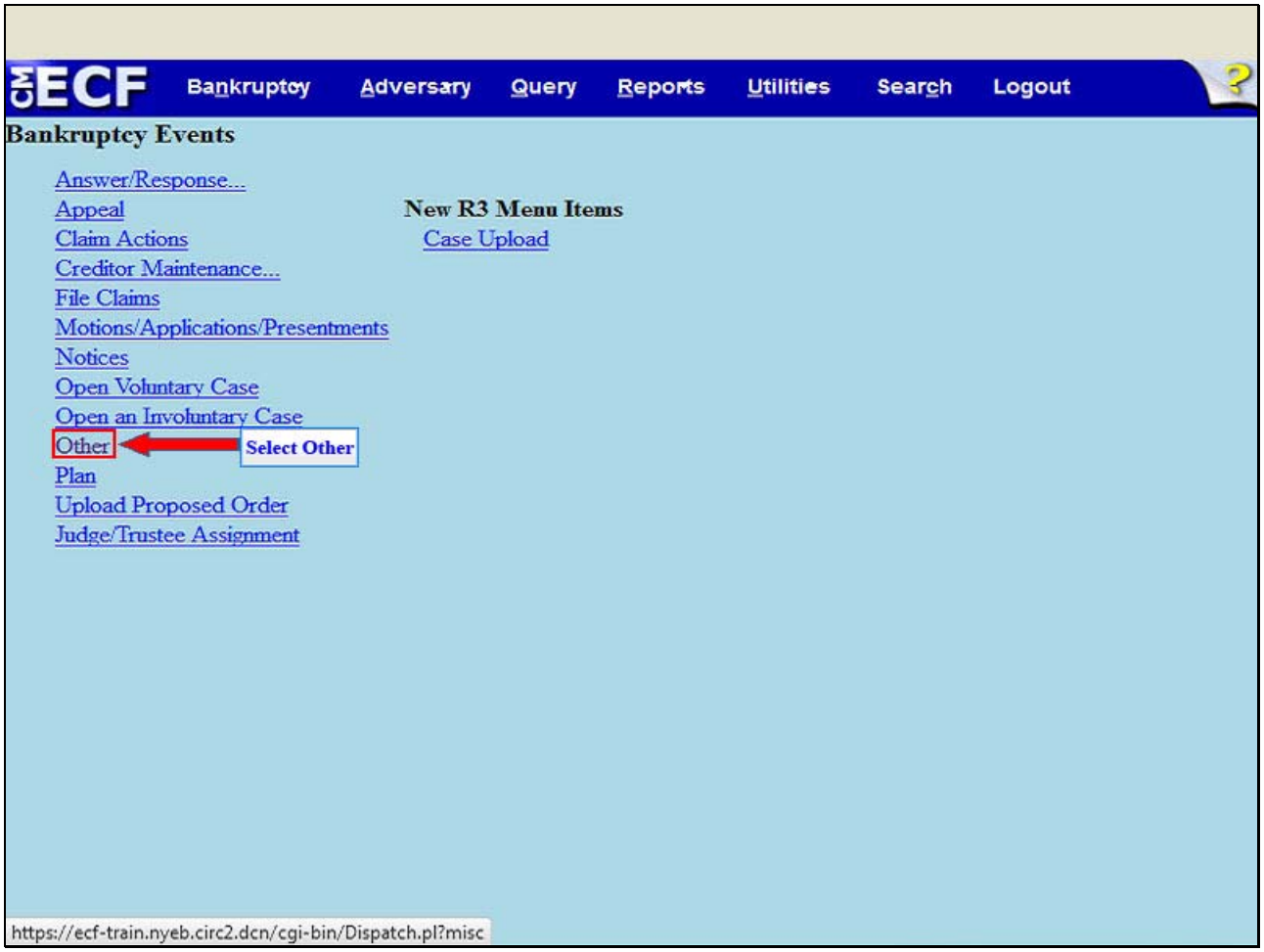


Schedule J has been amended to increase the debtor's monthly food expenses.

Slide 7 - CM/ECF MAIN SCREEN

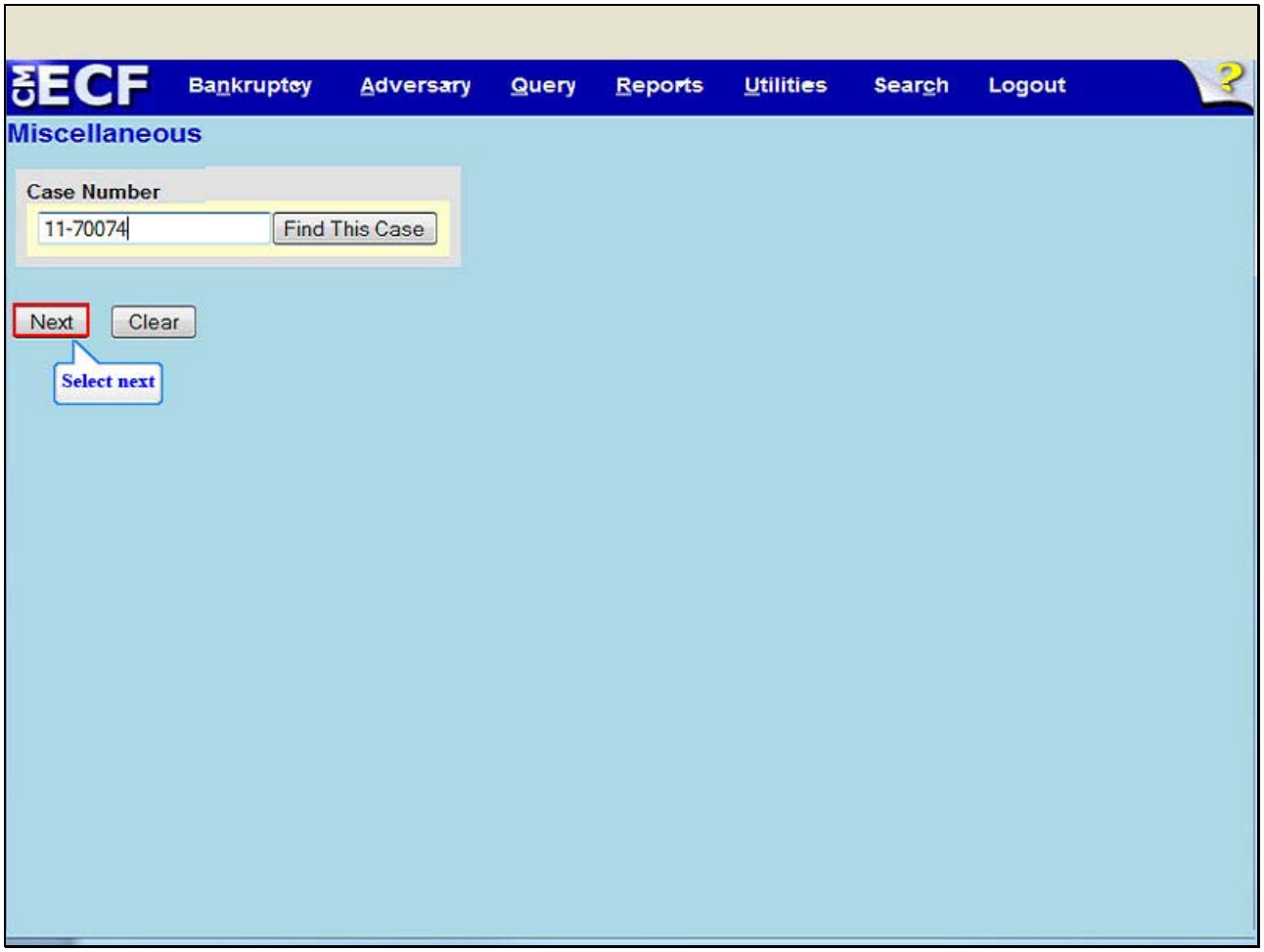
After successfully logging into CM/ECF, select **Bankruptcy.**

Slide 8 - BANKRUPTCY EVENTS



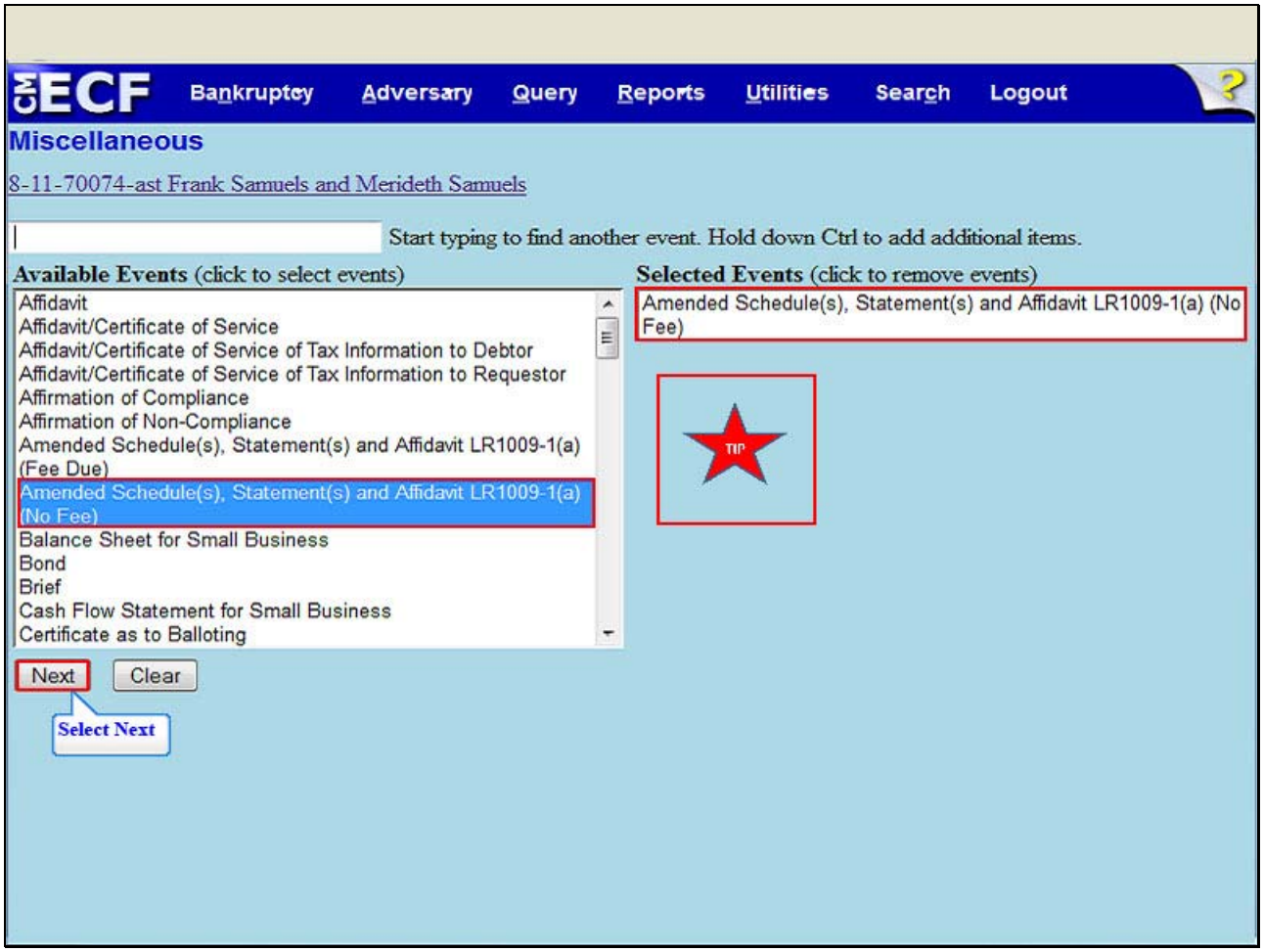
From the Bankruptcy Events, select **Other.**

Slide 9 - ENTER THE CASE NUMBER



Enter the case number; 11-70074. Select **Next**.

Slide 10 - SELECTED EVENT

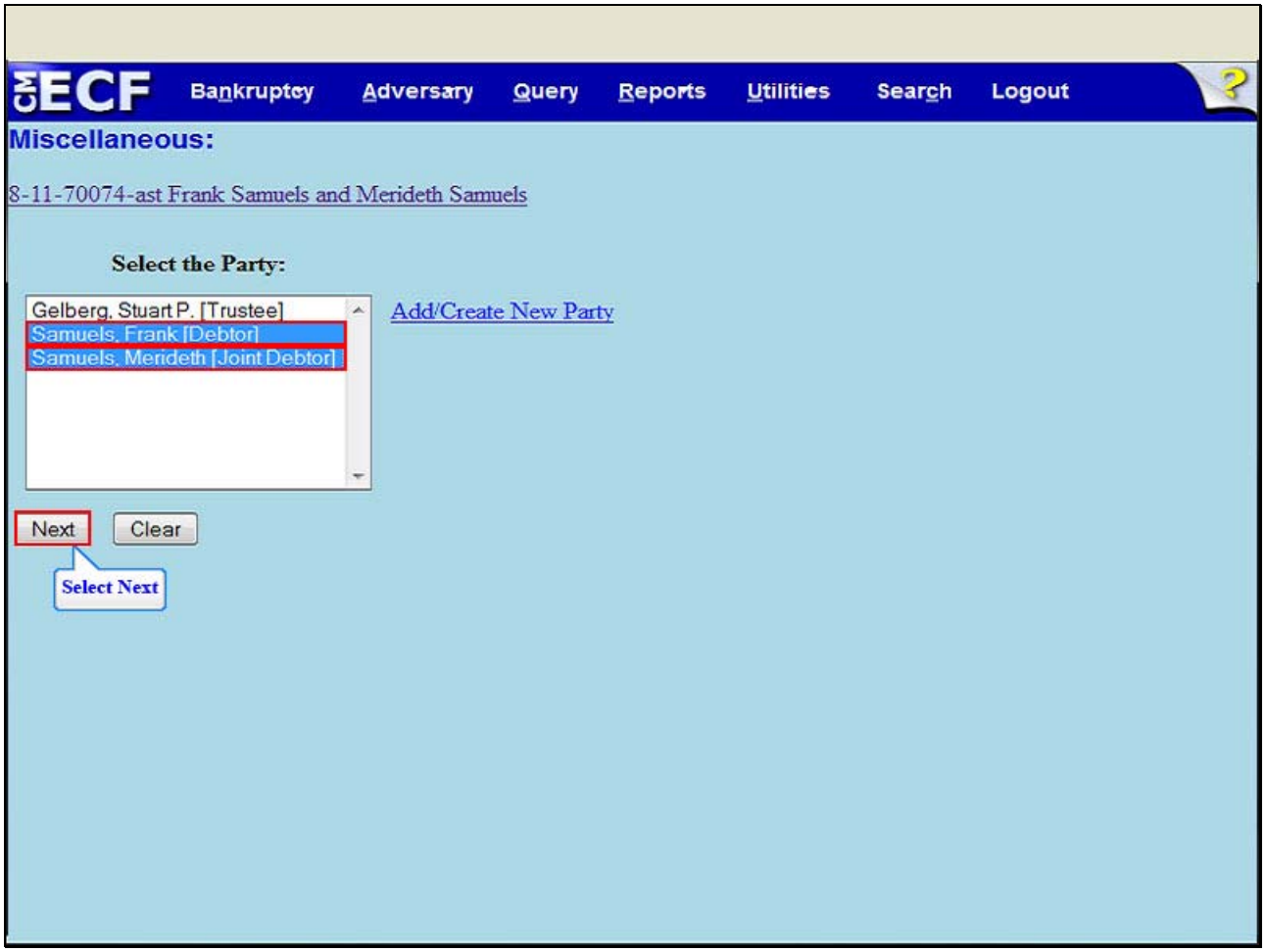


From the **Available Events**, highlight and select **Amended Schedule(s), Statement(s) and Affidavit LR1009-1(a) (No Fee).**

The event Amended Schedule(s), Statement(s) and Affidavit LR1009-1(a) (No Fee) appears in the **Selected Events** box to the right of the screen. Make sure that the event in the selected events box is correct as this event will be uploaded to the ECF system.

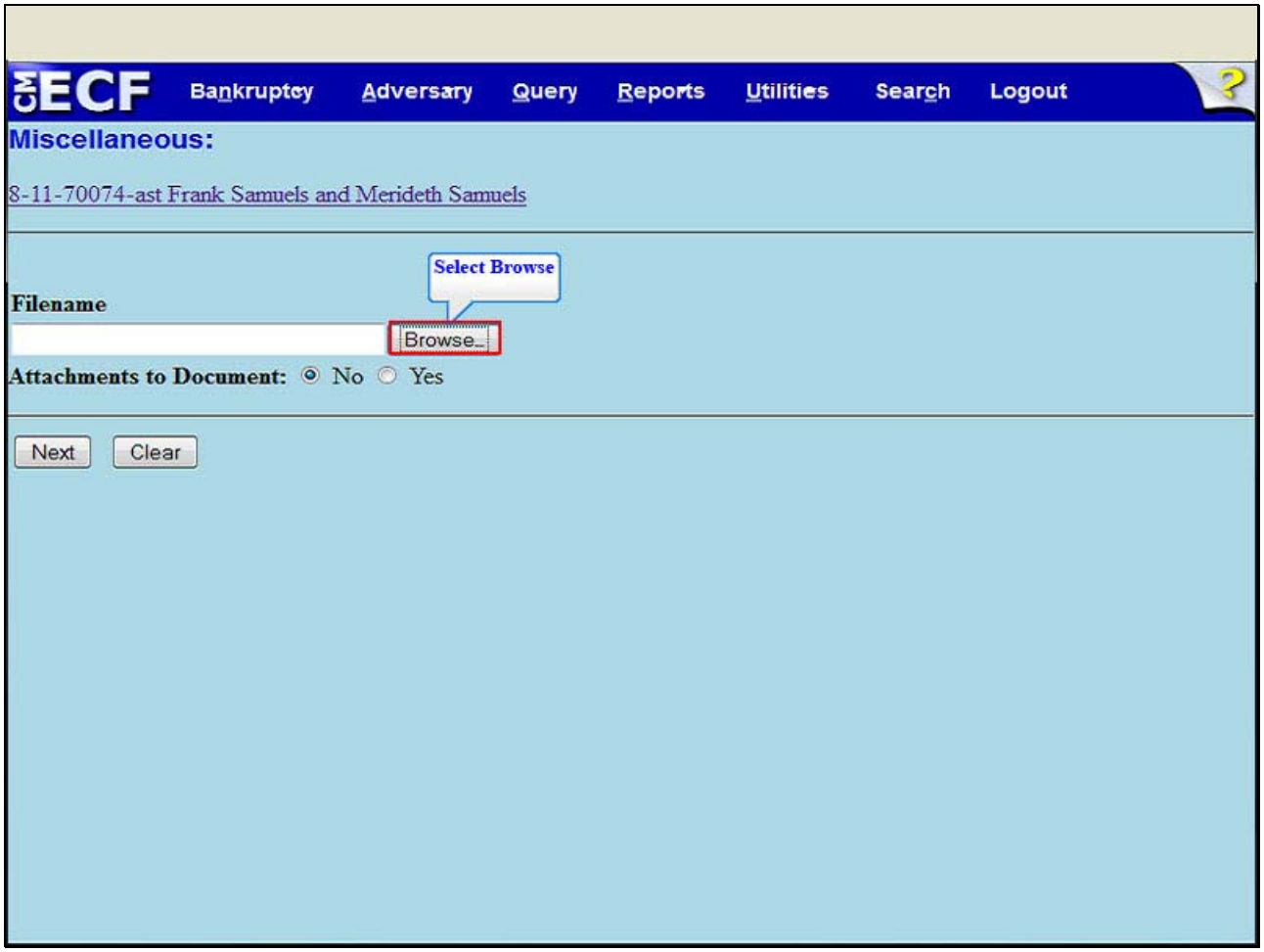
TIP: The event Amended Schedules(s), Statement(s) and Affidavit LR 1009-1(a) (No Fee) is also used when amending Schedules A, B, C, G or H. Also, use the event Amended Schedule(s), Statement(s) and Affidavit LR 1009-1(a) (No Fee) when adding a creditor's attorney to, or changing the name and address of the attorney of an existing creditor in Schedules D, E or F. Select **Next**.

Slide 11 - SELECT THE PARTIES



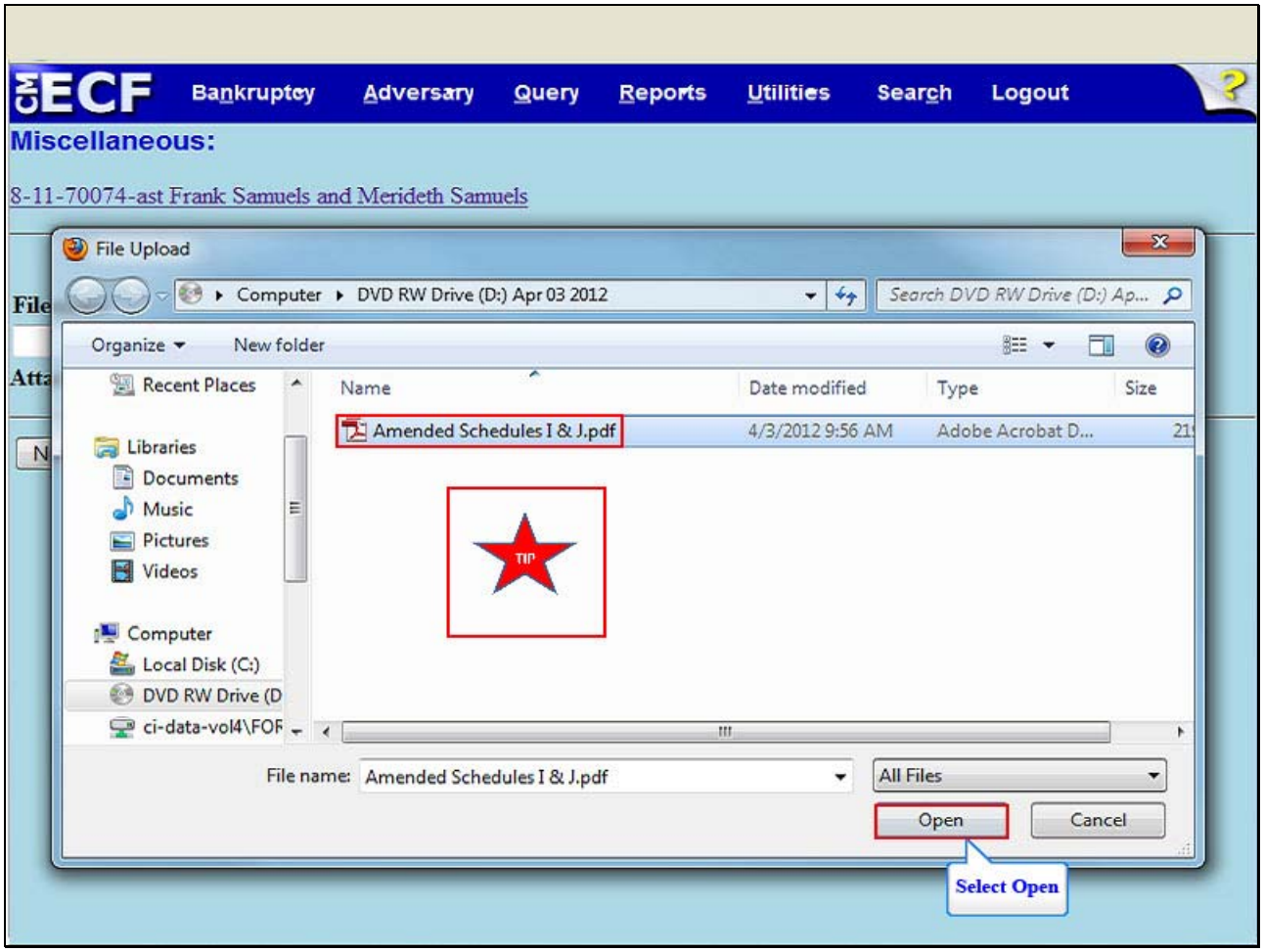
Highlight and select the Debtor, Frank Samuels and the Joint Debtor, Merideth Samuels. Select **Next**.

Slide 12 - BROWSE FOR THE FILE TO UPLOAD



Select **Browse** to upload the previously prepared Amended Schedules I & J file.

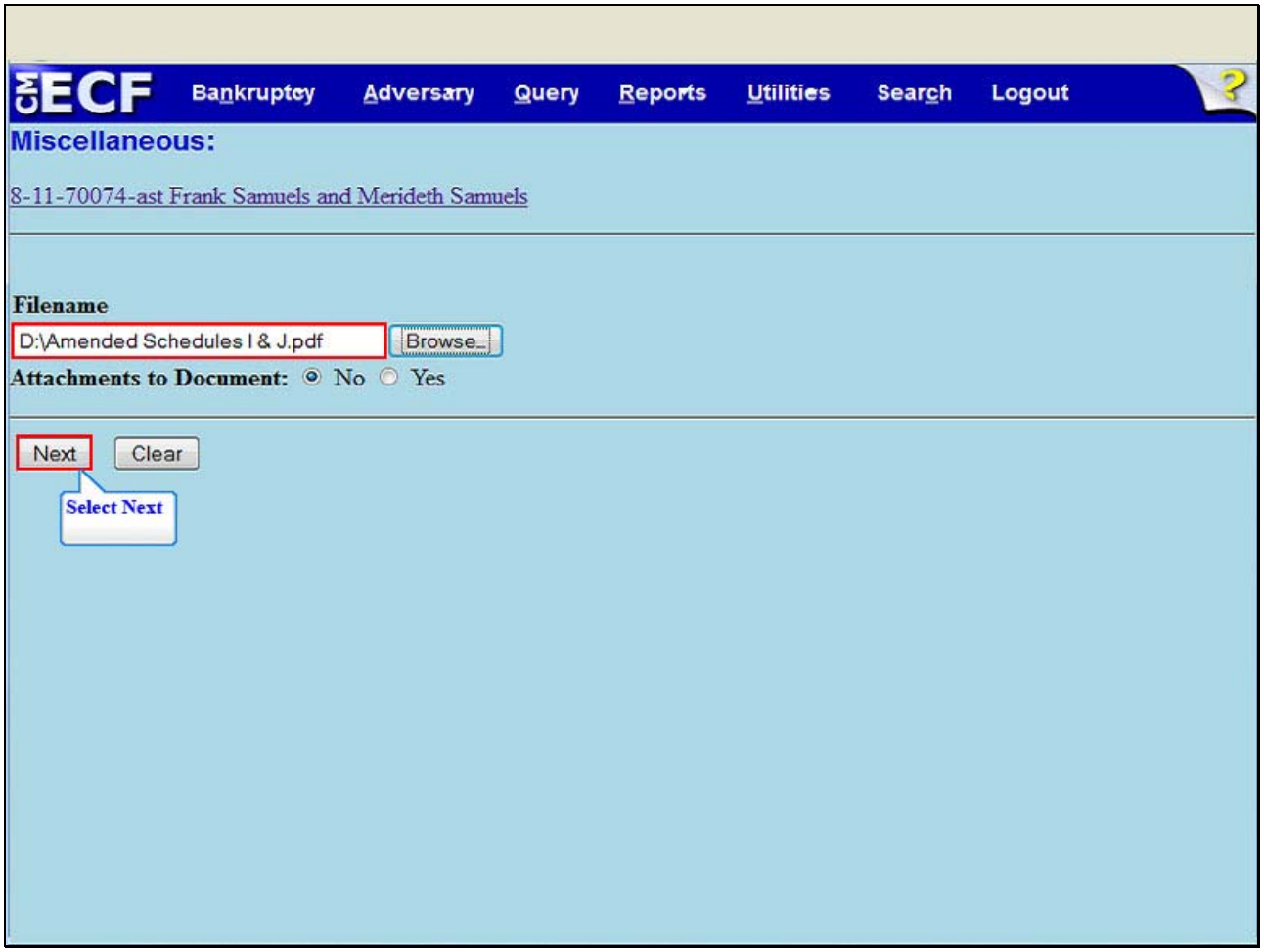
Slide 13 - FILE UPLOAD



The **File Upload** box appears. Highlight and select the file, Amended Schedules I & J.

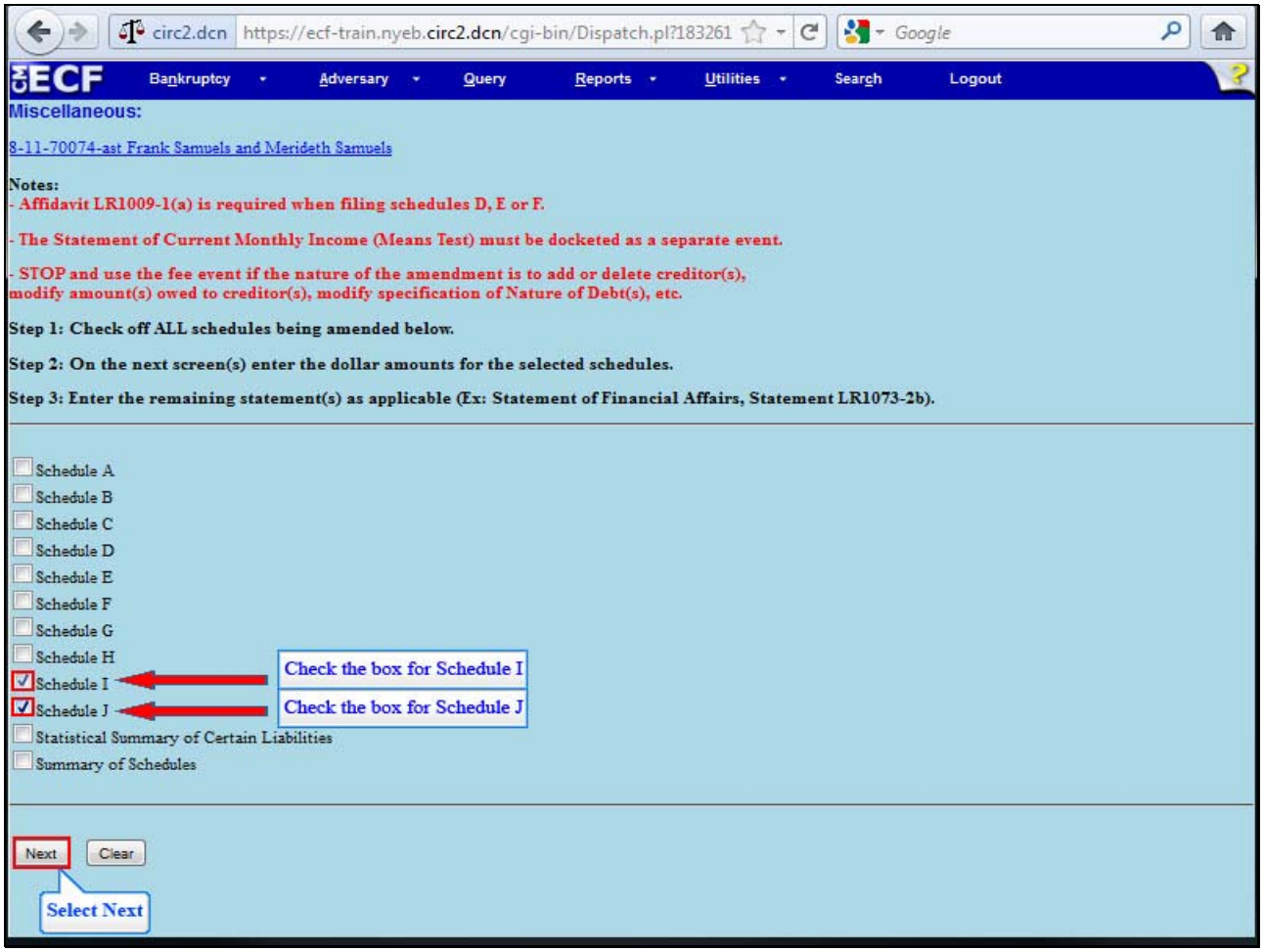
TIP: Right click the file that is being uploaded to confirm that it is the correct document. Select **Open**.

Slide 14 - FILENAME



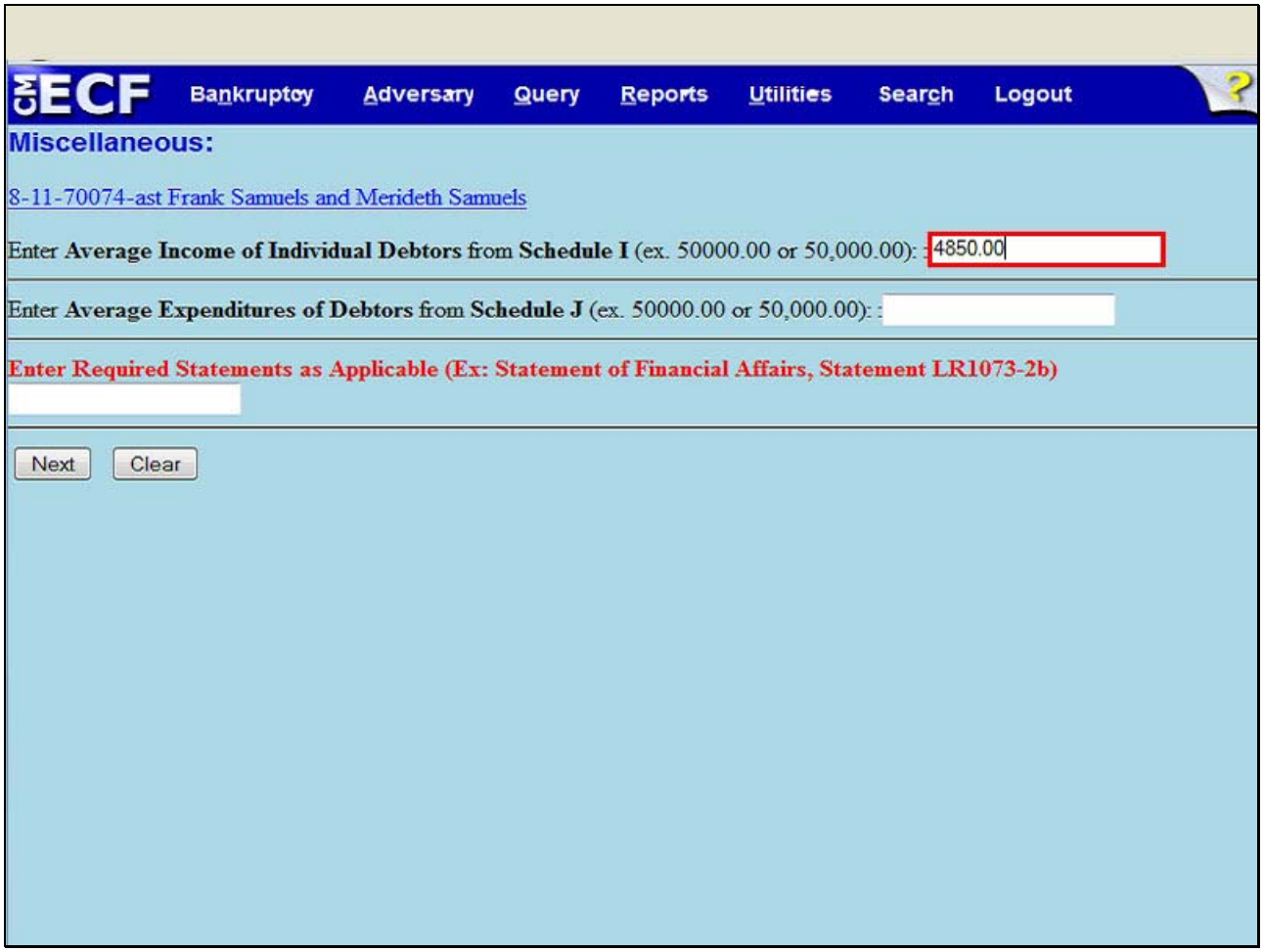
The file name appears in the Filename box. Select **Next**.

Slide 15 - PROCEDURAL NOTES



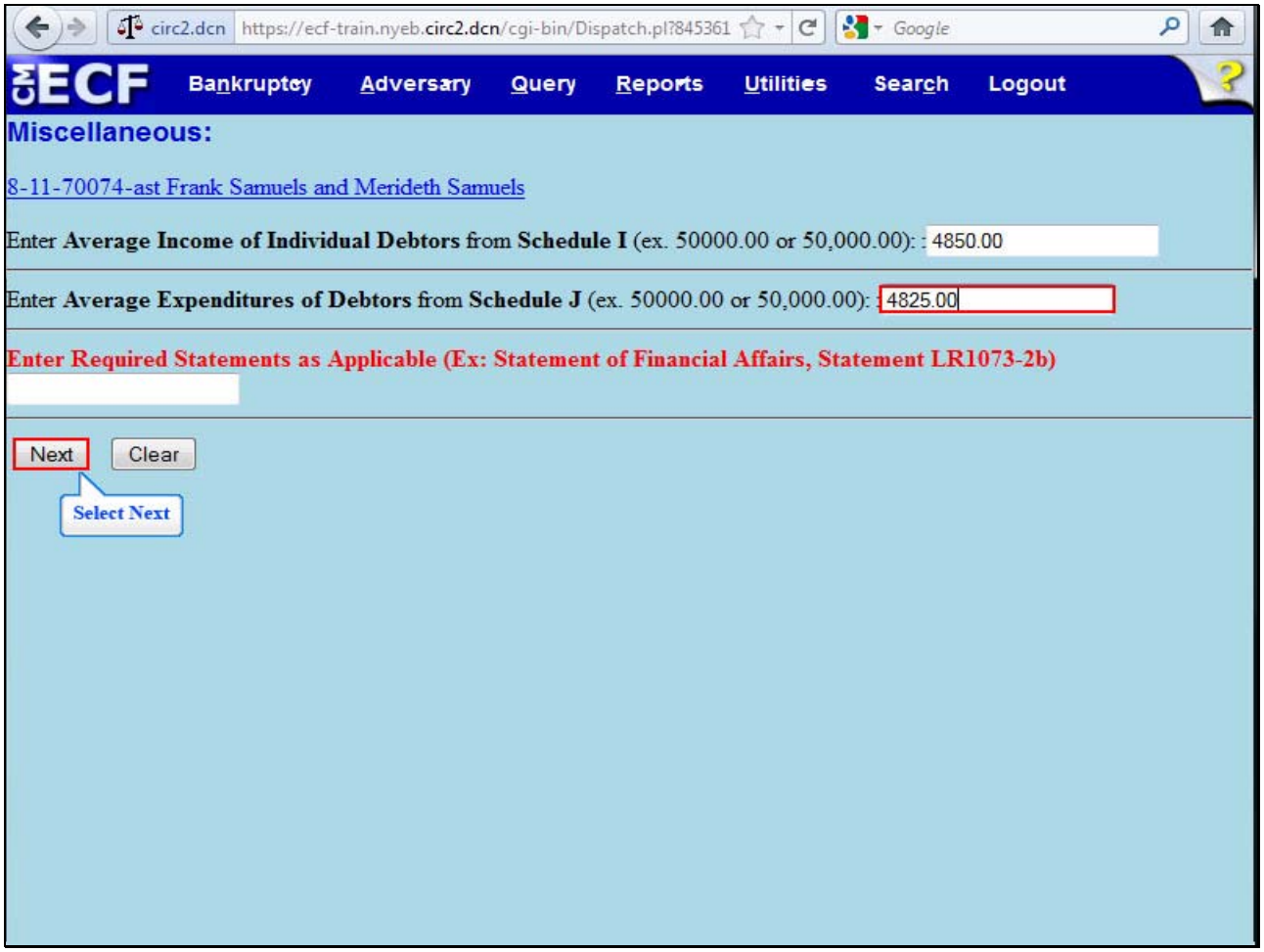
Read and comply with the notes on the screen. For this lesson place a check in the boxes for Schedule I and Schedule J. Select **Next**.

Slide 16 - AVERAGE INCOME



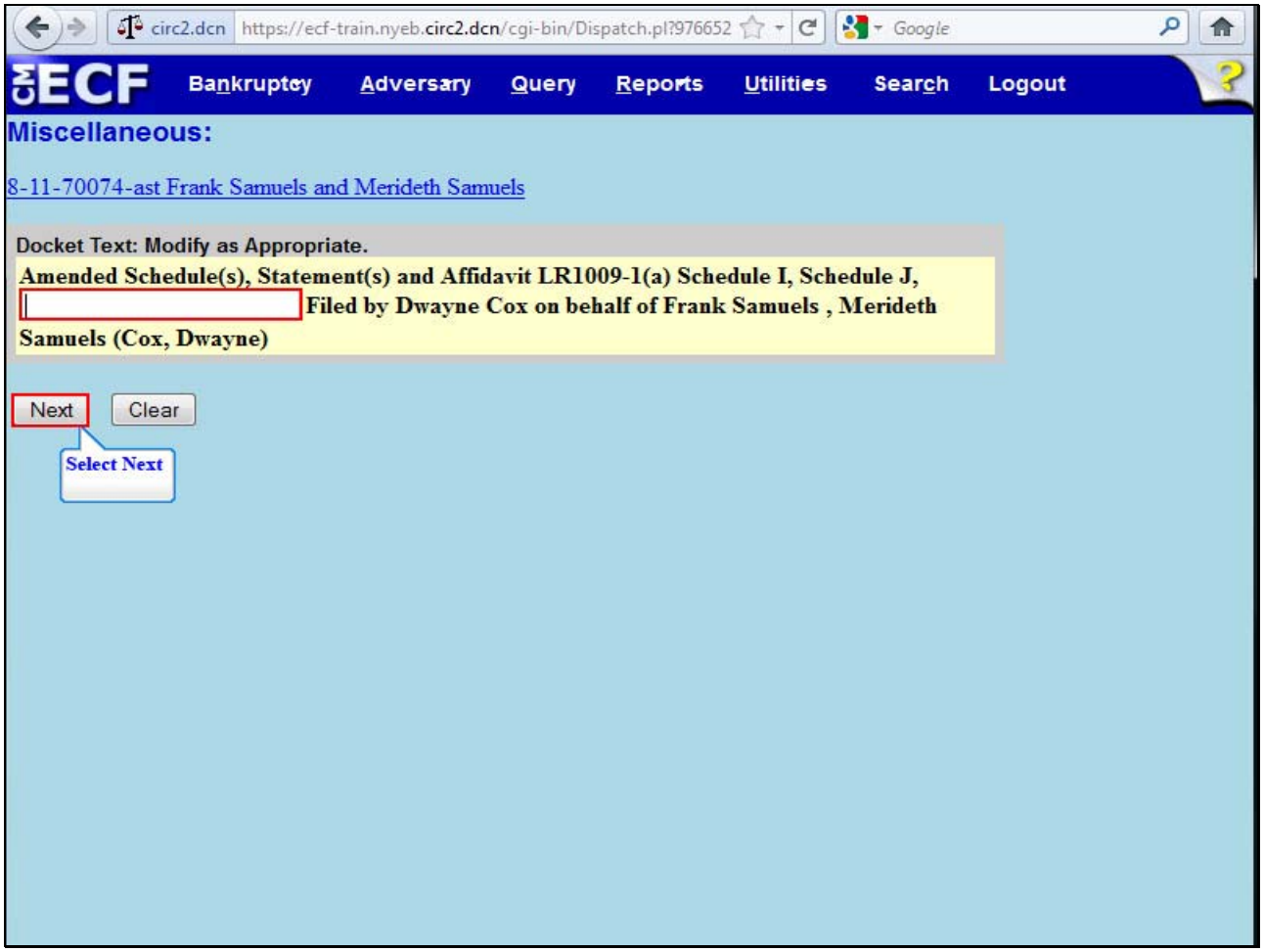
The filer must enter the dollar amount of the **Average Income of Individual Debtors** from Schedule I in the top white text box. For this lesson the amount typed is **4,850.00**.

Slide 17 - AVERAGE EXPENDITURES



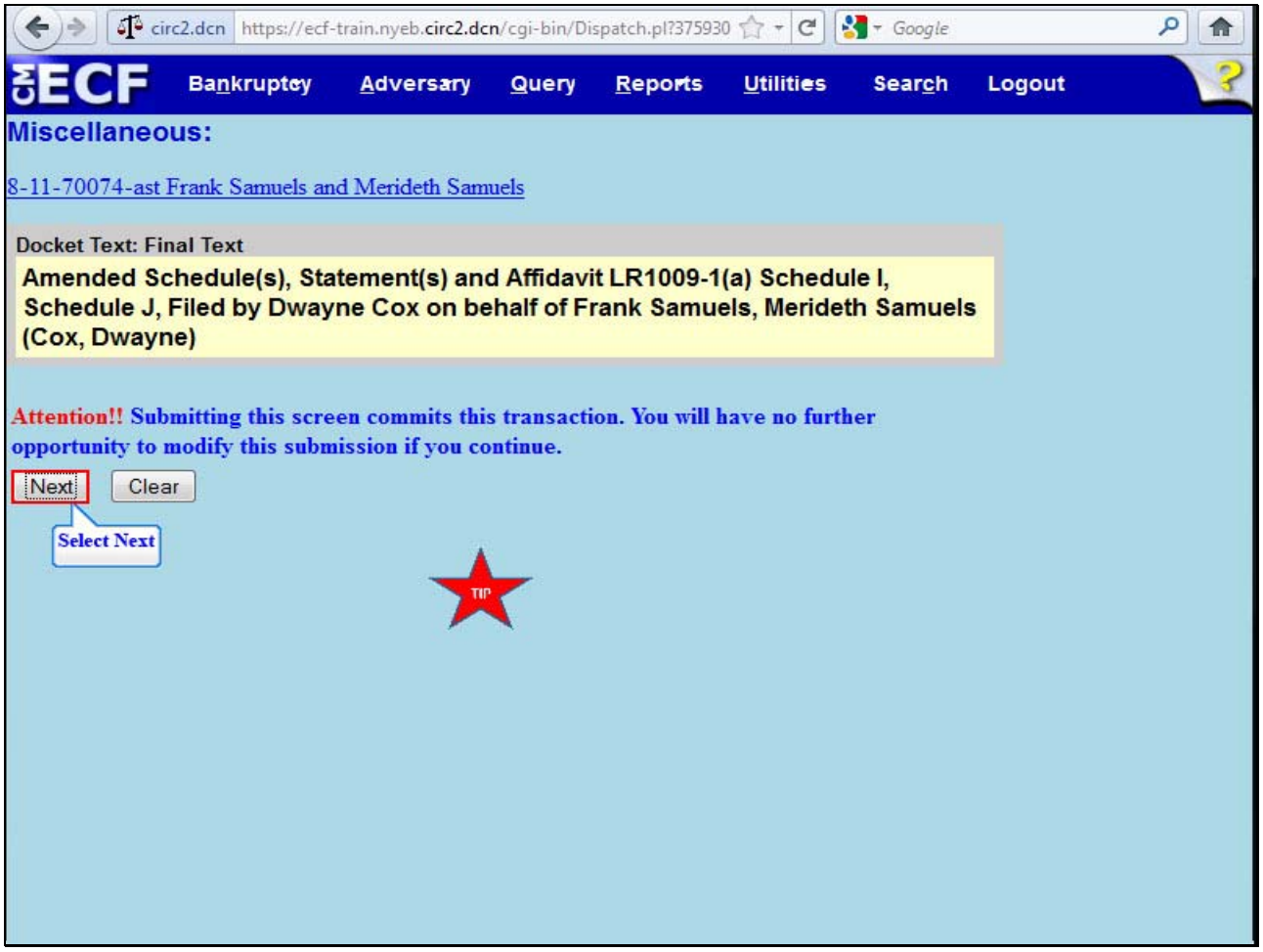
The filer must enter the dollar amount of the **Average Expenditure of Debtors** from Schedule J in the middle white text box. For this lesson the amount typed is **4,825.00**. Select **Next**.

Slide 18 - DOCKET TEXT



The **Docket Text** appears and may be modified by adding information to the white text box. Use the white text box only when necessary. Select **Next**.

Slide 19 - FINAL DOCKET TEXT



The **Final Text** appears. Review the Final Docket Text before submitting. By selecting **Next** the filer commits the transaction and will have no further opportunity to modify it.

TIP: No amendments to schedules are effective until proof of service per Local Rule 1009-1(b) has been filed with the court.

Select **Next**.

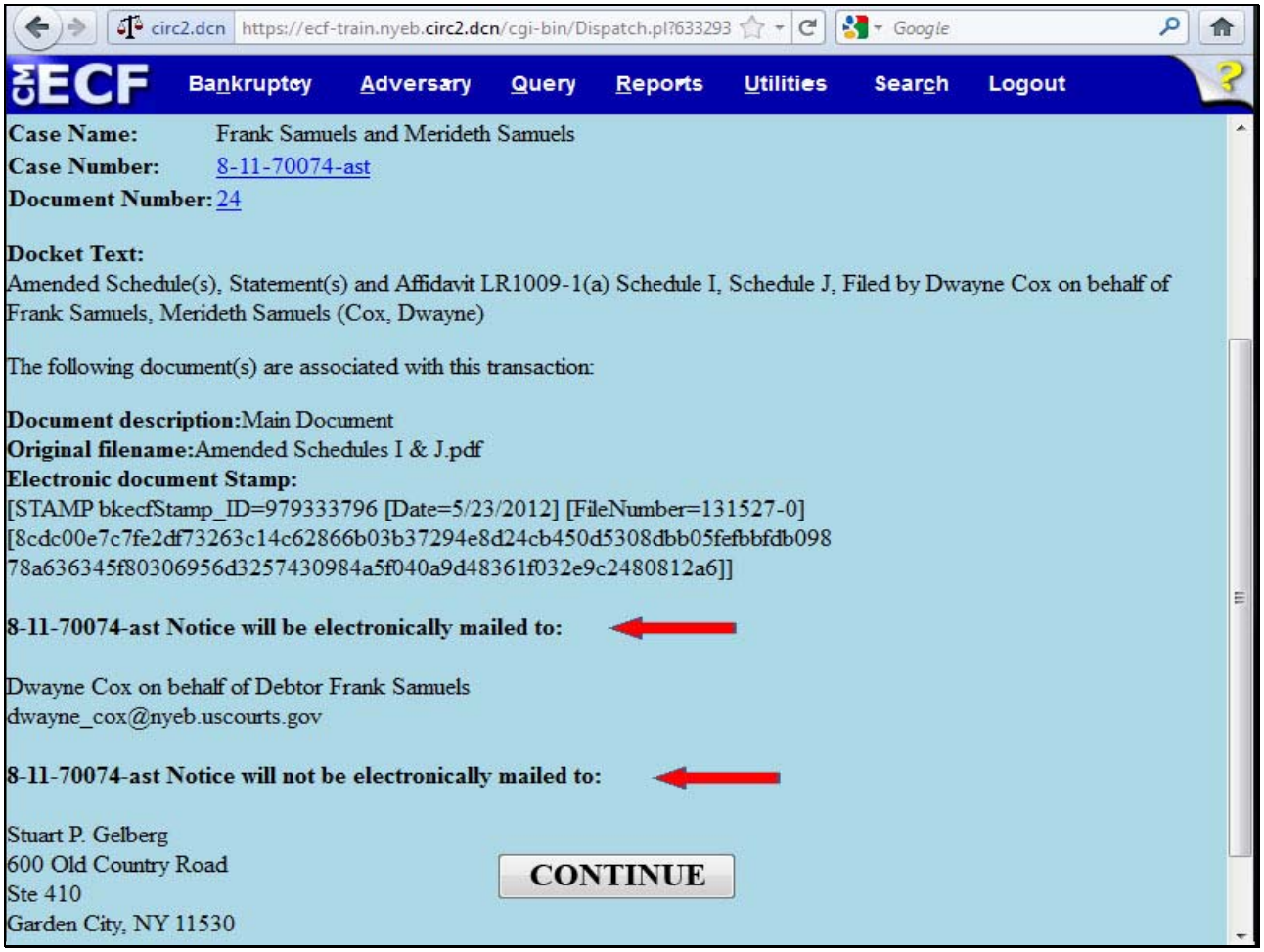
Slide 20 - NOTICE OF ELECTRONIC FILING

The **Notice of Electronic Filing** appears.

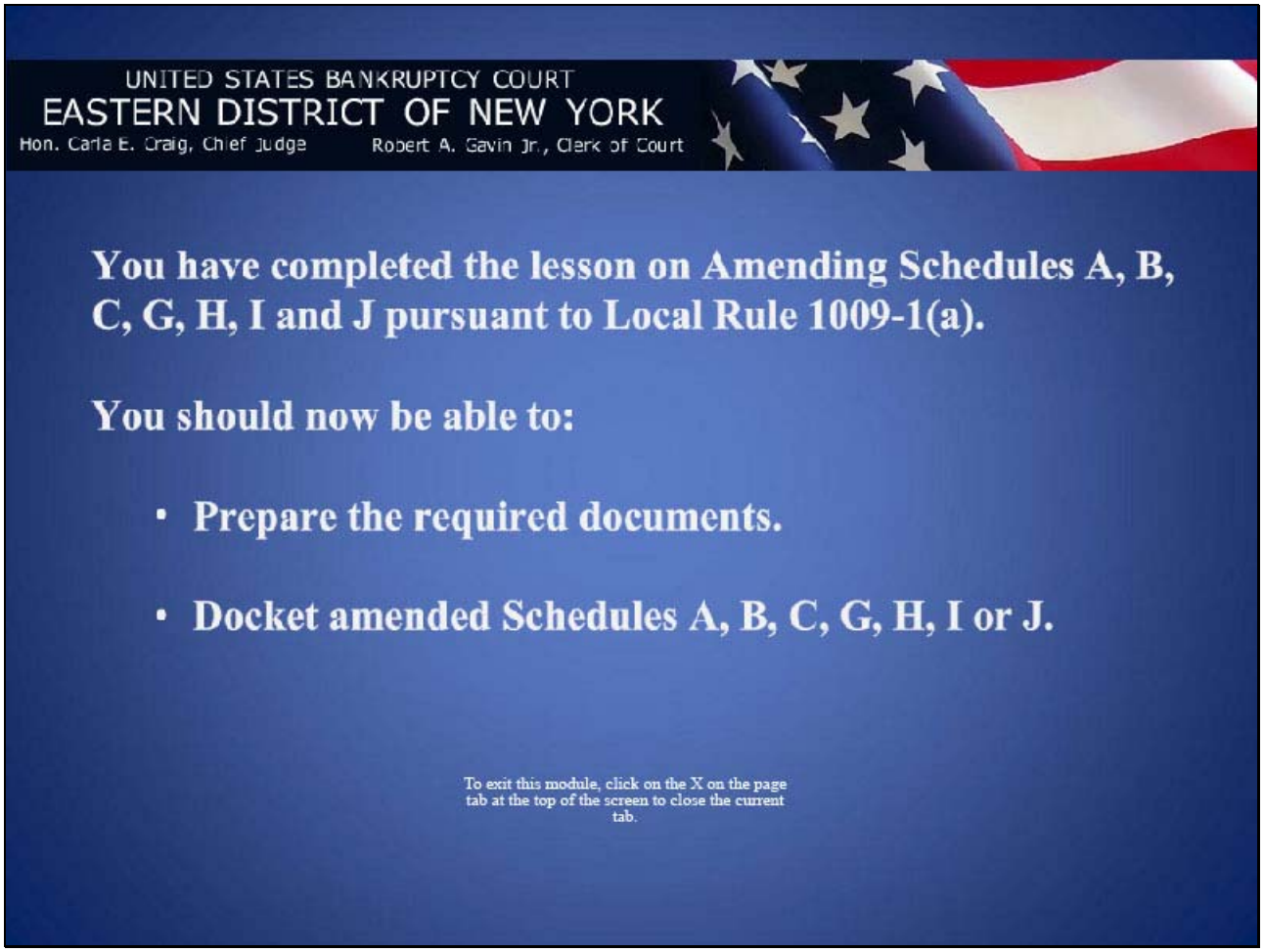
Document Number - An e-mail of the Notice of Electronic Filing is transmitted to the e-mail address indicated on the filer's ECF account. In the e-mail, filers must select the Document Number hyperlink to view the Amended Schedule I or the Amended Schedule J. This is referred to as the Free Look. If the filer loses the Free Look, the filer must query the docket through PACER.

Docket Text - Duplicates the Final Docket Text as it appears on the docket.

Slide 21 - NOTICE OF ELECTRONIC FILING



Notice will be electronically mailed - Identifies the parties in the case who will receive electronic notice of the filing in their email account.

Notice will not be electronically mailed - Identifies the parties in the case who will not receive electronic notice of the filing and must be served conventionally.

Slide 22 - SUMMARY