

Amending Schedules A, B, C, G, H, I and J Pursuant to Local Rule 1009-1(a)

Slide 1 - WELCOME

Table of Contents	Amending Schedules Pursuant to LR 1009-1(a)	Slide $\$ \$ p$ InfoCurrentSlide $\$ \$$ of $\$ \$ r$ dinfoSlideCount $\$ \$$
<p>United States Bankruptcy Court Eastern District of New York</p> <p>Amending Schedules A, B, C, G, H, I and J, Pursuant To Local Rule 1009-1(a)</p>		

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).

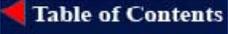
Slide 2 - NAVIGATION INSTRUCTIONS

UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF NEW YORK
Hon. Carla E. Craig, Chief Judge Robert A. Gavin Jr., Clerk of Court

Navigation Instructions

Table of Contents:

Use the Table of Contents (TOC) to jump to different sections of the module. You can open it and close it with either:

- The arrow in the top left corner of the screen, 
- Or
- The TOC button in the Navigation bar. 

Playback Controls:

Playback controls are located at the bottom of the screen. They may be used to move forward or back, or to rewind to the beginning of the lesson. The playback controls also include a pause/play button toggle. 

You can turn the audio on or off by clicking the speaker icon. 

Additional Information:

Additional information on this module will be displayed when the mouse hovers over the "i". 

Additional filing information is displayed when the mouse hovers over the tip star icon. 

Select **Start** when you are ready to begin

START

Slide 3 – OBJECTIVE

UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF NEW YORK
Hon. Carla E. Craig, Chief Judge Robert A. Gavin Jr., Clerk of Court



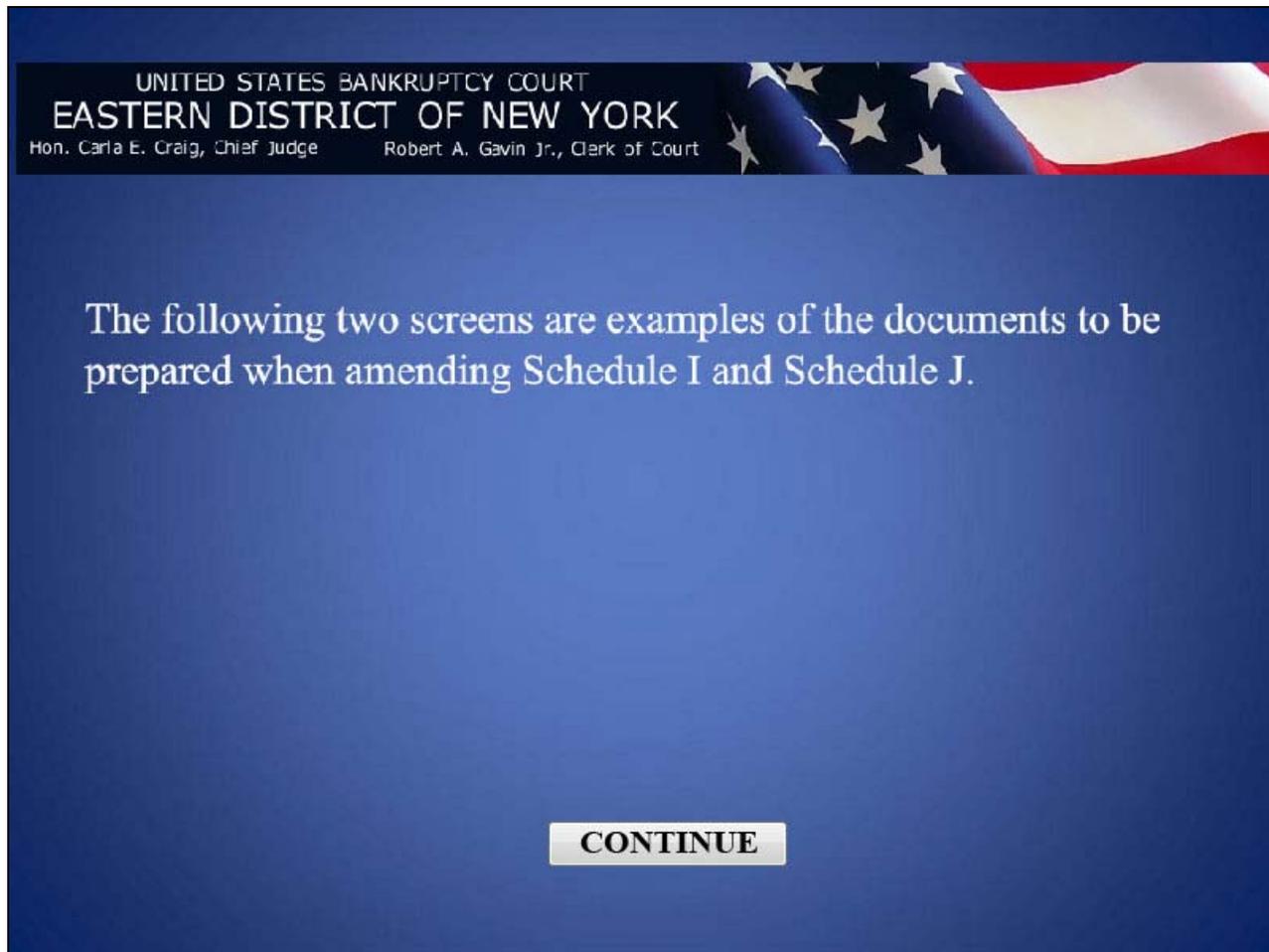
Objective

At the end of this lesson you will be able to:

- **Prepare the required documents amending schedules A, B, C, G, H, I & J.**
- **In this lesson we will docket Amended Schedule I and Amended Schedule J.**

CONTINUE

Slide 4 - SAMPLE DOCUMENTS



UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF NEW YORK
Hon. Carla E. Craig, Chief Judge Robert A. Gavin Jr., Clerk of Court

The following two screens are examples of the documents to be prepared when amending Schedule I and Schedule J.

CONTINUE

The slide features a dark blue background. At the top, there is a horizontal banner with a white background and a partial view of the American flag on the right side. The banner contains the text: "UNITED STATES BANKRUPTCY COURT", "EASTERN DISTRICT OF NEW YORK", "Hon. Carla E. Craig, Chief Judge", and "Robert A. Gavin Jr., Clerk of Court". Below the banner, the main text reads: "The following two screens are examples of the documents to be prepared when amending Schedule I and Schedule J." At the bottom center, there is a white rectangular button with the word "CONTINUE" in bold, black, uppercase letters.

Amending Schedules A, B, C, G, H, I and J Pursuant to Local Rule 1009-1(a)

Slide 5 - AMENDED SCHEDULE I

Amended Schedule I

DEBTOR'S CURRENT INCOME (SEE INSTRUCTIONS)

Name: David Michael and Kimberly Ann Smith (Last, First, Middle Initial) (If married)

Address: AMHERST

Case No.: 11-2007-0101 (If known)

SCHEDULE I - CURRENT INCOME OF INDIVIDUAL DEBTOR(S)

The undersigned Debtor(s) certifies/they certify as to the accuracy of the information provided in this schedule and to the extent of their knowledge, information and belief, and to the extent of such knowledge, information and belief, such information is true and correct. The Debtor(s) certifies/they certify that the information provided in this schedule is true and correct to the best of their knowledge, information and belief, and to the extent of such knowledge, information and belief.

Debtor/Spouse	Annual Income	Annual Income
Debtor	\$14,500.00	\$14,500.00
Spouse	\$12,000.00	\$12,000.00

DEBTOR'S CURRENT INCOME (SEE INSTRUCTIONS)

1. Monthly gross wages, salary and commissions (Please list each pay schedule)

MONTH	DEBTOR	SPOUSE
1	\$ 2,500.00	\$ 2,000.00

2. OVERTIME

MONTH	DEBTOR	SPOUSE
1	\$ 0.00	\$ 0.00

3. BONUS/COMMISSIONS

MONTH	DEBTOR	SPOUSE
1	\$ 0.00	\$ 0.00

4. DIVIDENDS

MONTH	DEBTOR	SPOUSE
1	\$ 0.00	\$ 0.00

5. NET RENTAL INCOME

MONTH	DEBTOR	SPOUSE
1	\$ 0.00	\$ 0.00

6. NET CAPITAL GAINS/LOSSES

MONTH	DEBTOR	SPOUSE
1	\$ 0.00	\$ 0.00

7. NET SOCIAL SECURITY BENEFITS

MONTH	DEBTOR	SPOUSE
1	\$ 0.00	\$ 0.00

8. NET PENSION/ANNUITY BENEFITS

MONTH	DEBTOR	SPOUSE
1	\$ 0.00	\$ 0.00

9. OTHER INCOME

MONTH	DEBTOR	SPOUSE
1	\$ 0.00	\$ 0.00

10. TOTAL CURRENT INCOME (Sum of lines 1 through 9)

MONTH	DEBTOR	SPOUSE
1	\$ 2,500.00	\$ 2,000.00

11. TOTAL CURRENT INCOME (Sum of lines 1 through 9)

MONTH	DEBTOR	SPOUSE
1	\$ 2,500.00	\$ 2,000.00

12. TOTAL CURRENT INCOME (Sum of lines 1 through 9)

MONTH	DEBTOR	SPOUSE
1	\$ 2,500.00	\$ 2,000.00

13. TOTAL CURRENT INCOME (Sum of lines 1 through 9)

MONTH	DEBTOR	SPOUSE
1	\$ 2,500.00	\$ 2,000.00

14. TOTAL CURRENT INCOME (Sum of lines 1 through 9)

MONTH	DEBTOR	SPOUSE
1	\$ 2,500.00	\$ 2,000.00

15. TOTAL CURRENT INCOME (Sum of lines 1 through 9)

MONTH	DEBTOR	SPOUSE
1	\$ 2,500.00	\$ 2,000.00

16. TOTAL CURRENT INCOME (Sum of lines 1 through 9)

MONTH	DEBTOR	SPOUSE
1	\$ 2,500.00	\$ 2,000.00

17. TOTAL CURRENT INCOME (Sum of lines 1 through 9)

MONTH	DEBTOR	SPOUSE
1	\$ 2,500.00	\$ 2,000.00

CONTINUE

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

Amending Schedules A, B, C, G, H, I and J Pursuant to Local Rule 1009-1(a)

Slide 6 - AMENDED SCHEDULE J

Amended Schedule J

SCHEDULE J - CURRENT EXPENDITURES OF INDIVIDUAL DEBTOR(S)

1. Total of money mortgage payments, except on reverse annuity mortgage: **\$ 3,000.00**

2. Mortgage insurance available: **\$ 100.00**

3. Utilities: **\$ 65.00**

4. Automobile: **\$ 90.00**

5. Automobile insurance and parking: **\$ 100.00**

6. Car: **\$ 100.00**

7. Clothing: **\$ 100.00**

8. Laundry and dry cleaning: **\$ 100.00**

9. Medical and dental expenses: **\$ 100.00**

10. Transportation and mileage allowance: **\$ 10.00**

11. Insurance, title and other charges, mortgages, telephone, etc.: **\$ 100.00**

12. Household maintenance:

 a. Homeowner's association: **\$ 100.00**

 b. Repairs and maintenance: **\$ 100.00**

 c. Lawn: **\$ 100.00**

 d. Snow: **\$ 100.00**

 e. Other: **\$ 100.00**

13. Taxes and collected fees (make or include any other amounts): **\$ 100.00**

14. Subscriptions (for chapter 11, 12, or 13 cases, do not pay more than indicated in the plan): **\$ 100.00**

15. Other: **\$ 100.00**

16. Attorney, accountant, and expert fees or other: **\$ 100.00**

17. Expenses for medical or dental expenses not covered by insurance: **\$ 100.00**

18. Support expenses (for children if financial hardship is not stated, otherwise, none): **\$ 100.00**

19. Other: **\$ 100.00**

20. Total: **\$ 4,883.00**

21. DEBTOR'S TOTAL MONTHLY NET WAGES:

 a. Average monthly income less taxes: **\$ 4,883.00**

 b. Involuntary expenses from case or plan: **\$ 3,883.00**

 c. Monthly payments to: **\$ 20.00**

CONTINUE

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

Amending Schedules A, B, C, G, H, I and J Pursuant to Local Rule 1009-1(a)

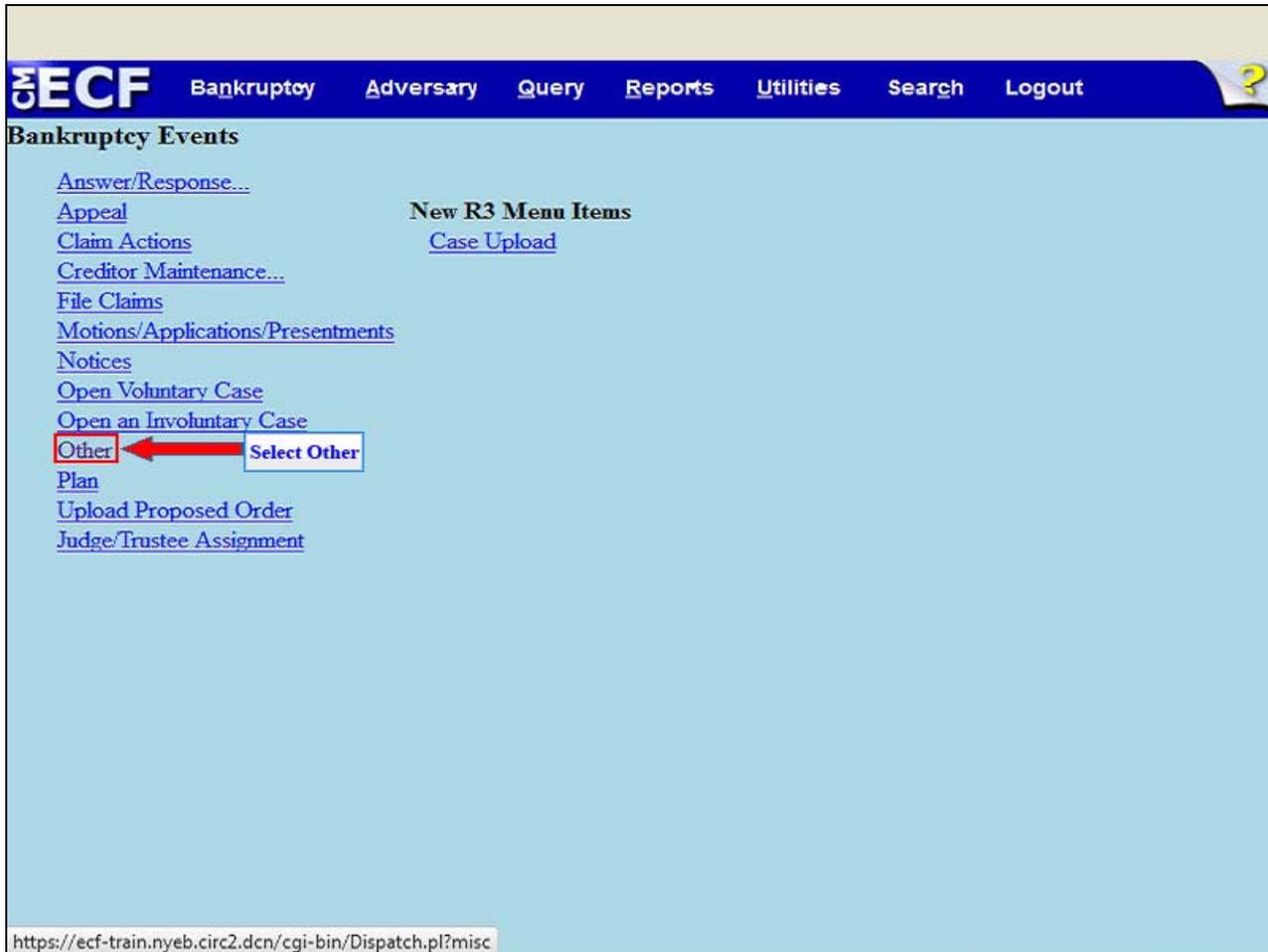
Slide 7 - CM/ECF MAIN SCREEN



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

Amending Schedules A, B, C, G, H, I and J Pursuant to Local Rule 1009-1(a)

Slide 8 - BANKRUPTCY EVENTS



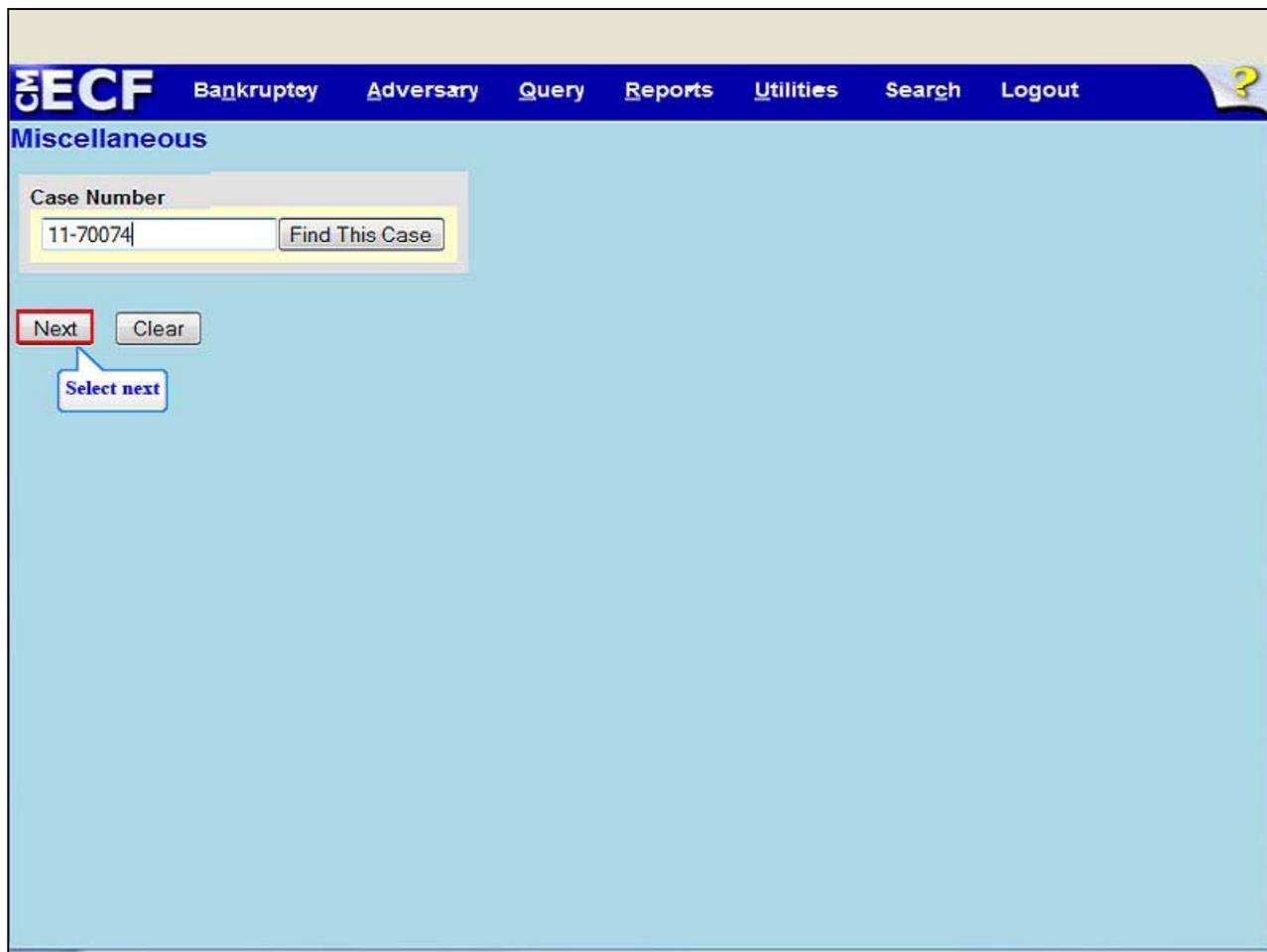
The screenshot shows the ECF Bankruptcy Events menu. The menu items are listed on the left, and a 'New R3 Menu Items' section is on the right. The 'Other' link is highlighted with a red box, and a red arrow points from a 'Select Other' button to it. The URL at the bottom is <https://ecf-train.nyeb.circ2.dcn/cgi-bin/Dispatch.pl?misc>.

Menu Item	New R3 Menu Items
Answer/Response...	
Appeal	
Claim Actions	Case Upload
Creditor Maintenance...	
File Claims	
Motions/Applications/Presentments	
Notices	
Open Voluntary Case	
Open an Involuntary Case	
Other	Select Other
Plan	
Upload Proposed Order	
Judge/Trustee Assignment	

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

Amending Schedules A, B, C, G, H, I and J Pursuant to Local Rule 1009-1(a)

Slide 9 - ENTER THE CASE NUMBER



The screenshot displays the ECF (Electronic Case Filing) system interface. At the top, there is a navigation bar with the ECF logo and several menu items: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "Miscellaneous". The main content area features a search form with the label "Case Number". The input field contains the text "11-70074", and a "Find This Case" button is positioned to its right. Below the search form, there are two buttons: "Next" and "Clear". A red rectangular box highlights the "Next" button, and a blue callout box with the text "Select next" points to it.

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

Amending Schedules A, B, C, G, H, I and J Pursuant to Local Rule 1009-1(a)

Slide 10 - SELECTED EVENT

The screenshot displays the ECF (Electronic Case Filing) system interface. At the top, there is a navigation bar with the ECF logo and menu items: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "Miscellaneous" and the case number is "8-11-70074-ast Frank Samuels and Merideth Samuels". A search bar is present with the instruction "Start typing to find another event. Hold down Ctrl to add additional items." The interface is divided into two main sections: "Available Events (click to select events)" and "Selected Events (click to remove events)". In the "Available Events" list, the event "Amended Schedule(s), Statement(s) and Affidavit LR1009-1(a) (No Fee)" is highlighted in blue. In the "Selected Events" box, the same event is listed and highlighted with a red border. A red star icon with the word "TIP" inside is positioned between the two event lists. At the bottom left, there are "Next" and "Clear" buttons, with a blue callout box pointing to the "Next" button that says "Select Next".

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**.

Amending Schedules A, B, C, G, H, I and J Pursuant to Local Rule 1009-1(a)

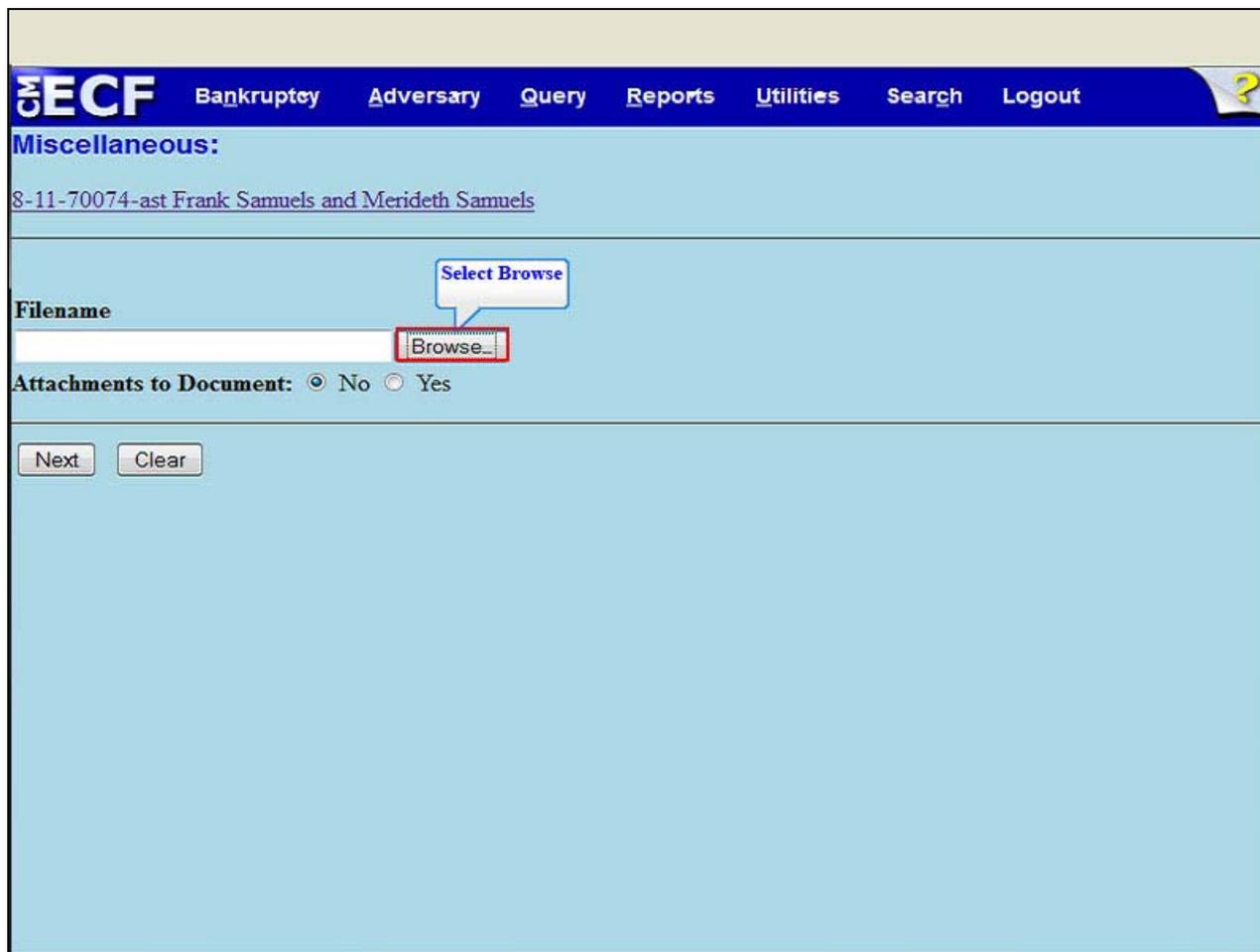
Slide 11 - SELECT THE PARTIES

The screenshot shows the ECF (Electronic Case Filing) system interface. At the top, there is a navigation bar with the following links: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. The main content area is titled "Miscellaneous:" and displays the case number "8-11-70074-ast Frank Samuels and Merideth Samuels". Below this, the instruction "Select the Party:" is followed by a scrollable list of party names. The list contains three entries: "Gelberg, Stuart P. [Trustee]", "Samuels, Frank [Debtor]", and "Samuels, Merideth [Joint Debtor]". The last two entries are highlighted in blue. To the right of the list is a link labeled "Add/Create New Party". Below the list are two buttons: "Next" and "Clear". A callout box with a blue border and the text "Select Next" points to the "Next" button.

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

Amending Schedules A, B, C, G, H, I and J Pursuant to Local Rule 1009-1(a)

Slide 12 - BROWSE FOR THE FILE TO UPLOAD

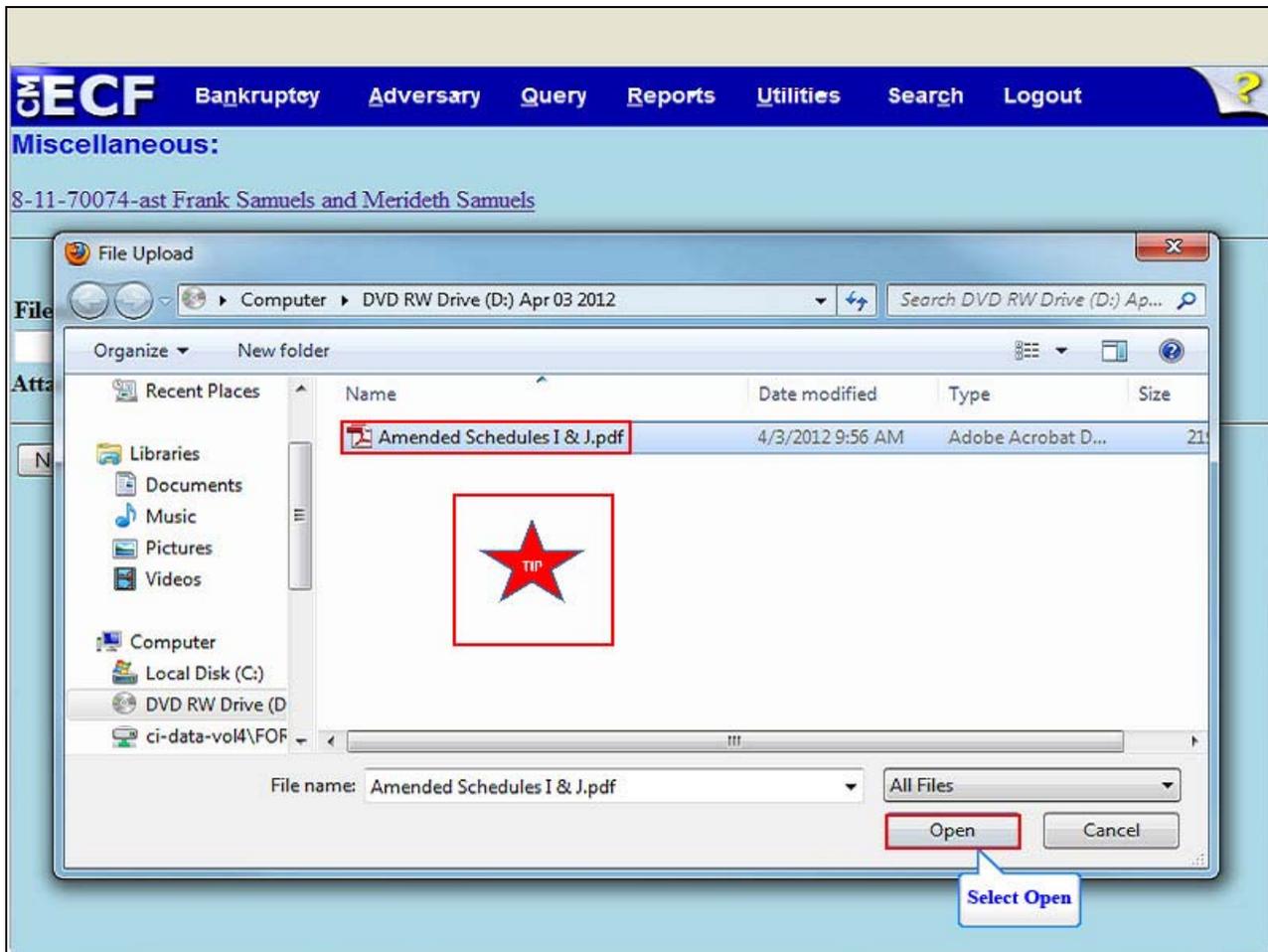


The screenshot shows the ECF (Electronic Case Filing) system interface. At the top, there is a navigation bar with the ECF logo and menu items: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "Miscellaneous:" followed by the case number "8-11-70074-ast Frank Samuels and Merideth Samuels". The main content area features a "Filename" label above a text input field. To the right of the input field is a "Browse..." button, which is highlighted with a red box and a callout bubble labeled "Select Browse". Below the filename field, there is a section for "Attachments to Document:" with radio buttons for "No" (selected) and "Yes". At the bottom of the form, there are two buttons: "Next" and "Clear".

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

Amending Schedules A, B, C, G, H, I and J Pursuant to Local Rule 1009-1(a)

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**.

Amending Schedules A, B, C, G, H, I and J Pursuant to Local Rule 1009-1(a)

Slide 14 - FILENAME

The screenshot shows the ECF (Electronic Case Filing) system interface. At the top, there is a navigation bar with the ECF logo and menu items: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the text "Miscellaneous:" is displayed. Underneath, there is a link for "8-11-70074-ast Frank Samuels and Merideth Samuels". The main form area contains a "Filename" label followed by a text input field containing "D:\Amended Schedules I & J.pdf" and a "Browse..." button. Below the filename field, there is a label "Attachments to Document:" with two radio buttons: "No" (selected) and "Yes". At the bottom of the form, there are two buttons: "Next" and "Clear". A blue callout box with the text "Select Next" points to the "Next" button.

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

Amending Schedules A, B, C, G, H, I and J Pursuant to Local Rule 1009-1(a)

Slide 15 - PROCEDURAL NOTES

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Miscellaneous:
8-11-70074-ast Frank Samuels and Merideth Samuels

Notes:
- Affidavit LR1009-1(a) is required when filing schedules D, E or F.
- The Statement of Current Monthly Income (Means Test) must be docketed as a separate event.
- STOP and use the fee event if the nature of the amendment is to add or delete creditor(s), modify amount(s) owed to creditor(s), modify specification of Nature of Debt(s), etc.

Step 1: Check off ALL schedules being amended below.
Step 2: On the next screen(s) enter the dollar amounts for the selected schedules.
Step 3: Enter the remaining statement(s) as applicable (Ex: Statement of Financial Affairs, Statement LR1073-2b).

Schedule A
 Schedule B
 Schedule C
 Schedule D
 Schedule E
 Schedule F
 Schedule G
 Schedule H
 Schedule I
 Schedule J
 Statistical Summary of Certain Liabilities
 Summary of Schedules

Check the box for Schedule I
Check the box for Schedule J

Next Clear
Select Next

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**.

Amending Schedules A, B, C, G, H, I and J Pursuant to Local Rule 1009-1(a)

Slide 16 - AVERAGE INCOME

MECF Bankruptcy Adversary Query Reports Utilities Search Logout ?

Miscellaneous:

[8-11-70074-ast Frank Samuels and Merideth Samuels](#)

Enter **Average Income of Individual Debtors from Schedule I** (ex. 50000.00 or 50,000.00):

Enter **Average Expenditures of Debtors from Schedule J** (ex. 50000.00 or 50,000.00):

Enter Required Statements as Applicable (Ex: Statement of Financial Affairs, Statement LR1073-2b)

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**.

Amending Schedules A, B, C, G, H, I and J Pursuant to Local Rule 1009-1(a)

Slide 17 - AVERAGE EXPENDITURES

The screenshot shows a web browser window with the URL <https://ecf-train.nyeb.circ2.dcn/cgi-bin/Dispatch.pl?845361>. The page header includes the ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. The main content area is titled "Miscellaneous:" and contains the following text and form fields:

8-11-70074-ast Frank Samuels and Merideth Samuels

Enter Average Income of Individual Debtors from Schedule I (ex. 50000.00 or 50,000.00): 4850.00

Enter Average Expenditures of Debtors from Schedule J (ex. 50000.00 or 50,000.00): 4825.00

Enter Required Statements as Applicable (Ex: Statement of Financial Affairs, Statement LR1073-2b)

Next Clear

Select Next

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**.

Amending Schedules A, B, C, G, H, I and J Pursuant to Local Rule 1009-1(a)

Slide 18 - DOCKET TEXT

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Miscellaneous:

[8-11-70074-ast Frank Samuels and Merideth Samuels](#)

Docket Text: Modify as Appropriate.
Amended Schedule(s), Statement(s) and Affidavit LR1009-1(a) Schedule I, Schedule J,
[redacted] Filed by Dwayne Cox on behalf of Frank Samuels , Merideth
Samuels (Cox, Dwayne)

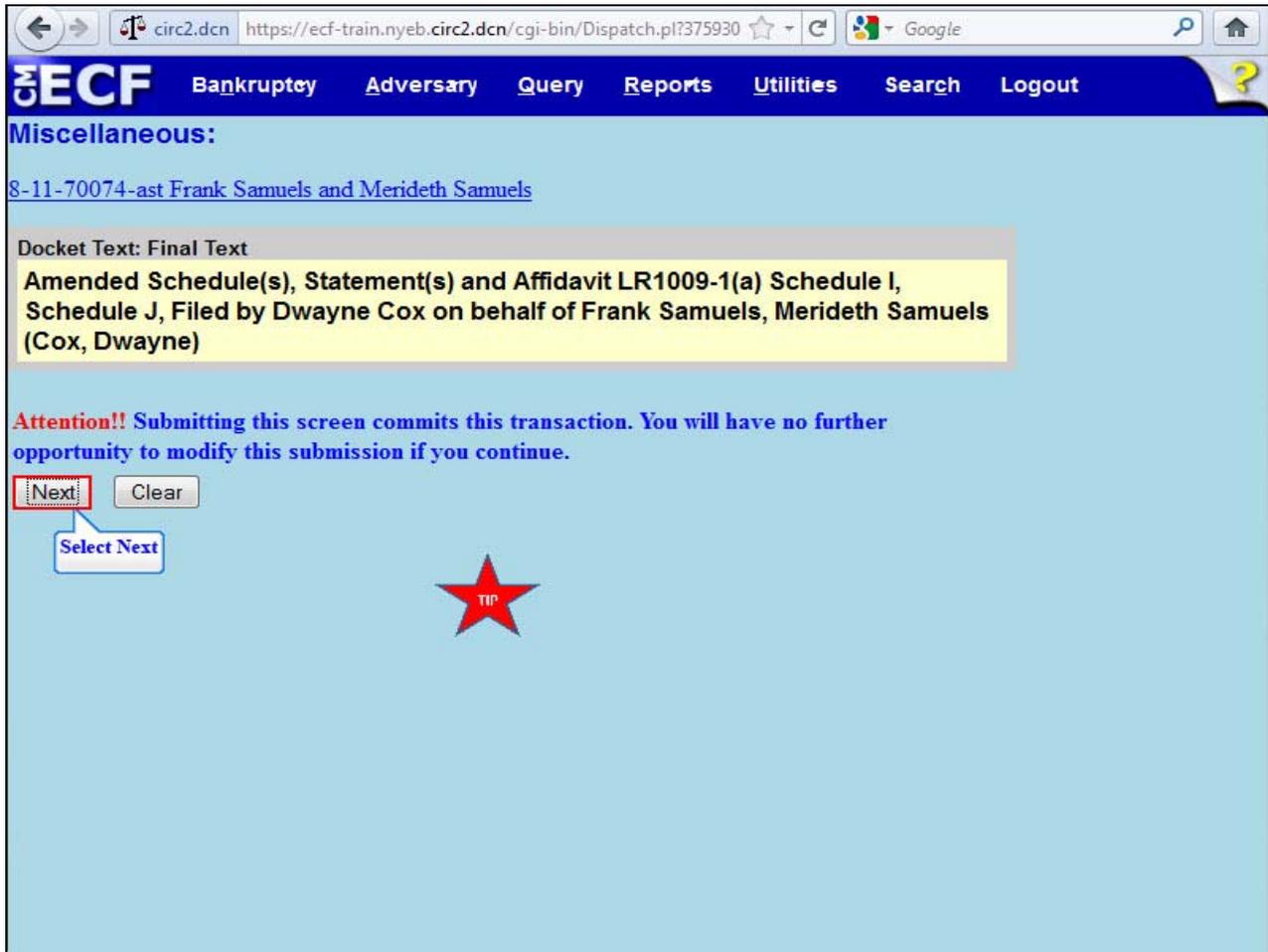
Next Clear

Select Next

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**.

Amending Schedules A, B, C, G, H, I and J Pursuant to Local Rule 1009-1(a)

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**.

Amending Schedules A, B, C, G, H, I and J Pursuant to Local Rule 1009-1(a)

Slide 20 - NOTICE OF ELECTRONIC FILING

U.S. Bankruptcy Court
Eastern District of New York

Notice of Electronic Filing

The following transaction was received from Dwayne Cox entered on 5/23/2012 at 4:34 PM EST and filed on 5/23/2012

Case Name: Frank Samuels and Merideth Samuels
Case Number: [8-11-70074-ast](#)
Document Number: [24](#)

Docket Text:
Amended Schedule(s), Statement(s) and Affidavit LR1009-1(a) Schedule I, Schedule J, Filed by Dwayne Cox on behalf of Frank Samuels, Merideth Samuels (Cox, Dwayne)

The following document(s) are associated with this transaction:

Document description: Main Document
Original filename: Amended Schedules I & J.pdf
Electronic document Stamp:
[STAMP bkecfStamp_ID=979333796 [Date=5/23/2012] [FileNumber=131527-0]
[8cdc00e7c7fe2df73263c14c62866b03b37294e8d24cb450d5308dbb05fefbbfdb098
78a636345f80306956d3257430984a5f040a9d48361f032e9c2480812a6]]

[CONTINUE](#)

8-11-70074-ast Notice will be electronically mailed to:

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.

Amending Schedules A, B, C, G, H, I and J Pursuant to Local Rule 1009-1(a)

Slide 21 - NOTICE OF ELECTRONIC FILING

The screenshot shows a web browser window with the URL <https://ecf-train.nyeb.circ2.dcn/cgi-bin/Dispatch.pl?633293>. The page header includes the ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. The case information is as follows:

Case Name: Frank Samuels and Merideth Samuels
Case Number: [8-11-70074-ast](#)
Document Number: [24](#)

Docket Text:
Amended Schedule(s), Statement(s) and Affidavit LR1009-1(a) Schedule I, Schedule J, Filed by Dwayne Cox on behalf of Frank Samuels, Merideth Samuels (Cox, Dwayne)

The following document(s) are associated with this transaction:

Document description: Main Document
Original filename: Amended Schedules I & J.pdf
Electronic document Stamp:
[STAMP bkecfStamp_ID=979333796 [Date=5/23/2012] [FileNumber=131527-0]
[8cdc00e7c7fe2df73263c14c62866b03b37294e8d24cb450d5308dbb05fefbbfdb098
78a636345f80306956d3257430984a5f040a9d48361f032e9c2480812a6]]

8-11-70074-ast Notice will be electronically mailed to: ←

Dwayne Cox on behalf of Debtor Frank Samuels
dwayne_cox@nyeb.uscourts.gov

8-11-70074-ast Notice will not be electronically mailed to: ←

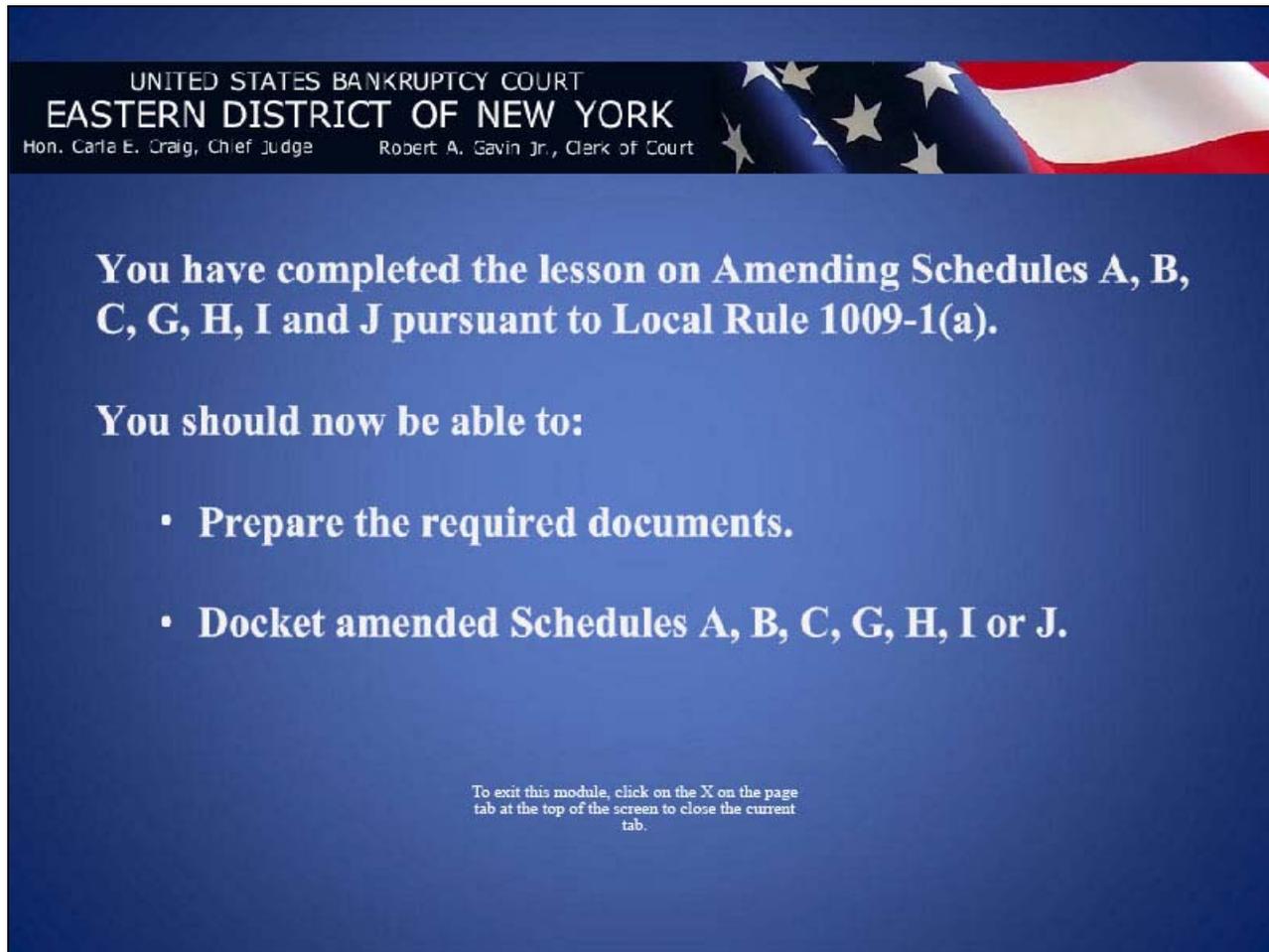
Stuart P. Gelberg
600 Old Country Road
Ste 410
Garden City, NY 11530

CONTINUE

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



UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF NEW YORK
Hon. Carla E. Craig, Chief Judge Robert A. Gavin Jr., Clerk of Court

You have completed the lesson on Amending Schedules A, B, C, G, H, I and J pursuant to Local Rule 1009-1(a).

You should now be able to:

- **Prepare the required documents.**
- **Docket amended Schedules A, B, C, G, H, I or J.**

To exit this module, click on the X on the page tab at the top of the screen to close the current tab.