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[Home](#) > [Summons \(AP\)](#) > Amended Complaint

Click the **Adversary** hyperlink on the CM/ECF Main Menu.

Click **Complaint and Summons** hyperlink.

Enter **Case Number**, click **Next**.

Select **Amended Complaint**, click **Next**.

Click **Next**.

Select the party. (**The party you are filing on behalf of**)

Click **Next**.

Note: The following message displays:

"Please select the party that this filing is against"

Select the Party or Group. (The party you are filing AGAINST)

Click **Next**.

Associate the pdf file of the **Amended Complaint**, click **Next**.

Click **Next**.

Place a check mark in the box next to **Refer to existing event (s)**

Place a check mark in the box of the related complaint event.

Click **Next**.

Enhance docket text if necessary.

Review final docket text.

Click **Next**.

Manual Chapter:

Summons (AP)

Source URL (modified on 04/20/2016 - 1:10pm):

<http://www.canb.uscourts.gov/ecf/efiling-manual/amended-complaint>