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This procedure explains how to use the amended events relating to [schedules](#) and [creditor](#) list/matrix. Please use the event codes as follows:

1. Amended Schedules A-C and G-J (No Fee Required): Schedule A- Real Property; Schedule B - Personal Property; Schedule C - Property Claimed as Exempt; Schedule G: Executory Contracts and Unexpired Leases; Schedule H: Co-Debtor; Schedule I: Current Income of Individual Debtor; Schedule J: Current Expenditures of Individual Debtor (s).

Use this event when amending the above-referenced schedules.
No fee is required for the amendment of these schedules.

2. Amended Schedules D, E and F (Fee Required): Schedule D: Creditors Holding Secured Claims; Schedule E: Creditors Holding Unsecured [Priority](#) Claims, and Schedule F: Creditors Holding Unsecured Nonpriority Claims:

Use this event when adding creditors, deleting creditors, changing amounts of a debt or changing classification of a debt.

A fee is required and the event will prompt you to pay. Refer to the Court's Fee Schedule located at www.canb.uscourts.gov.

When amending these schedules, an updated creditor list and a amended creditor matrix cover sheet shall be included as and attachment to this event and should only include the creditors with changes.

Attach an updated creditor list to the Amendment with only the changes. **DO NOT SUBMIT** the entire creditor list- only those being added.

If creditors are being deleted, make notation of those creditors requiring deletion. The court will update the creditor list accordingly.

3. Amended Matrix (Fee Required):

Use this event when making changes to the existing creditor list/matrix.

DO NOT docket this event if you filed an Amended Schedules D, E and F. This will cause you to be charged again. Include the amended creditor matrix/list as an attachment to the Amended Schedules D, E and F (Fee Required) Event. Refer to #2.

The following procedures explains how to docket the documents:

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

Click the **Miscellaneous** hyperlink.

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

Select **Amended Schedules (D, E, and F- Fee Required)**, click **Next**.

Select the Debtor (s), click **Next**.

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

In order to attach supporting documents to the main document, click the

Yes radio button.

NOTE: An attached document will be reference in the docket text separately, and the attached image will be accessible by clicking on the hyperlink within the docket text.

Click Browse, then navigate to the drive and directory where the appropriate PDF file for the attachment is located and select it.

Select a document type from the pick list, and/or enter a description in the description box.

You cannot leave both of these boxes blank. i.e. **Exhibit Additional creditors only.**

Click Add to List. The path and file name are added to the List box. To attach additional supporting

documents, repeat this process.

Click **Next**.

NOTE: The following message will display. Please enter the appropriate answer.

Select each schedule being filed:

On the following screens, enter the total amount for the schedule [s] D, E, and/or F, not just the amended amount.

Schedule D:

Schedule E:

Schedule F:

Click **Next**.

Enter the total from the selected schedule, click **Next**.

NOTE: The fee amount displays.

Click **Next**.

Enhance the docket text if necessary.

Click **Next**.

Review the final docket text.

Click **Next**.

Manual Chapter:

Miscellaneous

Source URL (modified on 04/20/2016 - 1:23pm):

<http://www.canb.uscourts.gov/ecf/efiling-manual/amended-schedules-and-or-creditors-list-and-matrix>