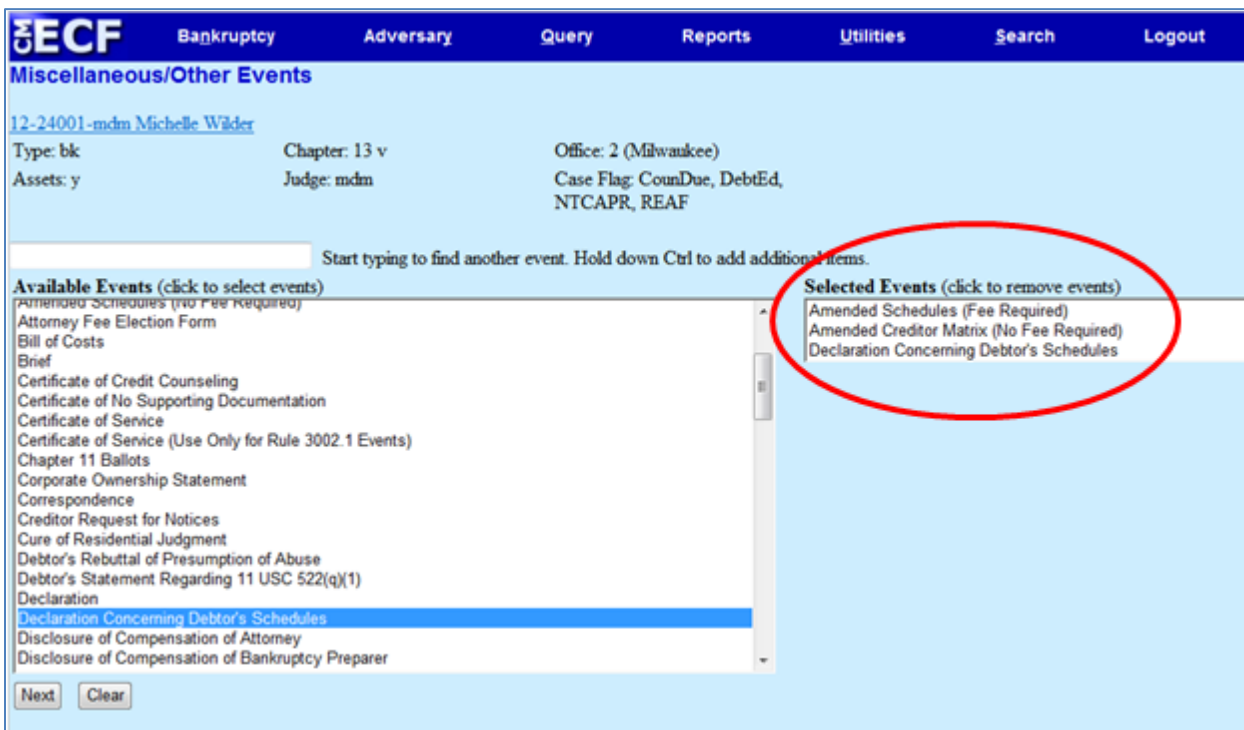


**Amended Schedules D, E, or F (to add creditor(s)) and Amended Creditor Matrix (Mailing Matrix)**  
(Procedure for U.S. Bankruptcy Court, Eastern District of Wisconsin as of 11/8/2012)

While under the Bankruptcy Menu, go to the **Miscellaneous/Other** Events Submenu.



Choose **Amended Schedules (Fee Required)**, **Amended Creditor Matrix (No Fee Required)**, and **Declaration Concerning Debtor's Schedules** from the available events. To select more than one event from the pick list, hold the Ctrl key down on your keyboard while selecting the events. Click **Next**.



Check whether you are filing jointly with another attorney. Click **Next**.

**ECF**    Bankruptcy    Adversary    Query    Reports    Utilities    Search    Logout

**Miscellaneous/Other Events:**

[12-24001-mdm Michelle Wilder](#)

Type: bk	Chapter: 13 v	Office: 2 (Milwaukee)
Assets: y	Judge: mdm	Case Flag: CounDue, DebtEd, NTCAPR, REAF

Joint filing with other attorney(s).

Highlight the party or parties you represent. Click **Next**.

**ECF**    Bankruptcy    Adversary    Query    Reports    Utilities    Search    Logout

**Miscellaneous/Other Events:**

[12-24001-mdm Michelle Wilder](#)

Type: bk	Chapter: 13 v	Office: 2 (Milwaukee)
Assets: y	Judge: mdm	Case Flag: CounDue, DebtEd, NTCAPR, REAF

**IF YOU ARE FILING CONVERSION SCHEDULES AND IT IS WITHIN 14 DAYS OF THE CONVERSION, PLEASE USE THE MISCELLANEOUS EVENT: Amended Schedules (No Fee Required) OR YOUR ACCOUNT WILL BE CHARGED \$30.00.**

Select the Party:

Grossman, Mary B. [Trustee]	<a href="#">Add/Create New Party</a>
Kennedy Hahn, [Creditor]	
<b>Wilder, Michelle [Debtor]</b>	

Browse and attach the PDF image of your Amended Schedules and Declaration Concerning Debtor's Schedules. Click **Next**.

**ECF**    Bankruptcy    Adversary    Query    Reports    Utilities    Search    Logout

**Miscellaneous/Other Events:**

[12-24001-mdm Michelle Wilder](#)

Type: bk	Chapter: 13 v	Office: 2 (Milwaukee)
Assets: y	Judge: mdm	Case Flag: CounDue, DebtEd, NTCAPR, REAF

**Filename**  
C:\Users\hawley\m\Desktop\Test Docume

**Attachments to Document:**  No  Yes



Do not enter ANYTHING in the Receipt # box. Leave the default dollar amount at \$30.

Click **Next** to add the new creditors to the Mailing Matrix/List of Creditors.

The screenshot shows the ECF system interface with a blue header containing navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the header, the page title is "Miscellaneous/Other Events:". The main content area displays case information for "12-24001-mdm Michelle Wilder". The case details are organized into three columns: "Type: bk", "Chapter: 13 v", and "Office: 2 (Milwaukee)"; "Assets: y", "Judge: mdm", and "Case Flag: CounDue, DebtEd, NTCAPR, REAF". Below the case details, there is a warning message: "LEAVE THE RECEIPT NUMBER BLANK IF YOU WILL BE PAYING VIA THE INTERNET!! TYPE DEFERRED OR WAIVED, IF APPLICABLE." This is followed by input fields for "Receipt #:" and "Fee: \$ 30". A large blue text block reads: "If you are adding additional creditors, You must check the box on the next screen. This will allow you to include them on the matrix." At the bottom right, there are two buttons: "Next" (highlighted with a red box) and "Clear".

New creditors may be added to the Mailing Matrix/List of Creditors either 1) individually or 2) by uploading a matrix (.txt) file.

1) To enter new creditors **individually**, select the corresponding check box. Click **Next**.

This screenshot shows the same ECF system interface as the previous one, but with additional options. Below the case information, a message states: "Case 12-24001-mdm already contains creditors!". There are two checkboxes: "Enter individual creditors" (which is checked and highlighted with a red oval) and "Upload a creditor matrix file" (which is unchecked). At the bottom left, there are "Next" and "Clear" buttons.

Type the name of the creditor(s) in the open text box. Separate more than one creditor with a blank space between the creditors. When all new creditors have been added, click **Next**.

**ECF** Bankruptcy Adversary Query Reports Utilities Search Logout

**Miscellaneous/Other Events:**

[12-24001-mdm Michelle Wilder](#)

Type: bk Chapter: 13 v Office: 2 (Milwaukee)  
Assets: y Judge: mdm Case Flag: CounDue, DebtEd, NTCAPR, REAF

Name may be 50 characters. Address may be 5 lines, 40 characters each.  
More than one creditor may be entered. Separate creditors with a blank line.

Name and Address

WE Energies  
123 Electric Avenue  
Milwaukee, WI 53210

Mary Johnson, M.D.  
555 Hospital Lane

Creditor type Creditor

Creditor committee  No  Yes Entity

Next Clear

OR

2) To upload a **creditor matrix file**, select the corresponding check box. Click **Next**.

**ECF** Bankruptcy Adversary Query Reports Utilities Search Logout

**Miscellaneous/Other Events:**

[12-24001-mdm Michelle Wilder](#)

Type: bk Chapter: 13 v Office: 2 (Milwaukee)  
Assets: y Judge: mdm Case Flag: CounDue, DebtEd, NTCAPR, REAF

Case 12-24001-mdm already contains creditors!

Enter individual creditors

Upload a creditor matrix file

Next Clear

Browse and attach the ASCII (text format) file containing a list of the new creditors. Click **Next**.

**ECF** Bankruptcy Adversary Query Reports Utilities Search Logout

**Miscellaneous/Other Events:**

[12-24001-mdm Michelle Wilder](#)

Type: bk	Chapter: 13 v	Office: 2 (Milwaukee)
Assets: y	Judge: mdm	Case Flag: CounDue, DebtEd, NTCAPR, REAF

Case number 2:12-bk-24001

Enter name of file and click on Next  
Example: c:\creditor.txt

Then, regardless of the means by which the new creditors were entered into CM/ECF (individually or text file), please certify that all additional creditors have been added to the case. Click **Next**.

**ECF** Bankruptcy Adversary Query Reports Utilities Search Logout

**Miscellaneous/Other Events:**

[12-24001-mdm Michelle Wilder](#)

Type: bk	Chapter: 13 v	Office: 2 (Milwaukee)
Assets: y	Judge: mdm	Case Flag: CounDue, DebtEd, NTCAPR, REAF

Total Creditors Entered: 53

Do you certify that all additional creditors have been added to this case?

Yes

Review pre-docket text. Click **Next**.

**ECF** Bankruptcy Adversary Query Reports Utilities Search Logout

**Miscellaneous/Other Events:**

[12-24001-mdm Michelle Wilder](#)

Type: bk	Chapter: 13 v	Office: 2 (Milwaukee)
Assets: y	Judge: mdm	Case Flag: CounDue, DebtEd, NTCAPR, REAF

Docket Text: Modify as Appropriate.

Amended Schedule F ,  Fee Amount \$30 , Amendment to List of Creditors  , Declaration Concerning Debtor's Schedules  filed by Norah Jones on behalf of Michelle Wilder . with certification that all additional creditors have been added. Fee Amount: \$30. (Jones, Norah)

Review final docket text. Click **Next**.

**ECF** Bankruptcy Adversary Query Reports Utilities Search Logout

**Miscellaneous/Other Events:**

[12-24001-mdm Michelle Wilder](#)

Type: bk Chapter: 13 v Office: 2 (Milwaukee)  
 Assets: y Judge: mdm Case Flag: CounDue, DebtEd, NTCAPR, REAF

Docket Text: Final Text

**Amended Schedule F, Fee Amount \$30, Amendment to List of Creditors , Declaration Concerning Debtor's Schedules filed by Norah Jones on behalf of Michelle Wilder. with certification that all additional creditors have been added. Fee Amount: \$30. (Jones, Norah)**

**Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue. Have you redacted?**

Review Notice of Electronic Filing and pay for the amendment(s).

**ECF** Bankruptcy Adversary Query Reports Utilities Search Logout

**Miscellaneous/Other Events:**

[12-24001-mdm Michelle Wilder](#)

Type: bk Chapter: 13 v Office: 2 (Milwaukee)  
 Assets: y Judge: mdm Case Flag: CounDue, DebtEd, NTCAPR, REAF

Notice of Electronic Filing

The following transaction was received from 1  
**Case Name:** Michelle Wilder  
**Case Number:** [12-24001-mdm](#)  
**Document Number:** 8

**Docket Text:**  
 Amended Schedule F, Fee Amount \$30, Am creditors have been added. Fee Amount: \$30

The following document(s) are associated with

**Document description:**Main Document  
**Original filename:**C:\Users\hawley\Deskte  
**Electronic document Stamp:**  
 [STAMP bkecfStamp\_ID=993660899 [Date  
 [b2e441d10dc7a48f5bea3fa203b3a57829f3:  
 4220acd34698d041d9d6d4ef7dbe477df30c

Summary of current charges		
2012-10-23 11:42:07	Motion to Abandon(12-24000-svk) [motion,mabn] ( 176.00)	\$ 176.00
2012-10-25 14:42:19	Voluntary Petition (Chapter 7)(12-20185) [misc,volp7a] ( 306.00)	\$ 306.00
2012-10-25 15:11:50	Amended Schedules (Fee Required)(12-20185-pp) [misc,amdsch] ( 30.00)	\$ 30.00
2012-10-30 16:09:37	Motion to Abandon(12-24000-svk) [motion,mabn] ( 176.00)	\$ 176.00
2012-11-01 10:58:42	Voluntary Petition (Chapter 7)(12-20187) [misc,volp7a] ( 306.00)	\$ 306.00
2012-11-01 11:23:23	Amended Schedules (Fee Required)(12-20187) [misc,amdsch] ( 30.00)	\$ 30.00
2012-11-08 11:05:55	Voluntary Petition (Chapter 7)(12-20189) [misc,volp7a] ( 306.00)	\$ 306.00
2012-11-08 11:38:36	Amended Schedules (Fee Required)(12-20189-pp) [misc,amdsch] ( 30.00)	\$ 30.00
2012-11-08 15:17:45	Amended Schedules (Fee Required)(12-24001-mdm) [misc,amdsch] ( 30.00)	\$ 30.00
<b>Total:</b>		<b>\$10276.00</b>

Wilder. with certification that all additional

12-24001-mdm Notice will be electronically mailed to:  
 Norah Jones on behalf of Debtor Michelle Wilder  
 michelle\_hawley@wieb.uscourts.gov

**Tips:**

1) The fee to amend Debtor's Schedule of Creditors (D, E, or F) and/or the Mailing List is \$30.

Two exceptions (fee must **NOT** be charged if):

- (a) The amendment is to change the address or an attorney for a creditor listed on the schedules; or
- (b) The amendment is to add the name and address of an attorney for a creditor listed on the schedules.

2) When filing an amendment to add creditors in CM/ECF, select Amended Schedules (Fee Required) and Amended Creditor Matrix (No Fee Required) in the same docket entry to avoid being assessed two \$30 fees.

3) If an amendment is filed to Schedule D, E, or F today and the new creditors have not been added to the mailing matrix, the Clerk's office will electronically issue the following Defective Filing Notification through a Notice of Electronic Filing (NEF):

**"Defective Filing Notification - Action Required by the Filer.** Under Local Rule 1009, a debtor who files amended Schedules D, E or F to add or change creditors or creditor addresses must also file a supplemental matrix, listing only the new creditors and/or addresses. The Clerk is not responsible for adding creditors to the matrix, or for changing creditor information on the matrix. For help with this and future filings please click [here](#) for tips on our website or [here](#) to chat with a live agent. Re: Docket number: [xyz]. (Case manager initials)"

When the attorney follows up to file the Amended Creditor Matrix, the attorney will be assessed a second \$30 fee. To avoid being assessed two \$30 fees, the Amended Schedules and Amended Creditor Matrix must be filed on the same day, and should be docketed in the same docket entry.