

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.

The screenshot shows the ECF Bankruptcy Events menu. The top navigation bar includes links for Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. The main menu is titled 'Bankruptcy Events' and lists various options. The 'Miscellaneous/Other Events' link is circled in red.

Bankruptcy Events
Answer/Response...
Appeal
Batch Filings
Claim Actions
Creditor Maintenance...
File Claims
Miscellaneous/Other Events
Judge/Trustee Assignment
Motions/Applications
Multi-Case Docketing
Notices
Open a BK Case (petition)
Plan
Case Upload
Order Upload
Open Involuntary Case

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**.

The screenshot shows the ECF Miscellaneous/Other Events page. The top navigation bar includes links for Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. The main menu is titled 'Miscellaneous/Other Events'. Below the menu, there is a search bar and a list of available events. The 'Selected Events' list is circled in red.

12-24001-mdm Michelle Wilder

Type: bk Chapter: 13 v Office: 2 (Milwaukee)

Assets: y Judge: mdm Case Flag: CounDue, DebtEd, NTCAPR, REAF

Start typing to find another event. Hold down Ctrl to add additional items.

Available Events (click to select events)	Selected Events (click to remove events)
Amended Schedules (No Fee Required)	Amended Schedules (Fee Required)
Attorney Fee Election Form	Amended Creditor Matrix (No Fee Required)
Bill of Costs	Declaration Concerning Debtor's Schedules
Brief	
Certificate of Credit Counseling	
Certificate of No Supporting Documentation	
Certificate of Service	
Certificate of Service (Use Only for Rule 3002.1 Events)	
Chapter 11 Ballots	
Corporate Ownership Statement	
Correspondence	
Creditor Request for Notices	
Cure of Residential Judgment	
Debtor's Rebuttal of Presumption of Abuse	
Debtor's Statement Regarding 11 USC 522(q)(1)	
Declaration	
Declaration Concerning Debtor's Schedules	
Disclosure of Compensation of Attorney	
Disclosure of Compensation of Bankruptcy Preparer	

Next Clear

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

ECF	Bankruptcy	Adversary	Query	Reports	Utilities	Search	Logout
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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
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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]
Kennedy Hahn, [Creditor]
Wilder, Michelle [Debtor]

[Add/Create New Party](#)

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
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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

Select the schedule(s) being amended. 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

Select the schedules being amended:

- ☐ Schedule A
- ☐ Schedule B
- ☐ Schedule C
- ☐ Schedule D
- ☐ Schedule E
- ☒ Schedule F
- ☐ Schedule G
- ☐ Schedule H
- ☐ Schedule I
- ☐ Schedule J

Insert the new total for Schedule F (not required – can bypass this screen). 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

Enter Unsecured NonPriority Claims Total from Schedule F:

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.

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

LEAVE THE RECEIPT NUMBER **BLANK IF YOU WILL BE PAYING VIA THE INTERNET!!
TYPE **DEFERRED OR WAIVED**, IF APPLICABLE.**

Receipt #: Fee: \$30

**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.**

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**.

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

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										
O:\common\everyone\Staff Folders\AES-YMR\ Browse...										
Next Clear										

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 Next Clear										

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)										
Next Clear										

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\Deskto
Electronic document Stamp:
[STAMP bkcfStamp_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
Total:		\$10276.00

12-24001-mdm Notice will be electronically mailed to:

Norah Jones on behalf of Debtor Michelle Wilder
michelle_hawley@web.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.