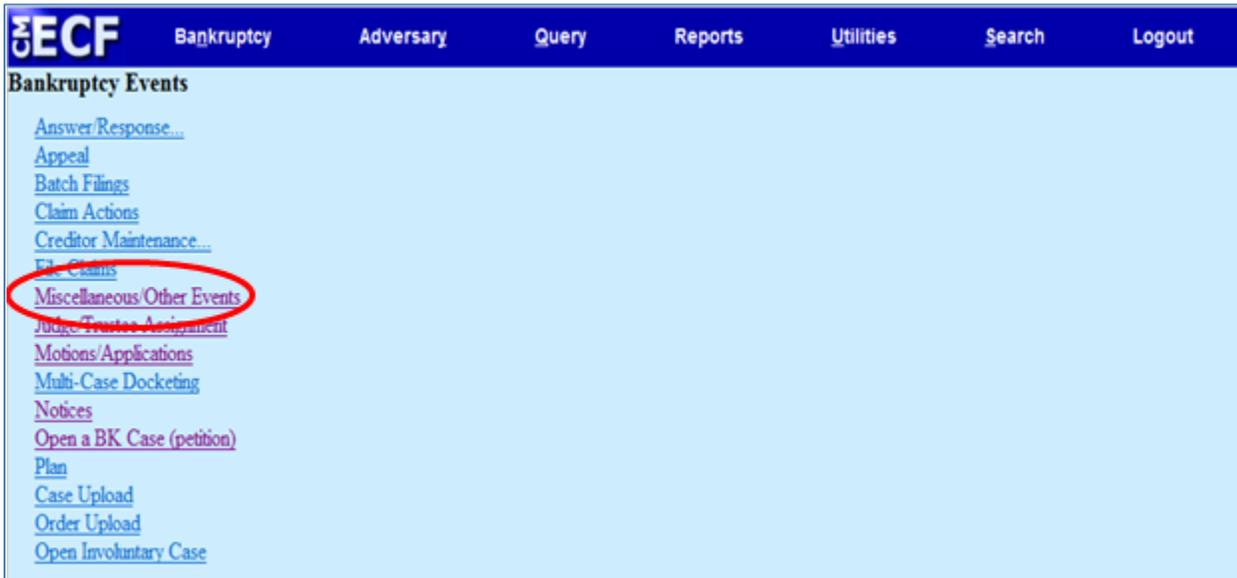
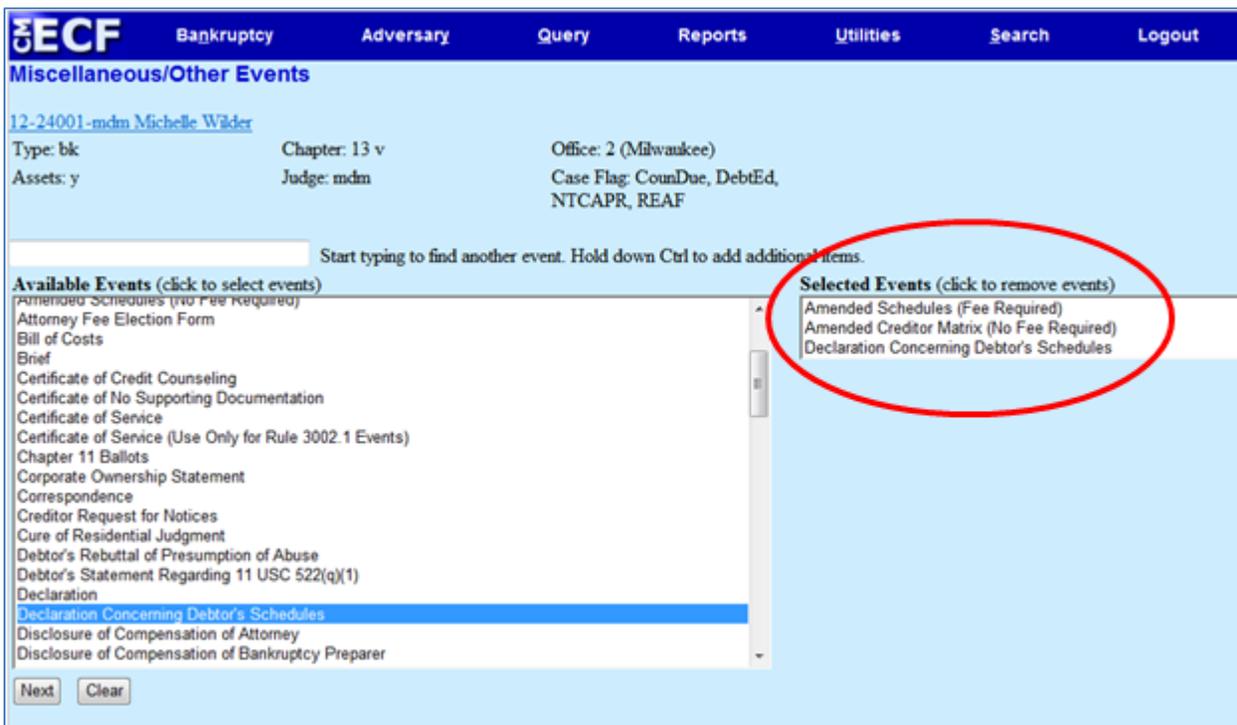


Amended Schedules D, E, or F (to add creditor(s)) and Amended Creditor Matrix (Mailing Matrix)
(Procedure for U.S. Bankruptcy Court, Eastern District of Wisconsin as of 11/8/2012)

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]	Add/Create New Party
Kennedy Hahn, [Creditor]	
Wilder, Michelle [Debtor]	

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 in red and blue text: "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 details, a message states: "Case 12-24001-mdm already contains creditors!". There are two radio button options: "Enter individual creditors" (which is checked and circled in red) and "Upload a creditor matrix file" (which is unchecked). At the bottom left, there are "Next" and "Clear" buttons.

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 bkcfStamp_ID=993660899 [Date
 [b2e441d10dc7a48f5bea3fa203b3a57829f3:
 4220acd34698d041d9d6d4ef7dbe477d830c

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@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.