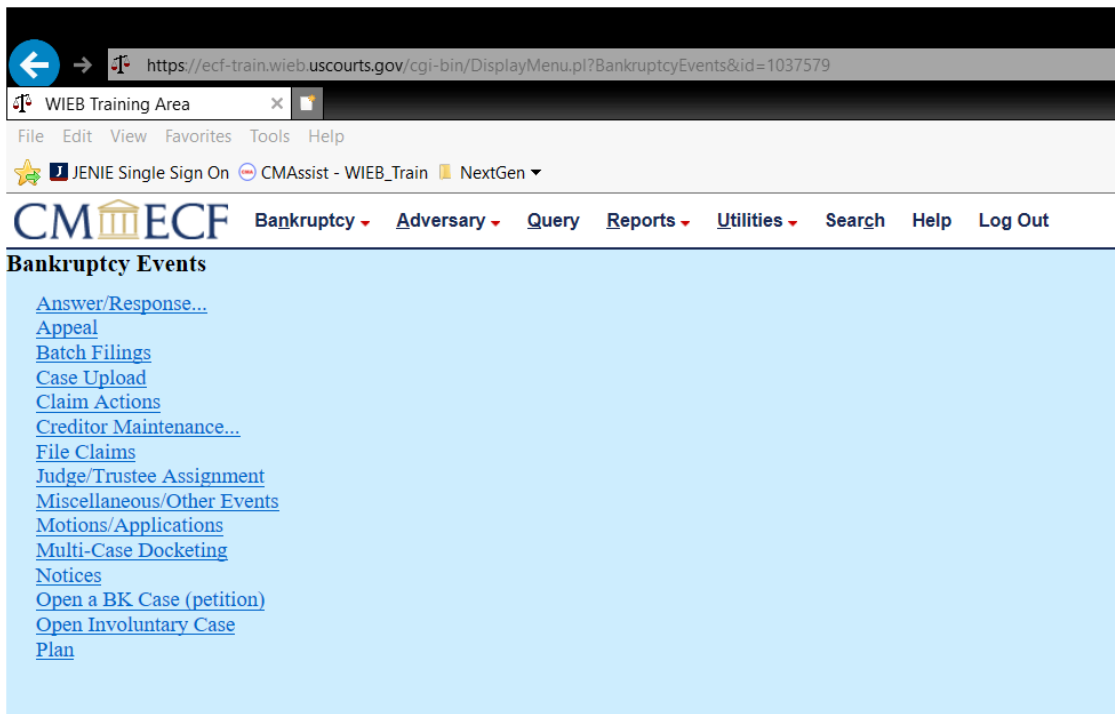


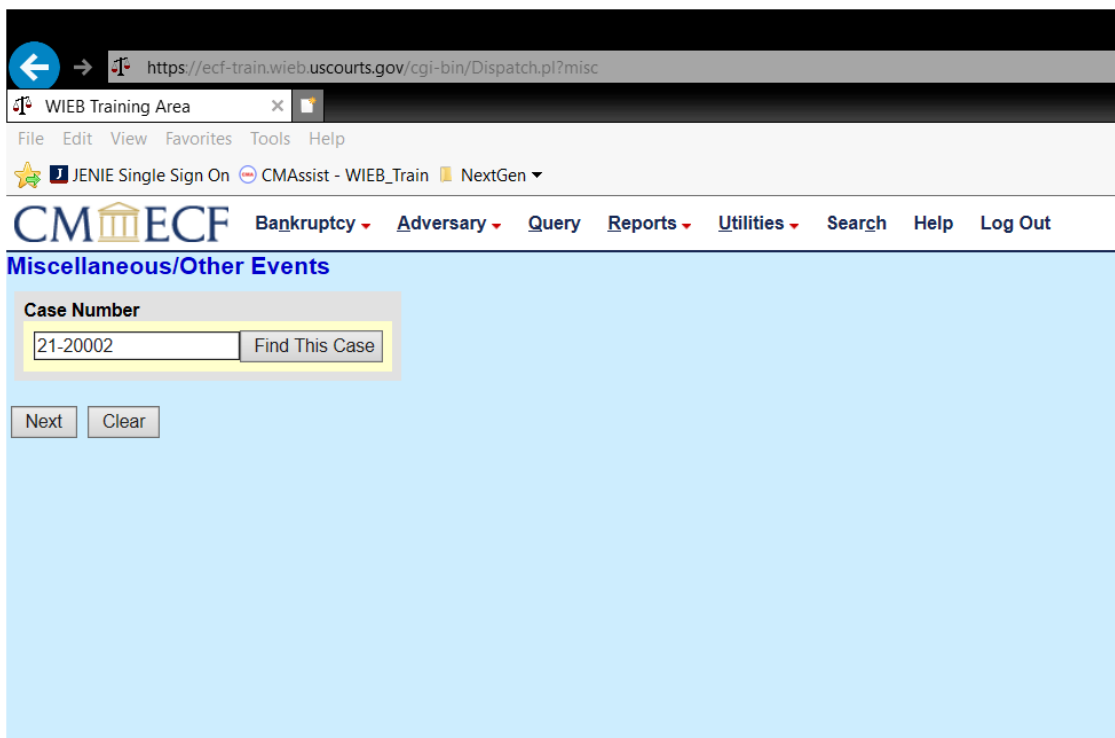
# AMENDED SCHEDULES/AMENDED CREDITOR MATRIX

## Procedure for U.S. Bankruptcy Court, Eastern District of Wisconsin

Under the **Bankruptcy** menu, select the **Miscellaneous/Other Events** submenu.



Enter the case number, and click **Next**.



# AMENDED SCHEDULES/AMENDED CREDITOR MATRIX

## Procedure for U.S. Bankruptcy Court, Eastern District of Wisconsin

An Amendment Fee is required when amending the debtor's schedule of creditors, list of creditors, or mailing matrix (Schedules D, E/F, or the creditor matrix). Please refer to the **Schedule of Fees** located on our court's website to determine if a fee is required in a specific scenario.

The **Amended Schedules** event will allow you to file your amended schedules, while the **Amended Creditor Matrix** event will give you the ability to add creditors to the case. Select the appropriate event for what you are filing; if you are amending schedules AND the creditor matrix, hold the **Ctrl** key down on your computer while selecting multiple events. If a fee is required, you must ensure that one of either the **Amended Schedule** or **Amended Creditor Matrix** events contains the "(Fee Required)" designation (make sure that only one of these events contains the fee required language to avoid being charged twice).

Lastly, according to Federal Bankruptcy Rule 1008, you must also file the **Declaration About an Individual Debtor's Schedules** when amending schedules. Hold down the **Ctrl** key and select the Declaration event to add it to the list. Check the **Selected Events** column on the right to ensure that all of your events are selected, and then click **Next**.

WEB Training Area

CM/ECF Bankruptcy Adversary Query Reports Utilities Search Help Log Out

Miscellaneous/Other Events

21-20002-bhl Alex Smith

Type: bk Chapter: 7 v Office: 2 (Milwaukee)  
Assets: n Judge: bhl Case Flag: DebtEd, CounDue, MEANSNO

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

**Available Events (click to select events)**

- Chapter 11 Petition
- Chapter 11 Final Report
- Chapter 11 Monthly Operating Report
- Chapter 11 Post-Confirmation Report
- Chapter 13 Calculation of Your Disposable Income (Form 122C-2)
- Corporate Ownership Statement
- Correspondence
- Correspondence-Payroll Order
- Creditor Request for Notices
- Cure of Residential Judgment
- Debtor's Refutation of Presumption of Abuse
- Declaration
- Declaration About Individual Debtors Schedules**
- Declaration Under Penalty of Perjury
- Disclosure of Compensation of Attorney
- Disclosure of Compensation of Bankruptcy Preparer

**Selected Events (click to remove events)**

- Amended Schedules (Fee Required)
- Amended Creditor Matrix (No Fee Required)
- Declaration About Individual Debtors Schedules

Next Clear

Indicate whether you are filing jointly with attorney, then click **Next**.

WEB Training Area

CM/ECF Bankruptcy Adversary Query Reports Utilities Search Help Log Out

Miscellaneous/Other Events:

21-20002-bhl Alex Smith

Type: bk Chapter: 7 v Office: 2 (Milwaukee)  
Assets: n Judge: bhl Case Flag: DebtEd, CounDue, MEANSNO

☐ Joint filing with other attorney(s).

Next Clear

# AMENDED SCHEDULES/AMENDED CREDITOR MATRIX

## Procedure for U.S. Bankruptcy Court, Eastern District of Wisconsin

Select the **Party** you represent, and then click **Next**.

WIEB Training Area

CM/ECF Bankruptcy Adversary Query Reports Utilities Search Help Log Out

Miscellaneous/Other Events:

21-20002-bhl Alex Smith

Type: bk Chapter: 7 v Office: 2 (Milwaukee)  
Assets: n Judge: bhl Case Flag: DebtEd, CounDue, MEANSNO

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 \$31.00.

Select the Party:

Lanser, Bruce A. (Trustee)  
Smith, Alex (Debtor)

Add/Create New Party

Next Clear

Read the following warning message. If any of the following documents are contained within your filing, you will need to start the process over and choose them separately along with the **Amended Schedules** event. Please avoid using the back arrow on your browser to return to the **Event Pick List**. Instead, simply select the **Bankruptcy** menu at the top and start the process over from the beginning if you need to add any of the listed events.

WIEB Training Area

CM/ECF Bankruptcy Adversary Query Reports Utilities Search Help Log Out

Miscellaneous/Other Events:

21-20002-bhl Alex Smith

Type: bk Chapter: 7 v Office: 2 (Milwaukee)  
Assets: n Judge: bhl Case Flag: DebtEd, CounDue, MEANSNO

If you are filing any of the following documents listed below, you must go back and select each one separately from the pick list along with this Amended Schedules event.  
(Note: Multiple events can be selected by holding the Ctrl key).

Summary of Assets and Liabilities  
Declaration About Individual Debtors Schedules  
Statement of Financial Affairs  
Statement of Current Monthly Income (Form 122A-1)  
Means Test Calculation (Form 122A-2)  
Statement of Exemption from Presumption of Abuse Under §707(b)(2) (Form 122A-1Supp)

Next Clear

# AMENDED SCHEDULES/AMENDED CREDITOR MATRIX

## Procedure for U.S. Bankruptcy Court, Eastern District of Wisconsin

Click **Browse** and attach the PDF image of your Amended Schedules and Declaration About Individual Debtors Schedules. Click **Next**.

21-20002-bhl Alex Smith  
Type: bk  
Assets: n  
Chapter: 7 v  
Judge: bhl  
Office: 2 (Milwaukee)  
Case Flag: DebtEd, CounDue, MEANSNO

Filename  
P:\Common\Everyone\Staff\Folders\AES Browse...

Attachments to Document: ☐ No ☐ Yes

Next Clear

Click **Next**.

21-20002-bhl Alex Smith  
Type: bk  
Assets: n  
Chapter: 7 v  
Judge: bhl  
Office: 2 (Milwaukee)  
Case Flag: DebtEd, CounDue, MEANSNO

Next Clear

Select the schedule(s) being amended. This screen is available due to your selection of one of the Amended Schedules events. Click **Next**.

21-20002-bhl Alex Smith  
Type: bk  
Assets: n  
Chapter: 7 v  
Judge: bhl  
Office: 2 (Milwaukee)  
Case Flag: DebtEd, CounDue, MEANSNO

Select the schedules being amended:

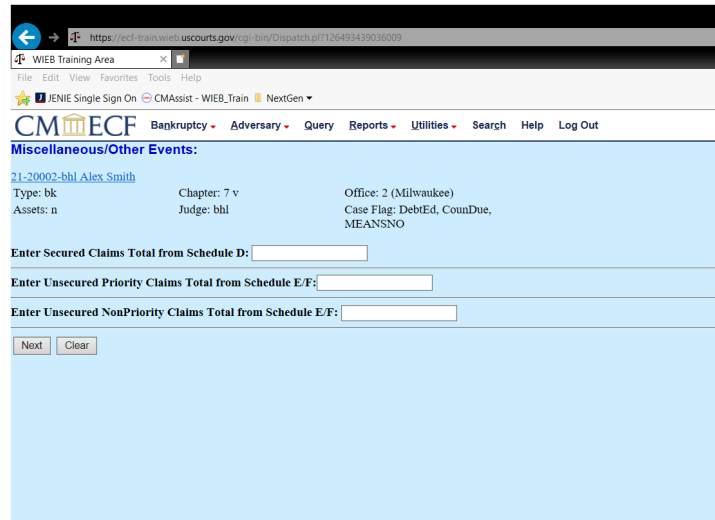
- ☐ Schedule A/B
- ☐ Schedule C
- ☒ Schedule D
- ☒ Schedule E/F
- ☐ Schedule G
- ☐ Schedule H
- ☐ Schedule I
- ☐ Schedule J
- ☐ Schedule J-2

Next Clear

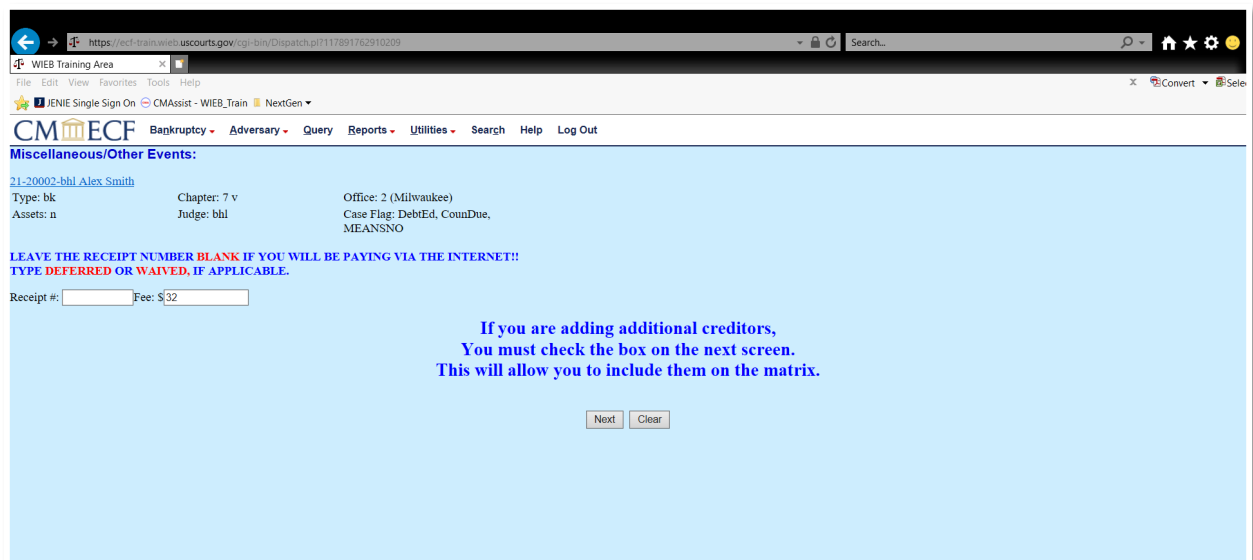
# AMENDED SCHEDULES/AMENDED CREDITOR MATRIX

## Procedure for U.S. Bankruptcy Court, Eastern District of Wisconsin

Insert the new totals for claims from schedules D and E/F (this information is not required, and you can bypass this screen). Click **Next**.



Leave the **Receipt #** field blank, and do not change the amount in the **Fee** field. This screen is available due to your selection of one of the Amended Creditor Matrix events. Click **Next** to add the new creditors to the Mailing Matrix.



# AMENDED SCHEDULES/AMENDED CREDITOR MATRIX

## Procedure for U.S. Bankruptcy Court, Eastern District of Wisconsin

There are two ways to add new creditors: individually, or in bulk. If you are only adding a few new creditors, you may choose to select **Add new creditor(s)**. This will take you to a screen where you will type in the name and address of the creditor you are adding. Each subsequent creditor will be typed in the same box, separated by a blank space.

The screenshot shows the CM/ECF web interface. The browser address bar displays <https://ecf-train.web.uscourts.gov/cgi-bin/Dispatch.pl?982832473047156>. The page title is "WIEB Training Area". The navigation menu includes "JENIE Single Sign On", "CMAssist - WIEB\_Train", and "NextGen". The main menu includes "Bankruptcy", "Adversary", "Query", "Reports", "Utilities", "Search", "Help", and "Log Out". The page content shows "Miscellaneous/Other Events:" with a link to "21-20002-bhl Alex Smith". Below this, the case details are displayed: Type: bk, Assets: n, Chapter: 7 v, Judge: bhl, Office: 2 (Milwaukee), Case Flag: DebtEd, CounDue, MEANSNO. A message states "Case 21-20002-bhl already contains creditors!". There are two checkboxes: "Add new creditor(s)" (checked) and "Upload a creditor matrix file" (unchecked). At the bottom are "Next" and "Clear" buttons.

The screenshot shows the CM/ECF web interface. The browser address bar displays <https://ecf-train.web.uscourts.gov/cgi-bin/Dispatch.pl?104035357577595>. The page title is "WIEB Training Area". The navigation menu includes "JENIE Single Sign On", "CMAssist - WIEB\_Train", and "NextGen". The main menu includes "Bankruptcy", "Adversary", "Query", "Reports", "Utilities", "Search", "Help", and "Log Out". The page content shows "Miscellaneous/Other Events:" with a link to "21-20002-bhl Alex Smith". Below this, the case details are displayed: Type: bk, Assets: n, Chapter: 7 v, Judge: bhl, Office: 2 (Milwaukee), Case Flag: DebtEd, CounDue, MEANSNO. A message states "Case 21-20002-bhl already contains creditors!". There is a text input field for "Name and Address" with a placeholder text: "Name may be 50 characters. Address may be 4 lines, 40 characters each. More than one creditor may be entered. Separate creditors with a blank line." Below the input field is a dropdown menu for "Creditor type" set to "Creditor". There are radio buttons for "Creditor committee" (No selected, Yes unselected) and a checkbox for "Entity". At the bottom are "Next" and "Clear" buttons.

If you are adding several creditors to the case, the easiest way to add them is to create .txt file to upload to CM/ECF. Each creditor will need to be separated by a space in the .txt file, and no special characters can be included in the creditor's information. Select **Upload a creditor matrix file**. Click **Browse** and attach the .txt file. Please note, this .txt file will supplement the original matrix, so there is no need to include creditors in the file who are already in the matrix. Only new creditors should be included. Click **Next**.

The screenshot shows the CM/ECF web interface. The browser address bar displays <https://ecf-train.web.uscourts.gov/cgi-bin/Dispatch.pl?113905111294838>. The page title is "WIEB Training Area". The navigation menu includes "JENIE Single Sign On", "CMAssist - WIEB\_Train", and "NextGen". The main menu includes "Bankruptcy", "Adversary", "Query", "Reports", "Utilities", "Search", "Help", and "Log Out". The page content shows "Miscellaneous/Other Events:" with a link to "21-20002-bhl Alex Smith". Below this, the case details are displayed: Type: bk, Assets: n, Chapter: 7 v, Judge: bhl, Office: 2 (Milwaukee), Case Flag: DebtEd, CounDue, MEANSNO. A message states "Case 21-20002-bhl already contains creditors!". There are two checkboxes: "Add new creditor(s)" (unchecked) and "Upload a creditor matrix file" (checked). At the bottom are "Next" and "Clear" buttons.

The screenshot shows the CM/ECF web interface. The browser address bar displays <https://ecf-train.web.uscourts.gov/cgi-bin/Dispatch.pl?111555834489093>. The page title is "WIEB Training Area". The navigation menu includes "JENIE Single Sign On", "CMAssist - WIEB\_Train", and "NextGen". The main menu includes "Bankruptcy", "Adversary", "Query", "Reports", "Utilities", "Search", "Help", and "Log Out". The page content shows "Miscellaneous/Other Events:" with a link to "21-20002-bhl Alex Smith". Below this, the case details are displayed: Type: bk, Assets: n, Chapter: 7 v, Judge: bhl, Office: 2 (Milwaukee), Case Flag: DebtEd, CounDue, MEANSNO. A message states "Case number 2:21-bk-20002". There is a text input field for "Enter name of file and click on Next" with a placeholder text: "Example: c:\creditor.txt". To the right of the input field is a "Browse..." button. At the bottom are "Next" and "Clear" buttons.

# AMENDED SCHEDULES/AMENDED CREDITOR MATRIX

## Procedure for U.S. Bankruptcy Court, Eastern District of Wisconsin

Review the number of **Total Creditors Entered**. If the number is correct, select **Yes** from the drop-down menu and click **Next**.

CM/ECF WEB Training Area

File Edit View Favorites Tools Help

JENIE Single Sign On CM/Assist - WEB\_Train NextGen

Bankruptcy Adversary Query Reports Utilities Search Help Log Out

**Miscellaneous/Other Events:**

[21-20002-bhl Alex Smith](#)

Type: bk Chapter: 7 v Office: 2 (Milwaukee)  
Assets: n Judge: bhl Case Flag: DebtEd, CounDue, MEANSNO

Total Creditors Entered: 7

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

Yes

Next Clear

Review the docket text. No need to make any additions. Click **Next**.

CM/ECF WEB Training Area

File Edit View Favorites Tools Help

JENIE Single Sign On CM/Assist - WEB\_Train NextGen

Bankruptcy Adversary Query Reports Utilities Search Help Log Out

**Miscellaneous/Other Events:**

[21-20002-bhl Alex Smith](#)

Type: bk Chapter: 7 v Office: 2 (Milwaukee)  
Assets: n Judge: bhl Case Flag: DebtEd, CounDue, MEANSNO

Total Creditors Entered: 7

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

Yes

Next Clear

**Docket Text: Modify as Appropriate.**

Amended Schedule D, Schedule E/F, Fee Amount \$32, Amendment to List of Creditors Declaration About Individual Debtor's Schedules filed by Alfred Testing on behalf of Alex Smith, with certification that all additional creditors have been added. Fee Amount: \$32. (Testing, Alfred)

Next Clear

# AMENDED SCHEDULES/AMENDED CREDITOR MATRIX

## Procedure for U.S. Bankruptcy Court, Eastern District of Wisconsin

Review the final docket text and click **Next**.

The screenshot shows the CM/ECF web interface. The main heading is "Miscellaneous/Other Events:". Below it, a link "21-20002-bhl Alex Smith" is visible. The entry details are: Type: bk, Assets: n, Chapter: 7 v, Judge: bhl, Office: 2 (Milwaukee), Case Flag: DebtEd, CounDue, MEANSNO. The docket text is: "Amended Schedule D, Schedule E/F, Fee Amount \$32, Amendment to List of Creditors, Declaration About Individual Debtor's Schedules filed by Alfred Testing on behalf of Alex Smith, with certification that all additional creditors have been added. Fee Amount: \$32. (Testing, Alfred)". A warning message states: "Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue. Have you redacted?". At the bottom are "Next" and "Clear" buttons.

On the Notice of Electronic Filing Screen, you can review the **Summary of current charges** (if your filing required a fee). By clicking **Pay Now**, you will be routed to pay.gov to complete payment of this transaction. If you have more filings to complete that will require a fee, you can select **Continue Filing**, and pay at the end of your filings.

The screenshot shows the "Notice of Electronic Filing" screen. A pop-up window titled "Summary of current charges" is displayed over the main content. The pop-up contains a table with the following data:

Date Incurred	Description	Amount
2022-02-17 11:00:38	Amended Schedules (Fee Required)( 21-20002-bhl) [misc.amdsch] ( 32.00)	\$ 32.00
<b>Total:</b>		<b>\$ 32.00</b>

Below the table are "Pay Now" and "Continue Filing" buttons. The background screen shows the case details for "21-20002-bhl Alex Smith" and the docket text: "Amended Schedule D, Schedule E/F, Fee Amount \$32, Amendment to List of Creditors, Declaration About Individual Debtor's Schedules filed by Alfred Testing on behalf of Alex Smith, with certification that all additional creditors have been added. Fee Amount: \$32. (Testing, Alfred)".