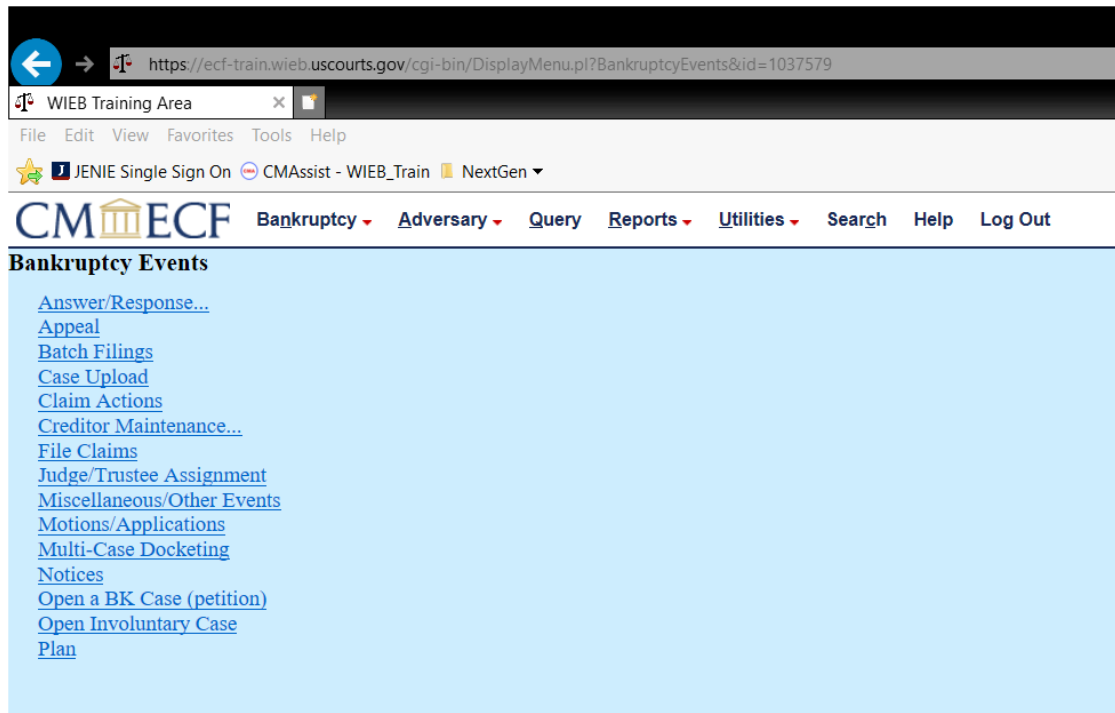


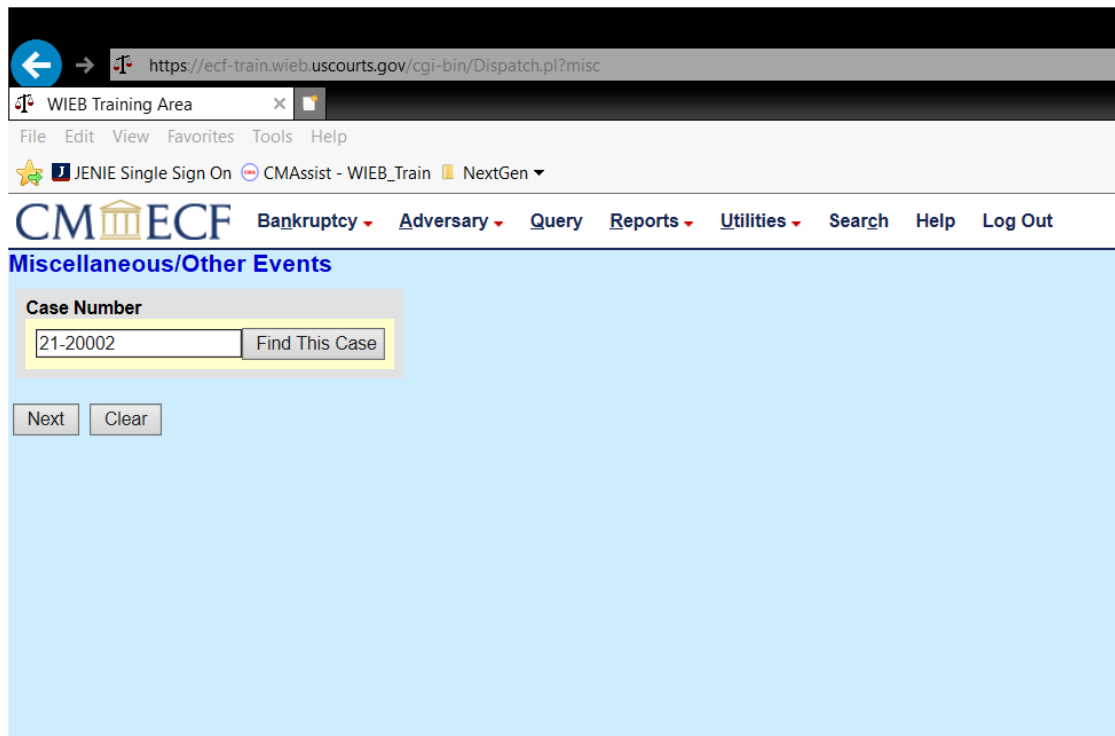
AMENDED SCHEDULES/AMENDED CREDITOR MATRIX

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. Do not select this event from the pick list, as you will have the ability to select the specific schedules being amended later in the filing process.

The screenshot shows the CM/ECF Miscellaneous/Other Events selection screen. At the top, there is a navigation bar with links: Bankruptcy, Adversary, Query, Reports, Utilities, Search, Help, and Log Out. Below the navigation bar, the case information is displayed: 21-20002-bhl Alex Smith. The case details include: Type: bk, Chapter: 7 v, Office: 2 (Milwaukee), Assets: n, Judge: bhl, Case Flag: DebtEd, CounDue, MEANSNO, MUA. A search bar is present with the text "Start typing to find another event. Hold down Ctrl to add additional items." Below the search bar, there are two columns of events. The left column is titled "Available Events (click to select events)" and lists various events including "20 Largest Unsecured Creditors", "Add Non-Filing Spouse", "Affidavit", "Amended Creditor Matrix (Fee Required)", "Amended Creditor Matrix (No Fee Required)", "Amended Form 121 (Statement of Social Security Number)", "Amended Petition", "Amended Schedules (Fee Required)", "Amended Schedules (No Fee Required)", "Attachment to Voluntary Petition for Non-Individuals (Chapter 11)", "Attorney Fee Election Form", "Bill of Costs", "Brief", "Cash Flow Statement", "Certificate of Credit Counseling", and "Certificate of No Supporting Documentation". The right column is titled "Selected Events (click to remove events)" and lists "Amended Creditor Matrix (Fee Required)" and "Amended Creditor Matrix (No Fee Required)". At the bottom of the screen, there are "Next" and "Clear" buttons.

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

This screenshot shows the same CM/ECF Miscellaneous/Other Events selection screen as the previous one, but with an additional checkbox labeled "Joint filing with other attorney(s)." located below the case details. The "Next" and "Clear" buttons are still present at the bottom.

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

File Edit View Favorites Tools Help

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

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

WIEB Training Area

File Edit View Favorites Tools Help

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

Filename

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

Attachments to Document: ☒ No ☐ Yes

Next Clear

Click **Next**.

AMENDED SCHEDULES/AMENDED CREDITOR MATRIX

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

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

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, MUA

Select the schedules being amended. If any of the below schedules were already selected from the Available Events list at the beginning of this filing, please do NOT select those schedules below.

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

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**.

WIEB Training Area

File Edit View Favorites Tools Help

JENIE Single Sign On CMAssist - WIEB_Train NextGen

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

Enter Secured Claims Total from Schedule D:

Enter Unsecured Priority Claims Total from Schedule E/F:

Enter Unsecured NonPriority Claims Total from Schedule E/F:

AMENDED SCHEDULES/AMENDED CREDITOR MATRIX

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

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.

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

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

Receipt #: Fee: \$32

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.

Next Clear

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.

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

Case 21-20002-bhl already contains creditors!

☒ Add new creditor(s)
☐ Upload a creditor matrix file

Next Clear

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

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.

Name and Address

Creditor type: Creditor

Creditor committee: ☒ No ☐ Yes Entity: ☐

Next Clear

AMENDED SCHEDULES/AMENDED CREDITOR MATRIX

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

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**.

WIEB Training Area

File Edit View Favorites Tools Help

JENIE Single Sign On CMAssist - WIEB_Train NextGen

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

Case 21-20002-bhl already contains creditors!

☐ Add new creditor(s)

☒ Upload a creditor matrix file

Next Clear

WIEB Training Area

File Edit View Favorites Tools Help

JENIE Single Sign On CMAssist - WIEB_Train NextGen

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

Case number 2:21-bk-20002

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

Browse...

Next Clear

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

WIEB Training Area

File Edit View Favorites Tools Help

JENIE Single Sign On CMAssist - WIEB_Train NextGen

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

Total Creditors Entered: 7

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

Yes

Next Clear

AMENDED SCHEDULES/AMENDED CREDITOR MATRIX

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

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

CM/ECF Web Training Area

21-20002-bhl Alex Smith

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

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

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

CM/ECF Web Training Area

21-20002-bhl Alex Smith

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

Docket Text: Final 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)

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

Next Clear

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.

CM/ECF Web Training Area

21-20002-bhl Alex Smith

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

Notice of Electronic Filing

The following transaction was received from Alfred Testing entered on 2/17/2022 11:00:38

Case Name: Alex Smith
Case Number: 21-20002-bhl
Document Number: 2

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)

The following document(s) are associated with this transaction:

Document description: Main Document
Original filename: P:\Common\Everyone\Staff\Folders\AES-YMR\PCW\Electronic Document Stamp\ [STAMP] b3ecf5famp_ID=993660899 [Date=2/17/2022] [FileNumber=1-126c772d989a3d93ace9b35e11d6e930cda799d3c39816905ad02f09e6f6b66719551798a8e5623d5d9c2e3197f8b9838a3b51c3b317e73]

Summary of current charges

Date incurred	Description	Amount
2022-02-17 11:00:38	Amended Schedules (Fee Required) (21-20002-bhl) [misc.amdch] (32.00)	\$ 32.00
Total:		\$ 32.00

Pay Now Continue Filing

21-20002-bhl Notice will be electronically mailed to: