

## **Filing Schedules and Amended Schedules**

Updated May 12, 2020

When filing schedules and amended schedules, prompts will appear to allow you to update the *Summary of Assets and Liabilities and Certain Statistical Information* as follows:

- Enter Total Real Estate/Property Amount from Schedule A/B
- Enter Total Personal Property Amount from Schedule A/B
- Enter Secured Claims Total from Schedule D
- Enter Total Priority Unsecured Claims Total from Schedule E/F
- Enter Total Non Priority Unsecured Claims Total from Schedule E/F
- Enter Monthly Income of Individual Debtors from Schedule I
- Enter Monthly Expenses of Debtors from Schedule J
- Enter Current Monthly Income (Official Form 122A-1, 122B or 122C-1)
- Enter Total Nondischargeable Debt (Official Form 106Sum, 9g)

(Note: This is the **TOTAL** from the **Type of Liability** section). **Do NOT enter \$ signs. Do NOT enter Total Dischargeable Debt**; the system will compute that automatically.)

### **Schedules**

The docket event **Schedules A-J** located under **Bankruptcy > Miscellaneous** can be used to file all schedules and summary of schedules in one docket event if schedules are being filed after the petition has been filed. You will be prompted to enter statistical data.

The docket event **Statistical Summary of Certain Liabilities** located under **Bankruptcy > Miscellaneous** can be used to file the *Statistical Summary of Certain Liabilities* only. You will be prompted to enter statistical data.

Note: The same fourteen day deadlines still apply to *Schedules* and *Summaries*. **Do NOT file Amended Schedules using these events.**

### **Amended Schedules**

*Adding a creditor, deleting a creditor, changing amount specified as being owed, or changing the classification of a debt incurs a fee.*

The docket event **Amended Schedules (Fee)** located under **Bankruptcy > Miscellaneous** can be used to file amendments to Schedules D or E/F to add creditors, delete creditors, change amount of debt owed, or change classification of debt. Leave the receipt number field blank to pay the amendment fee by credit card. You will be prompted to enter statistical data. If you are adding a creditor, you will be given an opportunity to add the creditor to the matrix before completing the docket entry.

(Note: If you are filing *Amended Schedules* to add creditors in conjunction with a conversion, the amendment fee is not applicable. **Enter n/a in the receipt number field if the fee is not applicable.** No fee will be charged to your credit card.)

### **Individual Schedules or Individual Amended Schedules**

The following individual events for each schedule can be used when filing just one schedule, either as the original filing or as an amended schedule:

**Miscellaneous > Schedule A/B**

**Miscellaneous > Schedule C**

**Miscellaneous > Schedule D**

**Miscellaneous > Schedule E/F**

**Miscellaneous > Schedule G**

**Miscellaneous > Schedule H**

**Miscellaneous > Schedule I**

**Miscellaneous > Schedule J**

**Miscellaneous > Schedule J-2**

A prompt will ask if the schedule is being amended, and you will be prompted to enter statistical summary data.

If you are amending Schedule D or E/F, you must use the docket event **Amended Schedule (Fee)** located under **Bankruptcy > Miscellaneous** as this event will allow you to add creditors before completing the docket entry.