



## AMENDING CREDITOR LISTS, SCHEDULES AND STATEMENTS; AMENDMENT FEES

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### OVERVIEW

In general, lists, schedules, and statements may be amended at any time before the case is closed.<sup>1</sup> This procedure note focuses on filing amendments to creditor lists and Schedules A – J, and clarifying when a \$30 amendment fee is required.

Filing amendments in CM/ECF can be confusing because an amendment fee is due in some but not all situations and the filing typically involves more than a single type of document, i.e. the PDF being uploaded may include both schedules and a creditor list. Please review the procedures described below and follow the screen instructions when filing electronically.

### LIST OF CREDITORS

Skip to  **FILING AN AMENDED CREDITOR LIST**

The names and addresses of entities included – or to be included – in Schedules D, E, F, G, and H must accompany the petition in a voluntary case.<sup>2</sup> Although generally referred to as the list of *creditors*, the list must also include the parties to executory contracts and unexpired leases identified in Schedule G and codebtors named in Schedule H.

An amended creditor list must be filed if:

- Schedules D, E, F, G, or H are amended to add or delete creditors, parties, or codebtors; or
- The creditor list filed with the petition does not match with the names and addresses in Schedules D, E, F, G, or H (this may occur when the schedules are not filed at the same time as the petition).

**Change of Address Only.** It is not necessary to amend a creditor list in order to change a creditor's address. Use the local form Notice of Change of Address [hib\_2002g] to update an address. [CM/ECF Bankruptcy Events > Notices & Misc Documents > Notices > Notice of Change of Party Address.](#)

**PDF of Complete Creditor List.** An amended creditor list to be filed with the court should be cumulative, i.e. it should include all creditors.<sup>3</sup> However, enter only the additional creditors when adding them in the CM/ECF database.

**Uploading Creditors in CM/ECF.** The filer has two options when adding creditors. Creditor names and addresses may be added individually during the electronic filing of an amended creditor list. If there are more than a few additional creditors, it may be more efficient to upload the creditor data separately in a .txt file. [CM/ECF Bankruptcy Events > Case Opening > Creditor Maintenance...](#) Upload only the additional creditors.

**\$30 Amendment Fee.** Filing an amended creditor list will incur a \$30 fee.<sup>4</sup> But note the following.

- For a change of address only, use a notice of address change instead of filing an amended creditor list.
- Combine the filing of an amended creditor list with any amended schedules D, E, or F to avoid being charged twice. If filed separately in CM/ECF, there will be one charge for the amended schedules and another charge for the amended creditor list.
- There is no fee for adding an attorney for a creditor. If this is the only change, select the event for an initial filing. [CM/ECF Bankruptcy Events > Notices & Misc Documents > Miscellaneous Documents > Creditor List \(Initial Filing\)](#).

## **AMENDED SCHEDULES AND STATEMENTS**

Skip to 

	<b>FILING AMENDED SCHEDULES</b>
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All debtors must file Schedules A, B, C, D, E, F, G, and H. Individual debtors must also file Schedules I and J. Amendments to these schedules may be filed at any time before the case is closed.<sup>5</sup> Schedules of unpaid debts being filed because a Chapter 11 or Chapter 13 case has converted to Chapter 7 are not considered to be amendments. Use a separate event for filing. [CM/ECF Bankruptcy Events > Notices & Misc Documents > Miscellaneous Documents > Schedule of Unpaid Postpetition, Preconversion Debts \(Upon Conversion to Chapter 7\)](#).

**Combining Amendments.** More than one schedule or list may be included in a single electronic filing. For example, a filing may include amendments to Schedule C, F and I, the Summary of Schedules and Statistical Summary of Certain Liabilities, the Statement of Financial Affairs, and the creditor list. It is important for filers to follow screen instructions carefully so that the docket text accurately describes the documents being filed and the \$30 amendment fee is not charged if not required.

**Change of Address Only.** It is not necessary to amend a creditor list in order to change a creditor's address. Use the local form Notice of Change of Address [hib\_2002g] to update an address. [CM/ECF Bankruptcy Events > Notices & Misc Documents > Notices > Notice of Change of Party Address](#).

**Adding Creditors.** If the amendments include additional creditors, parties, or codebtors, the names and addresses must be added either by adding them individually during the electronic filing or by uploading the creditor data in a .txt file. [CM/ECF Bankruptcy Events > Case Opening > Creditor Maintenance...](#) Upload only the additional creditors.

**\$30 Amendment Fee.** Filing an amended Schedule D, E, or F will incur a \$30 fee.<sup>6</sup> This applies to any change to the previously filed information. But note the following.

- For a change of address only, use a notice of address change instead of filing an amended schedule.
- If the amendment requires the filing of an amended creditor list, combine the filing of the amended schedule D, E, or F with the amended creditor list to avoid being charged twice. If filed separately in CM/ECF, there will be one charge for the amended schedules and another charge for the amended creditor list.
- There is no fee for adding an attorney for a creditor. If this is the only change, select the event for an initial filing. [CM/ECF Bankruptcy Events > Notices & Misc Documents > Miscellaneous Documents > Schedules A-J \(Initial Filing\)](#).

### **COVER SHEET FOR AMENDMENTS**

A local form Cover Sheet for Amendments [hib\_1009-1] should accompany an amended creditor list.<sup>7</sup> The cover sheet provides checkboxes for the following documents.

- Schedules A – J
- Schedules D, E, and F (\$30 amendment fee due)
- Statement of Financial Affairs
- Chapter 7 Individual Debtor’s Statement of Intention
- Statement of Monthly Income (Official Form B22A, B22B, B22C)
- List of Creditors (\$30 amendment fee due)
- List of Equity Security Holders
- List of Creditors Holding 20 Largest Unsecured Claims

The cover sheet includes the debtor’s declaration that the information in the creditor list is true and correct. When filing electronically, the debtor must file a paper copy of an originally signed form Declaration re: Electronic Filing [hib\_5005-4f2] within 7 days.

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<sup>1</sup> Fed. R. Bankr. P. 1009(a).

<sup>2</sup> Fed. R. Bankr. P. 1007-I(a)(1).

<sup>3</sup> LBR 1009-1(a).

<sup>4</sup> Bankruptcy Court Miscellaneous Fee Schedule (28 U.S.C. § 1930) (4).

<sup>5</sup> Fed. R. Bankr. P. 1009(a).

<sup>6</sup> Bankruptcy Court Miscellaneous Fee Schedule (28 U.S.C. § 1930) (4).

<sup>7</sup> LBR 1009-1(b).

**Note:** Follow these instructions to file an amended creditor list. If the filing includes amended schedules or statements, see the instructions for **FILING AMENDED SCHEDULES**.

1. Prepare a list of names and addresses of all entities listed in Schedules D, E, F, G, and H. It will replace, not just supplement, the previously filed creditor list.
2. If the number of additional creditors is large, prepare a .txt file for uploading. Unlike the PDF, this should contain only the additional creditor names and addresses.
3. Prepare the local form **Cover Sheet For Amendments** [hib\_1009-1] with the appropriate boxes checked and the signature sections for the **Declaration by Debtor(s)** and **Certificate of Service** completed. Create a PDF of the cover sheet and creditor list.
4. In CM/ECF, select **Bankruptcy Events > Notices & Misc Documents > Miscellaneous Documents > Creditor List (Amended – FEE 30)** and click the **Next** button.

Available Events (click to select events)	Selected Events
Credit Card Payment - Motion for Relief from Stay (Use only if instructed by court)	
Credit Card Payment - Motion to Reopen Ch 13 Case (Use only if instructed by court)	
Credit Card Payment - Motion to Reopen Ch 7 Case (Use only if instructed by court)	
<b>Creditor List (Amended - FEE 30)</b>	
Creditor List (Initial Filing)	
DSO Certification	

5. After selecting the Party, select the PDF of the updated and complete list of creditors to upload and click the **Next** button.

**Filename**

**Attachments to Document:**  No  Yes

6. The screen instructions will advise you that you can add creditors individually or by uploading a .txt file with the additional names and addresses. Click **Next** to continue.

Enter the additional creditor(s) on the next screen - if there are many creditors, go to Creditor Maintenance after completing this filing and upload a .txt file that contains only the additional creditors.

7. Check the box **Add new creditor(s)** and click the **Next** button.

Case 13-00059 already contains creditors!

**Add new creditor(s)**

8. Enter the additional creditors being added to the case. Skip a line between creditor names and addresses. Accept the defaults for **Creditor type** and **Creditor committee** and click the **Next** button and again on the following screen.

*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**

Chris Creditor  
123 First Street  
Honolulu, HI 96813

ABC Loan Company  
99 Penny Lane  
Honolulu, HI 96816

**Creditor type** Creditor

**Creditor committee**  No  Yes **Entity**

9. A screen will note that a \$30 amendment fee is due for filing an amended creditor list. Click **Next**.

Fee: \$30

10. You may add text to what will appear in the docket entry, generally unnecessary. Click **Next** to continue.

Docket Text: Modify as Appropriate.

Amendment to List of Creditors.  . Fee Amount \$30.  
(Eagle, Legal)

11. The screen will show the final text for the docket entry. You may go back to make any changes or you may cancel at this point. Clicking the **Next** button will complete the electronic filing of the amended creditor list.

Docket Text: Final Text

**Amendment to List of Creditors. . Fee Amount \$30. (Eagle, Legal)**

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

12. A Notice of Electronic Filing (NEF) will be generated.

**United States Bankruptcy Court**  
**District of Hawaii**

Notice of Electronic Filing

The following transaction was received from Legal Eagle entered on 2/11/2014 at 11:31 AM HST and filed on 2/11/2014

**Case Name:** Rum Punch  
**Case Number:** [13-00059](#)  
**Document Number:** [35](#)

**Docket Text:**  
Amendment to List of Creditors. . Fee Amount \$30. (Eagle, Legal)

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

**Document description:**Main Document  
**Original filename:**amd\_cred\_list.pdf  
**Electronic document Stamp:**  
[STAMP bkecfStamp\_ID=1018307671 [Date=2/11/2014] [FileNumber=45874-0]  
[68263ad671275bc2d5d86c12a86ff5f2ae090c84a68aec4db17a791ba5e8897c54433  
e9980f3b899947e13d022f95659546ce384cd743935f1de7e6c1c8e5e2e]]

13-00059 Notice will be electronically mailed to:

13. If you skipped Steps 7 and 8 and did not enter the names and addresses of any creditors, you may add them using **Bankruptcy Events > Case Opening > Creditor Maintenance**.

**Bankruptcy Events**

**Case Opening**

- [Open Voluntary BK Case](#)
- [Open Involuntary BK Case](#)
- [Open Involuntary SEALED BK Case](#)
- [Case Upload R3](#)
- [Creditor Maintenance...](#)
- [Judge/Trustee Assignment](#)

14. If you prepared a .txt file with (only) the names and addresses of the additional creditors, select **Upload list of creditors file** and click the **Next** button.

**Creditor Maintenance**  
[Enter individual creditors](#)  
[Upload list of creditors file](#)

15. Enter the **Case Number** and click **Next**.

**Creditor Processing - Upload a File Method**  
Case Number  
1:13-bk-59  
Next Clear

16. Select the .txt file with the additional creditors and click **Next** to continue.

**Load Creditor Information**  
Case 13-00059 already contains creditors!  
Case number 1:13-bk-59  
Enter name of file and click on Next  
Example: c:\creditor.scn  added\_creditors\_list.txt  
Next Clear

17. A final screen will appear, allowing you to cancel the upload. Click the **Submit** button to add the creditor information to the CM/ECF database.

**Total Creditors Entered 1**  
**Attention!!** Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.  
**Have you redacted?**

18. A **Creditors Receipt** screen will confirm the upload.

**Creditors Receipt**

Case Number	1:13-bk-59
Total Creditors Added to Database	1

**Note:** Follow these instructions to file amended schedules. You may include amended statements as well as an amended creditor list when filing amended schedules. If you only need to file an amended list of creditors, see the instructions for **FILING AN AMENDED CREDITOR LIST**.

1. Prepare the amended schedules, together with an amended **Summary of Schedules and Statistical Summary of Certain Liabilities**. Each schedule and statement being amended must be complete in itself, i.e. the document will replace, not just supplement, the one previously filed.
2. If there are creditors in the amended schedules whose names and addresses were not included in the most recently filed creditor list, prepare a cumulative list of the names and addresses of all entities included in Schedules D, E, F, G, and H. If the number of additional creditors is large, prepare a .txt file for uploading. Unlike the PDF, the .txt file should contain only the additional creditor names and addresses.
3. Prepare the local form **Cover Sheet For Amendments** [hib\_1009-1] with the appropriate boxes checked and the signature sections for the **Declaration by Debtor(s)** and **Certificate of Service** completed. Create a PDF of the cover sheet and the amended schedules, together with any amended statements and amended creditor list.
4. In CM/ECF, select **Bankruptcy Events > Notices & Misc Documents > Miscellaneous Documents > Schedules A-J (Amended)** and click the **Next** button.

Available Events (click to select events)	Selected Events
Request that matter remain on calendar (NO FDI)	
Satisfaction of Judgment	
Schedule of Unpaid Postpetition, Preconversion Debts (Upon Conversion to Ch 7)	
<b>Schedules A-J (Amended)</b>	
Schedules A-J (Initial Filing)	
Sealed Document(s)	

5. After selecting the Party, you will be presented with instructions about whether to proceed.

Do not continue if:

You have already filed schedules but are now filing schedules of unpaid debts upon conversion to chapter 7. Go back and select **Schedule of Unpaid Postpetition, Preconversion Debts (Upon Conversion to Ch 7)**.

You are only updating an address for a creditor. Use local form *Notice of Change of Address* and select **Notices ... Notice of Change of Party Address** to file. (If you use an amended schedule to change an address, you will be charged a \$30 fee.)

6. The next screen provides additional instructions.

Instructions for filing amended schedules:

1. Complete the **Summary of Schedules** and **Statistical Summary of Certain Liabilities** and enter all amounts (without a dollar sign) when prompted by the summary input screen.
2. Make sure to include the local form **Cover Sheet for Amendments** which contains the declaration by debtor(s) as well as a certificate of service (with service list attached).
3. Within 7 business days, file with the court an originally signed **Declaration re: Electronic Filing**. Do NOT file it electronically.

7. Enter the amounts on the Summary of Schedules screen and click the **Next** button.

SUMMARY OF SCHEDULES			
Report the totals from Schedules A, B, D, E, F, I, J, Form 22, and Nondischargeable Debt in the boxes provided.			
NAME OF SCHEDULE/FORM	ASSETS	LIABILITIES	OTHER
A - Real Property	<input type="text"/>		
B - Personal Property	<input type="text"/>		
D - Creditors Holding Secured Claims		<input type="text"/>	
E - Creditors Holding Unsecured Priority Claims		<input type="text"/>	
F - Creditors Holding Unsecured Nonpriority Claims		<input type="text"/>	
Average Income (from Schedule I, Line 12)			<input type="text"/>
Average Expenses (from Schedule J, Line 22)			<input type="text"/>
Current Monthly Income (from Form 22A Line 12; OR, Form 22B Line 11; OR, Form 22C Line 20)			<input type="text"/>
TOTAL Type of Liability from Form 6, Statistical Summary (Generally Nondischargeable Debt -- 28 USC 159)		<input type="text"/>	
Total Dischargeable Debt (Computed) Note: Not computed when any value above for D, E, F, or nondischargeable debt is not known.		<input type="text"/>	

8. Specify the schedule(s) being filed and click the **Next** button.

Identify the schedule(s) being filed, e.g., C or A,B,F,I,J or A-J.

9. Identify any related documents being filed with the amended schedule(s) and click **Next**.

**Check the box to identify any related documents included in this filing:**

- Summary of Schedules
- Statistical Summary of Certain Liabilities
- Statement of Financial Affairs
- Chapter 7 Statement of Current Income and Means Test Calculation
- Chapter 13 Statement of Current Income and Calculation of Commitment Period and Disposable Income
- Statement of Intention
- List of Creditors

10. Answer **Yes** if you are amending Schedules D, E, or F – a \$30 fee is due.

**Are you amending schedules D, E or F?**

Yes  
 No

11. The next screen provides instructions regarding additional creditors listed in Schedules D, E, and F.

**If there are additional creditors in the amended schedule(s), check the box on the next screen to *Add new creditor(s)* and enter their names and addresses or, after completing this filing, go to *Creditor Maintenance* and upload a .txt file that contains only the additional creditors. You must also upload a PDF of an amended creditor list containing the additional creditors as well as those previously listed. There is a \$30 amendment fee but the amended creditor list may be uploaded together with these amended Schedules D, E, or F, so that you are charged the amendment fee only once.**

**If there are no additional creditors to add, click Next on the two following screens to complete the filing.**

12. If there are additional creditors, check the box when prompted. In the alternative, you may leave the box unchecked, complete this filing, and add the creditors later by uploading a .txt file using Creditor Maintenance from the Bankruptcy menu.

**Case 13-00059 already contains creditors!**

**Add new creditor(s)**

13. Add creditor names and addresses on the next screen. More than one creditor may be added – just separate with a blank line. Accept the defaults for **Creditor type** and **Creditor committee**. If not adding creditors, skip to the next screen.

*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**

Chris Creditor  
123 First Street  
Honolulu, HI 96813

ABC Loan Company  
99 Penny Lane  
Honolulu, HI 96816

**Creditor type** Creditor

**Creditor committee**  No  Yes **Entity**

Next Clear

14. Click the **Next** button on the following screen. On the subsequent screen, upload the PDF of the amended schedules and any related documents and click the **Next** button.

**Filename**

Browse... amd\_cred\_list.pdf

**Attachments to Document:**  No  Yes

Next Clear

15. The next screen will show the \$30 filing fee if you answered Yes in Step 10. Click the **Next** button to continue. If not amending Schedules D, E, or F, no fee is due.

Fee: \$30

Next Clear

16. You will be presented with the docket text resulting from your responses during the filing. You also have the opportunity to add text. Click the **Next** button to continue.

**Docket Text: Modify as Appropriate.**

**Amended Schedule(s): C, D, and F, Summary of Schedules, Statistical Summary of Certain Liabilities and Related Data, Statement of Financial Affairs, Amended List of Creditors** \_\_\_\_\_.

**Amendment Fee Amount: \$30 (Attorney, Abel)**

Next Clear

- A final screen will show the final text that will appear on the case docket. You may use the back button in your browser if you need to make any corrections. Otherwise, clicking the Next button will complete the filing with the court.

Docket Text: Final Text

**Amended Schedule(s): C, D, and F, Summary of Schedules, Statistical Summary of Certain Liabilities and Related Data, Statement of Financial Affairs, Amended List of Creditors .**  
**Amendment Fee Amount: \$30 (Attorney, Abel)**

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

Next Clear

- The **Notice of Electronic Filing (NEF)** will be generated. A payment screen also will appear to enable a credit card payment. You may click **Pay Now** or **Continue Filing** to pay later. However, if you delay payment past the required deadline, your account may be locked and you will not be able to file electronically until payment is made.

Notice of Electronic Filing

The following transaction was received from Abel Attorney entered on 5/26/2014 at 4:35 PM HST and filed on 5/26/2014

Case Name: Rum Punch  
Case Number: [13-00059](#)  
Document Number: [40](#)

Docket Text: Summary of current charges

Date Incurred	Description	Amount
2013-04-05 11:19:40	Amended Creditor Matrix - Over-the-Counter (Fee 26)(13-00058) ( 30.00)	\$ 30.00
2013-05-10 16:00:49	Schedules(13-00057) ( 38.00)	\$ 38.00
2014-05-26 16:35:38	Schedules A-J (Amended)(13-00059) [misc,mis604] ( 30.00)	\$ 30.00
		<b>Total: \$ 98.00</b>

Amended Schedule(s)  
Amended List of Cred  
The following documen  
Document descriptio  
Original filename:S1  
Electronic document  
[STAMP bkecfStamp,  
[bea500f92636ac031:  
2fc8b29408fa170393

13-00059 Notice will

Abel Attorney on beha  
mbd@hib.uscourts.go  
Abel Attorney on beha  
mbd@hib.uscourts.go  
Legal Eagle on behalf  
mbd@hib.uscourts.go  
Howard M.S. Hu  
mbd@hib.uscourts.gov; rcsugi@gmail.com

Pay Now Continue Filing

- If you skipped adding creditors in Steps 12 and 13, you may upload the names and addresses from a .txt file. See Steps 13 – 18 in the Step By Step instructions for **FILING AN AMENDED CREDITOR LIST**.