

U.S. BANKRUPTCY COURT WESTERN DISTRICT OF NEW YORK CM/ECF ELECTRONIC LEARNING MODULES

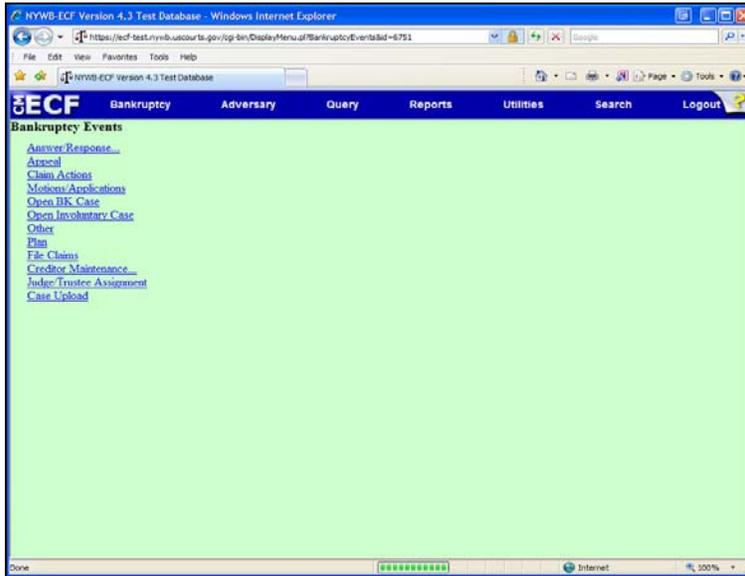
File an Amendment



To begin, from the blue bar, click on the word: Bankruptcy

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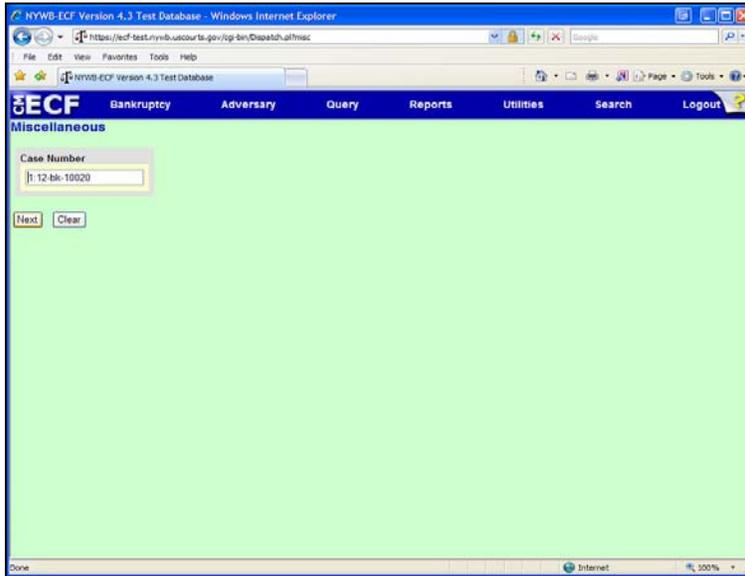


Bankruptcy Events:

Click: Other

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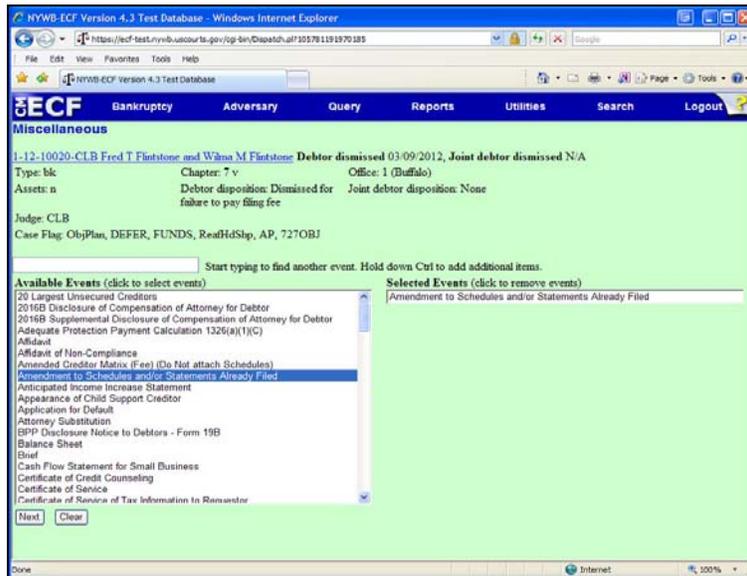


Enter the case number. Case number format = 00-12345

Click: Next

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Available Events

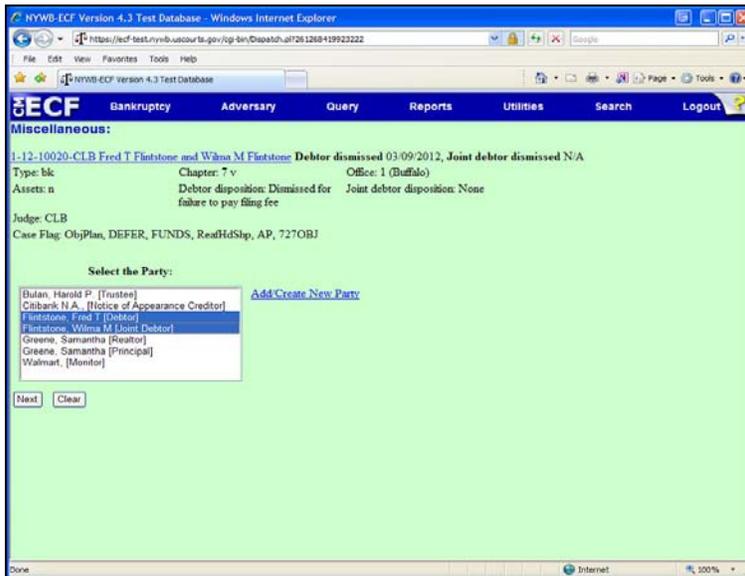
To find the event, start typing in the box or scroll down.

Click on: Amendment to Schedules and/or Statements Already Filed.

Click: Next

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Select the Party:

Select the Debtor(s)

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WESTERN DISTRICT OF NEW YORK
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REMINDER: The [Current Cover Sheet](#) MUST be filed! Current Version is dated: 12-16 [Click Here](#)

**** DO NOT E-FILE [Official Form 121](#), Statement of Social Security Number! Mail it to the Court**

[Which forms are you filing?](#)

- New Forms effective December 1, 2015
- Forms prior to December 1, 2015

Next

Clear

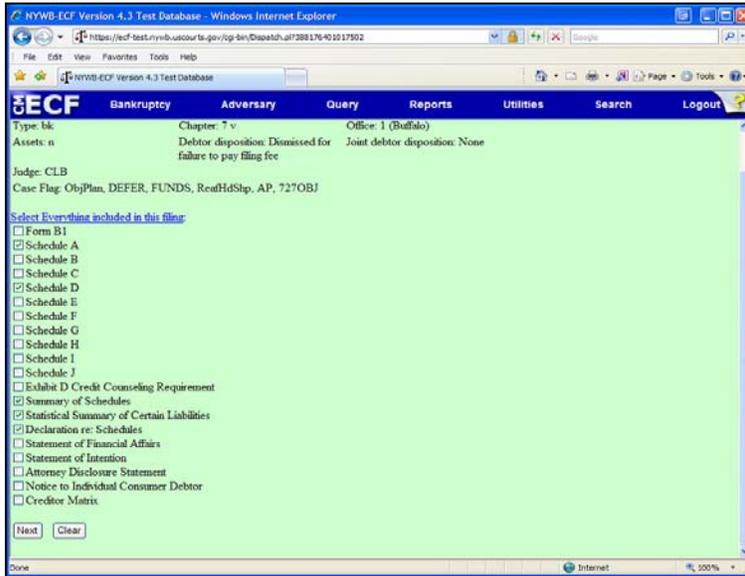
Please read the messages displayed on the screen.

Which forms are you filing?

Click: Next

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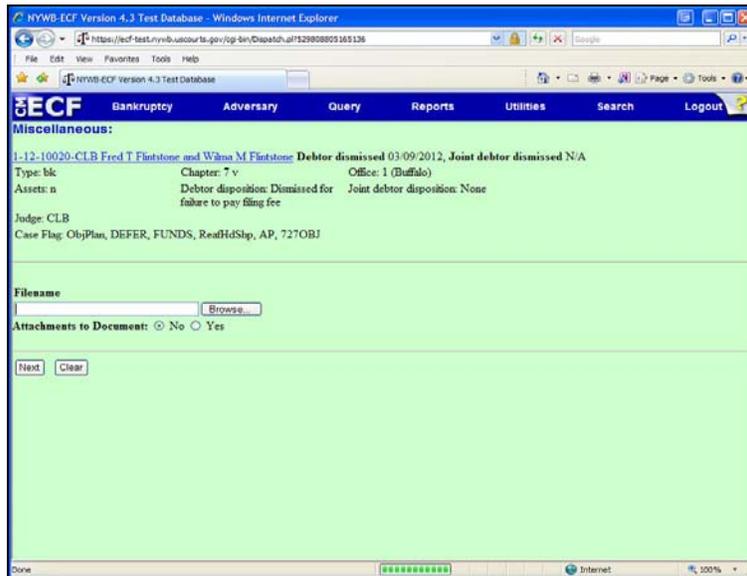


Select ALL schedules and statements included in this filing.

Click: Next

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Filename:

Click Browse to attach the pdf.

- First Attachment
 - All schedules and statements can be combined into one pdf.
- Second Attachment
 - Amendment Cover Sheet is required
- Third Attachment
 - Certificate of Service should be a separate pdf.

To continue, click: Next

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The screenshot displays the NYWB-ECF Version 4.3 Test Database interface. The browser window title is "NYWB-ECF Version 4.3 Test Database - Windows Internet Explorer". The address bar shows the URL "http://11.111.111.111:8080/nywb-ecf-test-database/nywb-ecf-test-database/3122-0778752-055". The interface includes a navigation menu with options: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. The main content area shows case details for case 1:12-10020-CLE-Fred T. Flintstone and Wanda M. Flintstone, Chapter 7 v. Debtor dismissed 03/09/2012, Joint debtor dismissed N/A. The case is filed in Office 1 (Buffalo). The debtor's disposition is "Dismissed for failure to pay filing fee" and the joint debtor's disposition is "None". The judge is C.L.R. and the case flag is "ObjPlan, DEFER, FUNDS, ResToSlp, AP, 72*OB?".

Schedules

Schedule C: Total value of claimed exemptions

Schedule I line 1: Monthly gross wages, salary, and commission Debtor Spouse

Schedule I line 5: Subtotal of payroll deductions Debtor Spouse

Schedule J line 20: Monthly net income

Form B22A

Line 1A: Veteran's declaration

Line 1B: Declaration of non-consumer debts

Line 2: Marital filing status

Line 1: Subtotal of current monthly income Debtor Spouse

Line 14B: Debtor's household size

Line 14: Applicable median family income

Line 16: Current monthly income

Line 15A: National standards: food, clothing and other items

Certain schedules will require the statistical information.

Statistical information must be provided.

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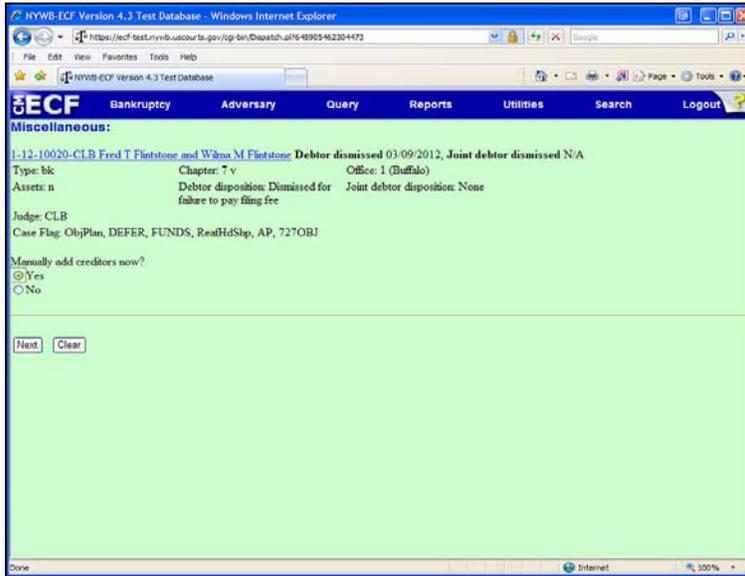
This filing includes:

- A selection **MUST** be made.

To continue, click: Next

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Manually add creditors now?

- If the Amendment adds creditors, you MUST upload them to CM/ECF.
- You have the option to add them now by clicking Yes.

To continue, click: Next

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The screenshot shows a web browser window titled "NYWB-ECF Version 4.3 Test Database - Windows Internet Explorer". The address bar shows the URL "https://ecf-test.nywb.uscourts.gov/cgi-bin/CasePath.pl?632663391852522". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The page has a blue header with the "ECF" logo and navigation tabs: "Bankruptcy", "Adversary", "Query", "Reports", "Utilities", "Search", and "Logout".

The main content area is titled "Miscellaneous:" and displays case information for "1:12-10020-CLB Fred T Flintstone and Wanda M Flintstone Debtor dismissed 03/09/2012, Joint debtor dismissed N/A". The case details include:
Type: bk Chapter: 7 v Office: 1 (Buffalo)
Assets: n Debtor disposition: Dismissed for failure to pay filing fee Joint debtor disposition: None
Judge: CLB
Case Flag: ObjPlan, DEFER, FUNDS, ResHdShp, AP, 727OBJ

The "Add Creditor(s)" section contains the following instructions: "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." Below these instructions is a text input field with the following text:
Johnny Smith
123 Main St.
Buffalo, NY 14222

Below the text field is a "Creditor type" dropdown menu set to "Creditor". There are radio buttons for "Creditor committee" with "No" selected, and a checkbox for "Entity" which is unchecked. At the bottom of the form are "Next" and "Clear" buttons.

Add Creditors:

- Separate creditors with a blank line.
- Only add brand new creditors.

Click: Next

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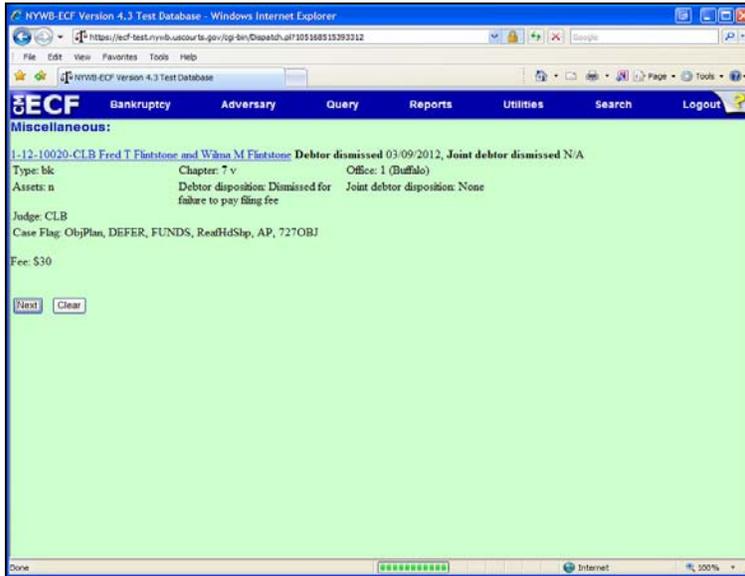
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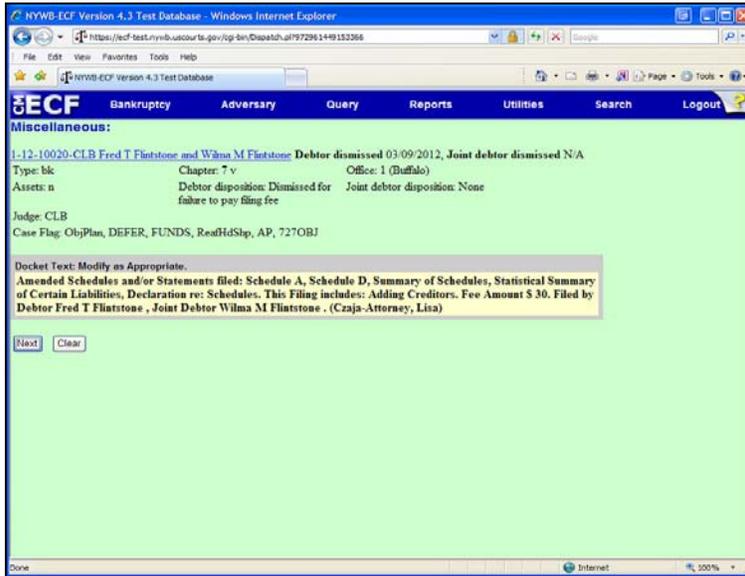


The Fee amount is displayed if one is due.

To continue, click: Next

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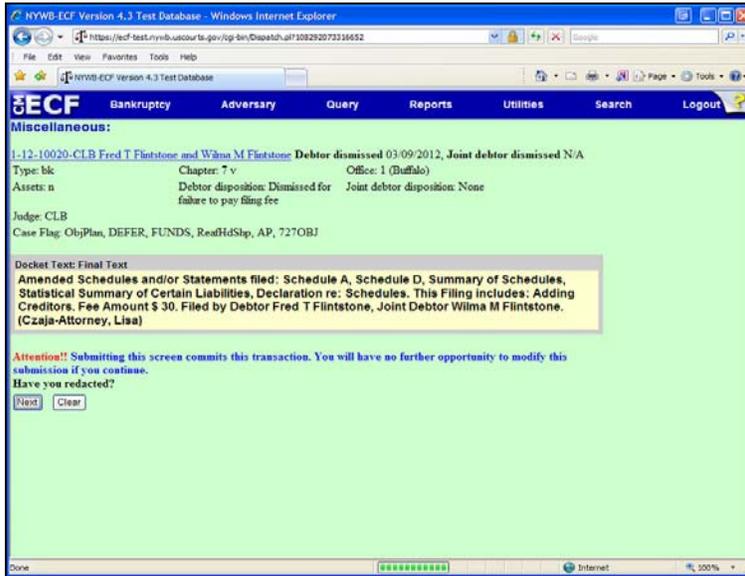
Docket Text:

Review the docket text.

Click: Next

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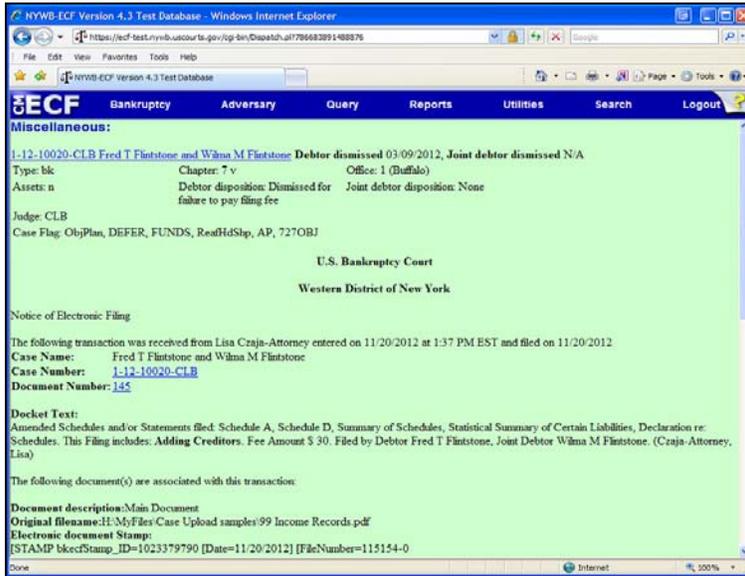
Docket Text: Final Text:

- This is the last screen before filing the Amendment.
- Have you redacted?

Click Next to file the Amendment

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File an Amendment



Notice of Electronic Filing:

This is your receipt of filing.

If the Amendment adds creditors, you must upload them to CM/ECF.
Go to Bankruptcy > Creditor Maintenance.