

Best Case Solutions
P.O. Box 32
Evanston, IL 60204
Toll-free: 1.800.492.8037
Facsimile: 1.847.492.8038
E-mail: info@bestcase.com
Web: www.bestcase.com

Filing Amendments with CM/ECF

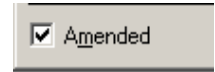
Best Case Makes it Easy!

1. **Check Your Local Rules to Find Out What You Need to File:** Each local bankruptcy court has its own rules regarding the filing of amended forms and schedules. The following are some of the local requirements that we have observed:

- Some courts require that you include an amendment cover sheet with the amended documents.
- Depending on the court's requirements, the cover sheet can either be included in a single PDF with the amended documents or filed as a separate PDF document.
- For amended schedules and the matrix, some courts require that all items from the original schedule be listed, while others require that only the amended items appear.

2. **Update Your Case Information:** Open Best Case® Bankruptcy, go into the entry screen for the form or forms you need to file, and make the necessary changes.

3. **Mark Amended Check Boxes in Entry Screens:** If you will be amending Schedules A-H or the matrix and want only the new or changed items to appear on your new document, click the Amended checkbox in the bottom left corner of the entry screen for each item you want to appear on the form.



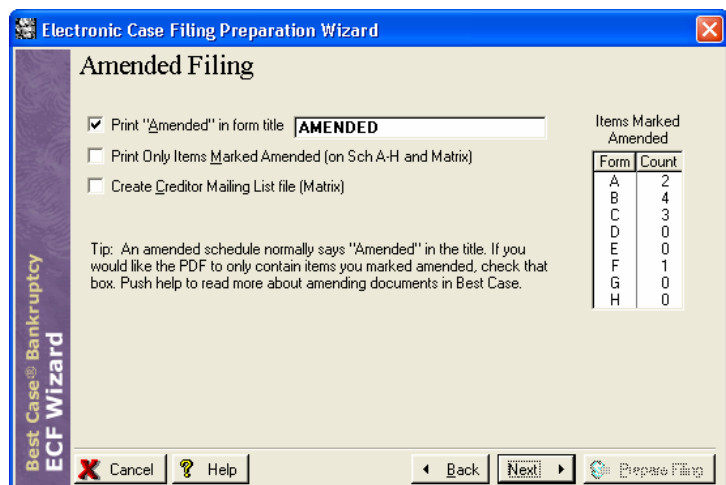
4. **Creating the PDF:**

- Start the ECF Wizard:** In the Forms and Schedules Menu, click the ECF button in the toolbar at the top of the window.
- Select the Filing:** The ECF Wizard opens and presents you with number of post petition filing choices. Select "Amendment to forms and schedules," and then click Next.
- Select the Forms to File:** Choose the documents you wish to include in the checklist, and then click Next to advance to the Amended Filing screen.

5. **Activate Your Options:** In the Amended Filing screen "Print 'Amended' in form title" will already be selected. You can de-select it if you do not wish to include it, or you can change the text that will appear in the form title by simply clicking in the Amended Title Text field and typing in the new title text (e.g. Second Amended.)

- If you want only the new or amended items which you marked in step 3 to appear, check the "Include only items marked amended (Sch A-H + Matrix)" checkbox.
- If you need to include a text version of the matrix, click the **Create Creditor Mailing List file (Matrix)** check box.
- Click Next when you have selected all your desired options.

➤ **NOTE:** If the Print Only Items Marked Amended option is selected, but no items have had the Amended checkbox marked in their entry screens, then the forms created will be blank. A quick way to ensure that forms will not be blank is to check the Items Marked Amended count on the right hand side of the screen, which provides a count of they items have marked as "amended" on each schedule. If the count for the desired schedule is incorrect, cancel out of the ECF wizard,



and go back and mark the proper items "Amended"

6. **Prepare Your ECF Documents:** The Prepare Filing screen gives you a chance to review important information about your documents before you create the final PDF document(s) for electronic filing. In particular, note the PDF Name field, which contains the file name you will be browsing for when you connect to the court website.

PDE Name: **Amnd-SchD.PDF**

Remember this file name. When you browse for the file during upload, select the file with this name.

7. Click **Prepare Filing** to create your PDF(s) and advance to the ECF Manager, where you will be able to review all of your documents before filing them.

8. **Use ECF Express™ to file your Amendments:** When you are ready to upload your files, click the **ECF Express** button in the ECF Manager. ECF Express simplifies uploading amendments, adding creditors, and submitting supplemental documents by automating certain portions of the process on the court's website. (If you do not see the **ECF Express** button, make sure you have a case number in the Filing Information tab of the Voluntary Petition.) See the ECF Express documentation for details on filing post-petition documents.

➤ **NOTE:** When you have finished your filing, a quick way to clear all the Amended checkboxes is to click **File** in the Menu Bar at the top left-hand corner of your screen and select **Clear All Amended Schedules**. Once you have done this a confirmation window appears allowing you to clear amended check boxes on all schedules or to select specific schedules on which to clear the check boxes.