3.3 **SCHEDULES**

This module will instruct you on the procedure for filing the following schedule related events:

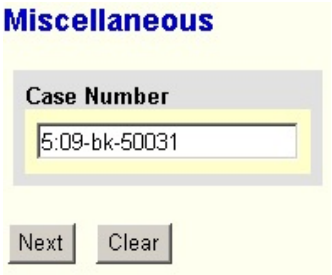
Schedules (ORIGINAL)	**-**	**See Pages 1 through 9**
Individual Schedules	**-**	**See Pages 10 through 13**
Schedules (AMENDED)	**-**	**See Pages 13 through 19**

Step 1 - Click on the **Bankruptcy** hyperlink on the CM/ECF Main Menu Bar.

Step 2 - The BANKRUPTCY EVENTS screen displays.

Click on the **Other** hyperlink.

Step 3 - The CASE NUMBER screen displays. Enter the case number for the appropriate case.



Click the [Next] button. An events screen as shown on page 3 will appear. See below for an explanation of how to determine the appropriate event to choose for your schedules.

Applicable options regarding the docketing of schedules are:

Schedules A-J (ORIGINAL). This event should be used when filing **all** of the original schedules **after** the voluntary petition was previously filed with all schedules being deficient. It may be used in combination with other events such as "Summary of Schedules".

For instructions on how to docket the event "Schedules A-J (ORIGINAL)", see Step 1 through Step 14; Page 1 through Page 9.

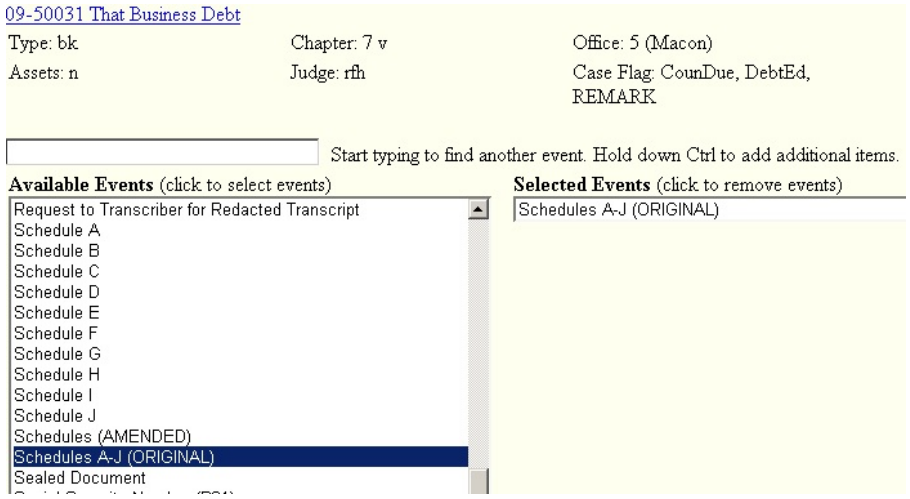
Individual Schedules (i.e.; Schedule A, Schedule B, Schedule C, etc...) This event should be docketed when **some, but not all of the original schedules** need to be filed. Each individual schedule must be docketed one at a time.

For instructions on how to docket individual schedules, see Step 15 through Step 20; Page 10 through Page 13.

Schedules (AMENDED). This event should be used when any schedule is amended.

For instructions on how to docket the event "Schedules (AMENDED)", see Step 21 through Step 33; Page 13 through Page 20.

Step 4 - The EVENTS screen displays.

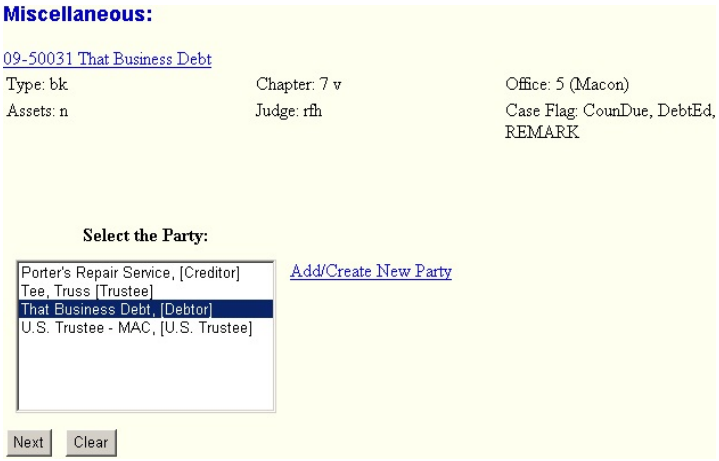


Select the desired event from the list of events.

NOTE: Type the first letter (S for Schedule) and the highlight bar will immediately select the first entry beginning with the letter S. Click to highlight and select your event.

Click the [Next] button.

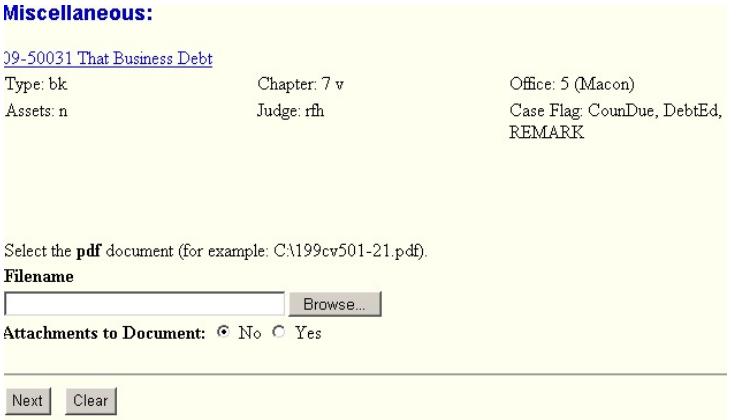
Step 5 - The SELECT PARTY screen displays.



Select the debtor(s) from the pick list. Hold the control key down to select multiple debtors.

Click the [Next] button.

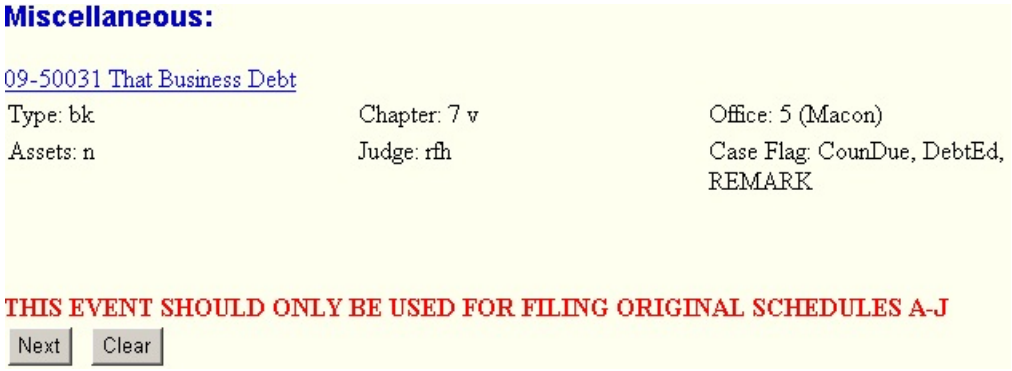
Step 6 - The SELECT PDF screen displays.



Select the pdf file to associate with this event. For more detailed information about creating and attaching pdf files, see the module on Converting a Document to PDF for instructions.

Click the [Next] button.

Step 7 - An ADVISORY screen displays.



Please read the advisory message, then click the [Next] button to proceed if you are filing original schedules A-J.

Step 8 - The SUMMARY OF SCHEDULES screen displays. **Note**: The image below is a partial image of the Summary of Schedules screen.

It is very important that you **enter a dollar amount or 0.0** in all fields. Completing these fields will allow the TOTAL dischargeable debt amount to be computed. This, in turn, allows the Court to properly report statistical information to the Administrative Office of the U.S. Courts as mandated by Congress.

Do not use dollar signs ($) or commas (,) when completing the fields shown below.

PLEASE COMPLETE THE SUMMARY OF SCHEDULES FORM BELOW

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	OTHE
A - Real Property			
B - Personal Property			
D - Creditors Holding Secured Claims			
E - Creditors Holding Unsecured Priority Claims			
F - Creditors Holding Unsecured Nonpriority Claims			
Average Income (from Schedule I, Line 16)			
Average Expenses (from Schedule J, Line 18)			

After completing the fields on this screen, click the [Next] button.

Step 9 - You will then be prompted to indicate if creditors or co-debtors have been added after the filing of the original matrix.

Miscellaneous:

09-50031 That Business Debt

Type: bk	Chapter: 7 v	Office: 5 (Macon)
Assets: n	Judge: rfh	Case Flag: CounDue, DebtEd, REMARK

Select one of the following

Adding Creditors or Codebtors
Certification that no creditors or codebtors have been added

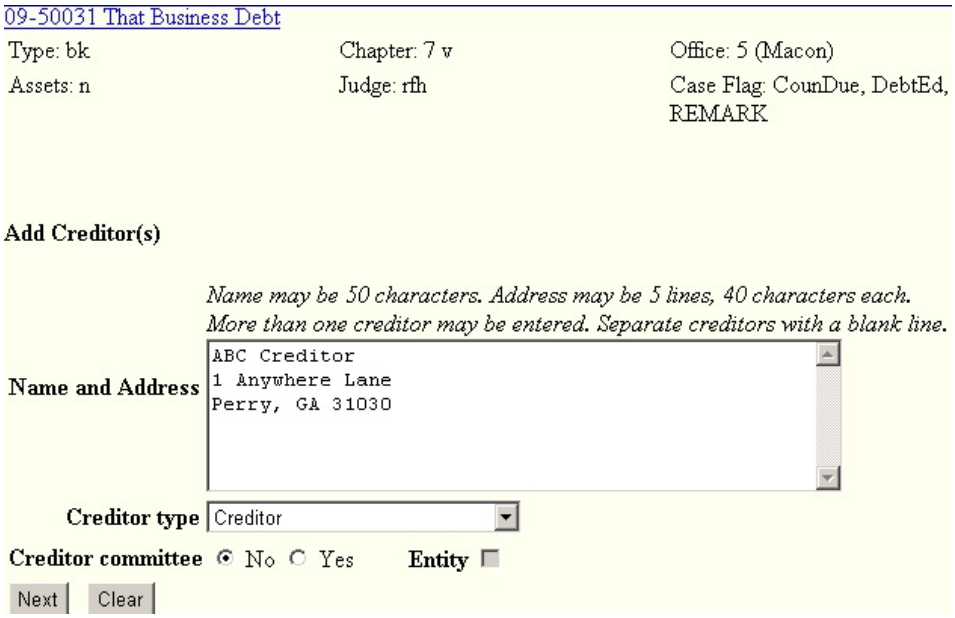
Select the appropriate response, then click the [Next] button.

If you indicated that creditors or co-debtors are being added, you will be informed that you must enter the creditors or co-debtors on the next screen.

If you indicate that no creditors or co-debtors are being added, the certification language ***(I hereby certify that no additional creditors or co-debtors have been added since the filing of the original matrix)*** will appear in the final docket text.

Click the [Next] button to proceed.

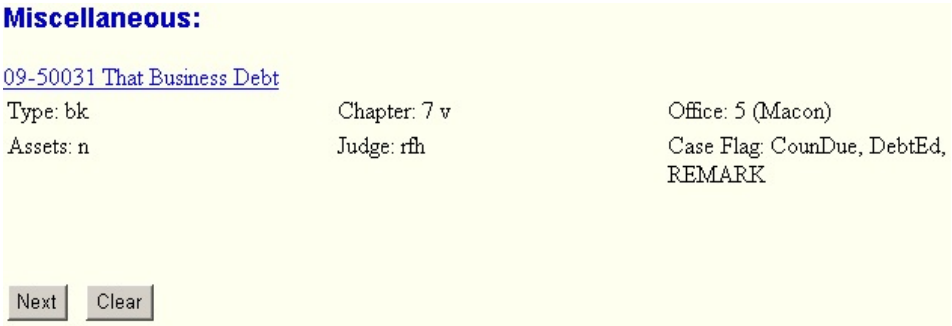
Step 10 - The ADD CREDITORS screen displays if you indicated that you are adding creditors or co-debtors.



Enter creditor or co-debtor information in the field provided. Always accept the default creditor type “creditor” and the default Creditor committee “no”.

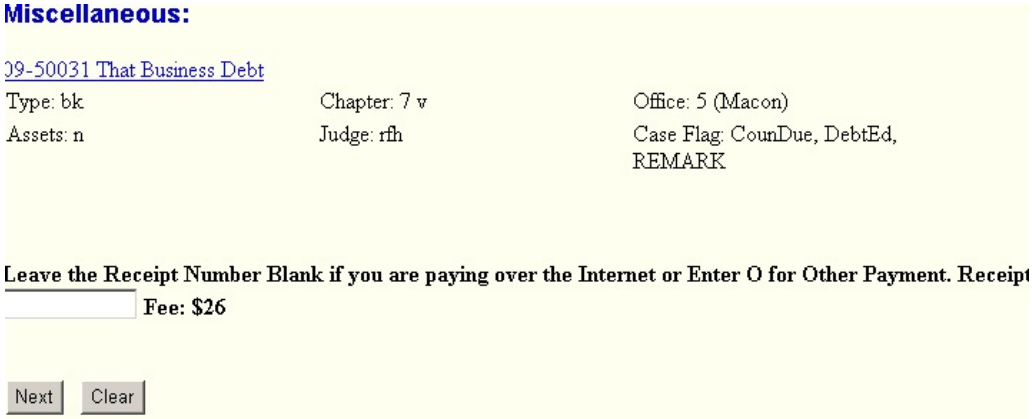
Click the [Next] button.

Step 11 - The CASE DATA screen displays.



Click the [Next] button.

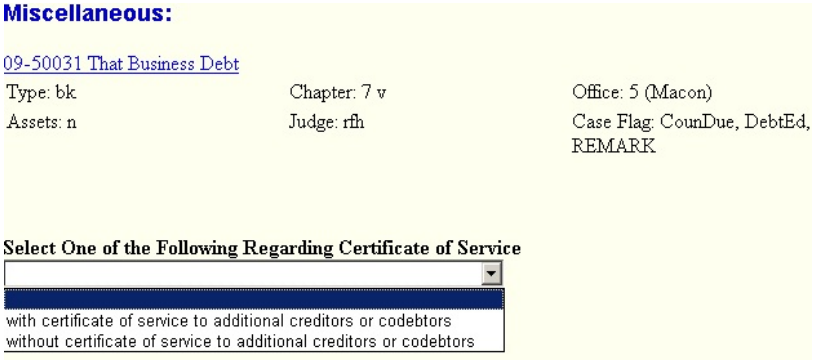
Step 12 - The RECEIPT screen displays.



The receipt field must be left blank in order to pay the fee electronically. Enter NFR in this field only if the fee is not applicable.

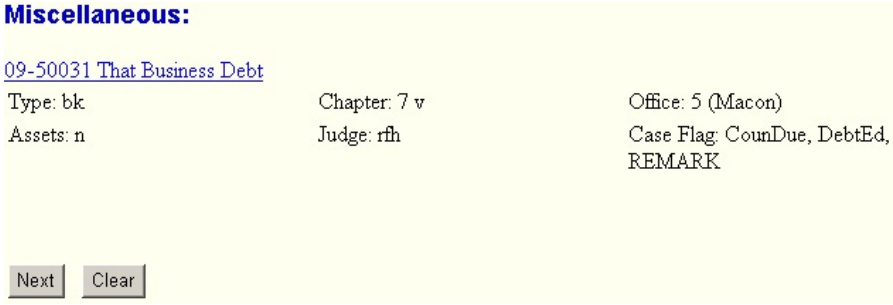
Click the [Next] button.

Step 13 - Choose the appropriate selection below to indicate whether a certificate of service to added creditors or co-debtors is being filed with your schedules.



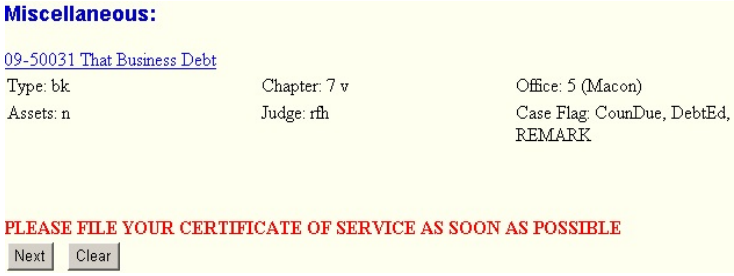
Click the "Next" button.

The screen shown below appears if you selected "with certificate of service to additional creditors or codebtors on the previous screen.



Click the [Next] button.

The screen below will appear if you sekect "without certificate of service to additional creditors or co-debtors."



Click the [Next] button.

Step 14 - The FINAL TEXT screen displays.

Miscellaneous:

09-50031 That Business Debt

Type: bk	Chapter: 7 v	Office: 5 (Macon)
Assets: n	Judge: rfh	Case Flag: CounDue, DebtEd, REMARK

Docket Text: Final Text

Schedules A-J, adding creditors or codebtors with certificate of service to additional creditors or codebtors, Fee Amount $26 filed by Debtor That Business Debt (Attorney, Ann)

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

Next Clear

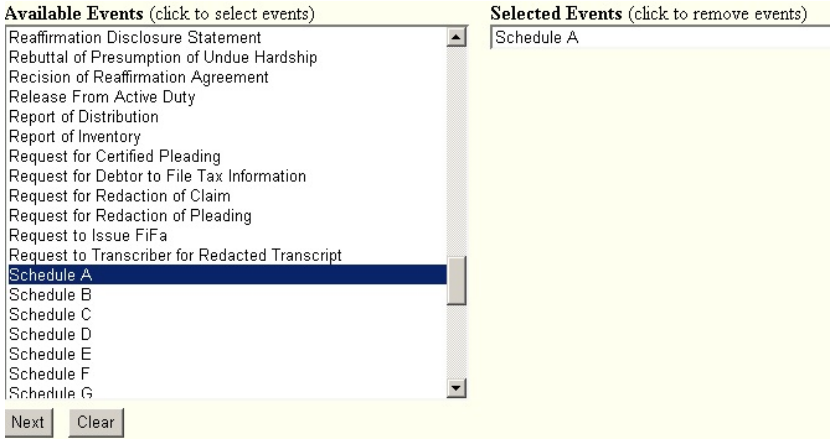
Verify the information.

Click the [Next] button to submit this transaction.

The NOTICE OF ELECTRONIC FILING screen will display after your transaction has been submitted.

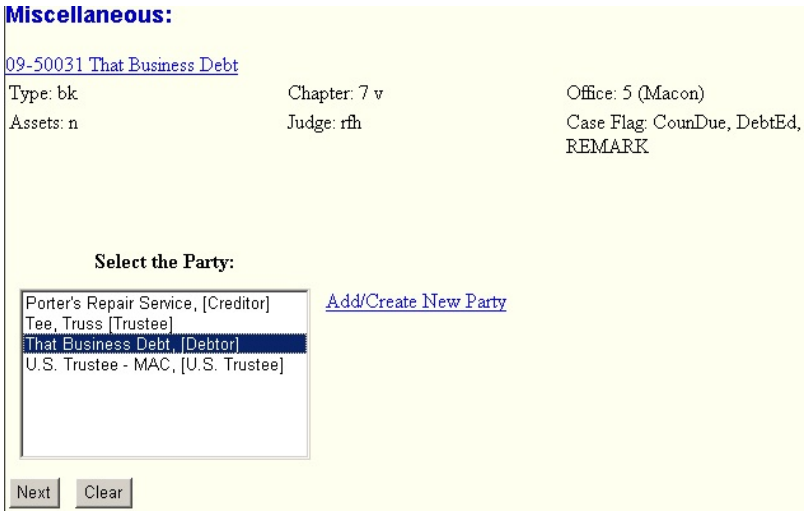
Filing "<u>Individual Schedules</u>" - Docket individual schedules when some, but not all of the original schedules need to be filed. They must be docketed one at a time.

Step 15 - The EVENT screen displays.



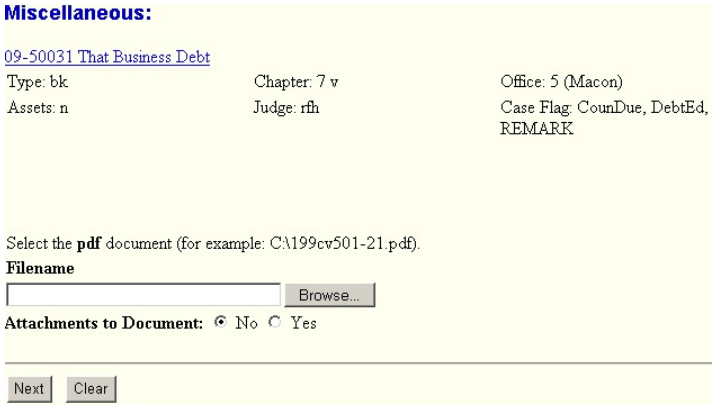
Select the individual Schedule event you wish to file. Click the [Next] button.

Step 16 - The SELECT PARTY screen displays.



Select the debtor(s) from the pick list. Click the [Next] button.

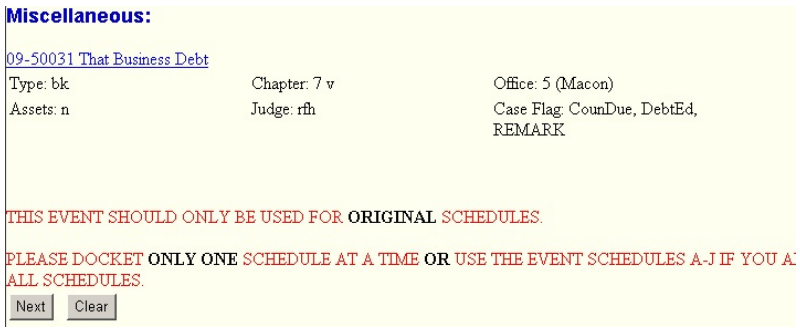
Step 17 - The SELECT PDF screen displays.



Select the pdf file to associate with this event. For more detailed information about creating and attaching pdf files, see module on Converting a Document to PDF for instructions.

Click the [Next] button.

The following screen will display an advisory message:



Read the advisory message and click the [Next] button if it is appropriate for you to proceed with this event.

Step 18 - The SCHEDULES DATA screen displays for some schedule events.

Miscellaneous:

09-50031 That Business Debt

Type: bk	Chapter: 7 v	Office: 5 (Macon)
Assets: n	Judge: rfh	Case Flag: CounDue, DebtEd, REMARK

Enter Real Property Amount:

Next Clear

Some of the schedule events will prompt you for information. For example, the event "Schedule A" asks you to enter real property amount. If prompted, enter information in the field provided.

Individual Schedules D, E, F and H also ask you if creditors or co-debtors are being added after the filing of the original matrix. If the answer is "yes" you must enter the creditor(s) or co-debtor(s) name and address information in the field provided. You may review Steps 8 - 11 on pages 4 through 7 for the screens that will display if you are adding creditor(s) or co-debtor(s).

Note: If Schedule C is amended, notice to all parties in interest in the case must be sent. See Local Rule 4003-1(b).

Step 19 - The CASE DATA screen displays.

Miscellaneous:

09-50031 That Business Debt

Type: bk	Chapter: 7 v	Office: 5 (Macon)
Assets: n	Judge: rfh	Case Flag: CounDue, DebtEd, REMARK

Next Clear

Click the [Next] button to proceed.

Step 20 - The FINAL TEXT screen displays.

Miscellaneous:

09-50031 That Business Debt

Type: bk	Chapter: 7 v	Office: 5 (Macon)
Assets: n	Judge: rfh	Case Flag: CounDue, DebtEd, REMARK

Docket Text: Final Text

Schedule A filed by Debtor That Business Debt (Attorney, Ann)

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

Next Clear

Verify the information. Click the [Next] button to submit this transaction.

The NOTICE OF ELECTRONIC FILING screen will display after your transaction has been submitted.

Filing "<u>Schedules (AMENDED)</u>" - This event should be used when any schedule is amended.

Step 21 - The EVENT screen displays.

Start typing to find another event. Hold down Ctrl to add additional items.

Available Events (click to select events)

Request to Issue FiFa
Request to Transcriber for Redacted Transcript
Schedule A
Schedule B
Schedule C
Schedule D
Schedule E
Schedule F
Schedule G
Schedule H
Schedule I
Schedule J
Schedules (AMENDED)
Schedules A-J (ORIGINAL)
Sealed Document
Social Security Number (B21)
Social Security Number (B21) AMENDED
Statement in Support of Reaffirmation Agreement
Statement of Debtor's Temporary Exclusion from Means Test

Selected Events (click to remove events)

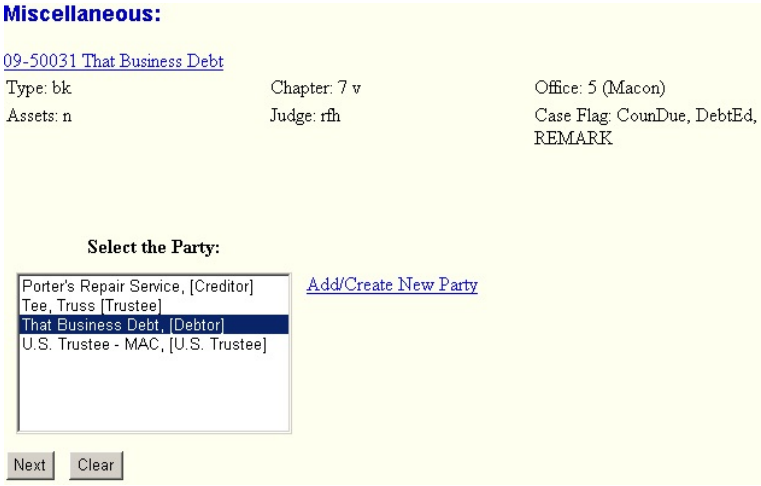
Schedules (AMENDED)

Next Clear

Select "Schedules (AMENDED)" from the list of events.

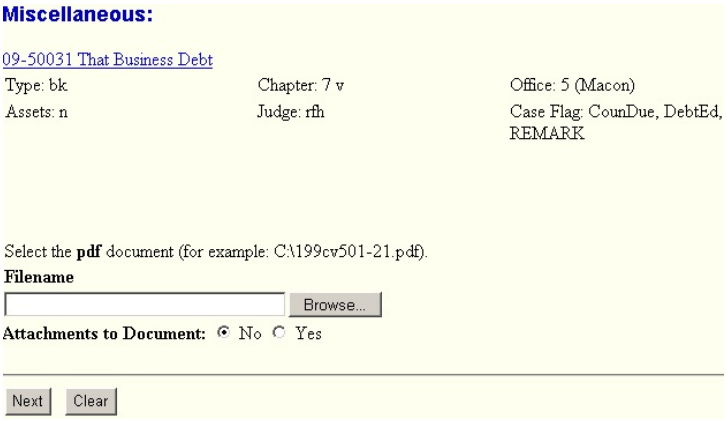
Click the [Next] button.

Step 22 - The SELECT PARTY screen displays.



Select the debtor(s) from the pick list. Click the [Next] button.

Step 23 - The SELECT PDF screen displays.



Select the pdf file to associate with this event. For more detailed information about creating and attaching pdf files, see the module on Converting a Document to PDF for instructions.

Click the [Next] button.

Step 24 - The following prompt and advisory message follows:

Miscellaneous:

09-50031 That Business Debt

Type: bk	Chapter: 7 v	Office: 5 (Macon)
Assets: n	Judge: rfh	Case Flag: CounDue, DebtEd, REMARK

Which Schedules are being amended? F

If SCHEDULE C is being amended, enter the Total Value of claimed Exemptions:

NOTE: IF SCHEDULE C IS BEING AMENDED YOU MUST ALSO FILE A NOTICE OF TIME TO RES
WITH A 30 DAY OBJECTION TIME.

Next Clear

Enter a response in the field provided and make note of the advisory message.

Click the [Next] button.

Step 25 - The following screen appears.

Miscellaneous:

09-50031 That Business Debt

Type: bk	Chapter: 7 v	Office: 5 (Macon)
Assets: n	Judge: rfh	Case Flag: CounDue, DebtEd, REMARK

Select one of the following

Adding Creditors or Codebtors
Changing the amount specified as being owed to a creditor
Changing the classification of a debt
Deleting creditors
None of the above (certification as to none of the above actions taken)

Select the appropriate response as to whether you are adding creditors or co-debtors, deleting creditors, changing the amount specified as being owed to a creditor or changing the classification of a debt or none of the above.

If your response is “none of the above”, the applicable certification language will be reflected in the final text. For the other responses, you will be prompted to enter information relevant to that response. The remaining instructions reflect the screens you will see if you indicate that you are adding creditors or co-debtors.

Click the [Next] button.

Step 26 - Next, the following ADVISORY screen displays.

Miscellaneous:

09-50031 That Business Debt

Type: bk	Chapter: 7 v	Office: 5 (Macon)
Assets: n	Judge: rfh	Case Flag: CounDue, DebtEd, REMARK

NEXT, ADD THE ADDITIONAL CREDITORS OR CODEBTORS

Next Clear

Click the [Next] button.

Step 27 - The ADD CREDITOR(S) screen displays.

Add Creditor(s)

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

```
ABC Creditor
1 Main Street
Macon, GA 31111
```

Creditor type Creditor

Creditor committee ◉ No ○ Yes **Entity** ☐

Next Clear

Enter creditors or co-debtors who are being added. Leave Name and Address field blank if no creditors or co-debtors are being added. Always accept the default creditor type “creditor” and the default Creditor committee “no”.

Click the [Next] button.

Step 28 - The CASE DATA screen displays next.

Miscellaneous:

09-50031 That Business Debt

Type: bk	Chapter: 7 v	Office: 5 (Macon)
Assets: n	Judge: rfh	Case Flag: CounDue, DebtEd, REMARK

Next Clear

Click the [Next] button to proceed.

Step 29 - The SUMMARY OF SCHEDULES screen displays. (Partial image shown below)

09-50031 That Business Debt

Type: bk	Chapter: 7 v	Office: 5 (Macon)
Assets: n	Judge: rfh	Case Flag: CounDue, DebtEd, REMARK

IF ANY AMOUNTS CHANGED AS A RESULT OF ADDING CREDITORS YOU SHOULD ALSO UPDA
AFFECTED SCHEDULES

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	OTHE
A - Real Property			
B - Personal Property			
D - Creditors Holding Secured Claims			

Enter the amended amounts by typing over the existing amount. Do not use dollar signs ($) or commas (,) in when completing the fields shown above. By-pass this screen if you do not need to change amounts.

It is very important that a dollar amount *or* 0.0 is indicated in fields of the Summary of Schedules form. Completing the Summary of Schedules form is particularly important in the TOTAL Type of Liability field and in Schedule D, E and F. Completing these fields will allow the TOTAL dischargeable debt amount to be computed. This, in turn, allows the Court to properly report statistical information to the Administrative Office of the U.S. Courts as mandated by Congress.

Click the [Next] button.

Step 30 - The following screen displays.

Miscellaneous:

09-50031 That Business Debt

Type: bk	Chapter: 7 v	Office: 5 (Macon)
Assets: n	Judge: rfh	Case Flag: CounDue, DebtEd, REMARK

Select One of the Following Regarding Certificate of Service

with certificate of service to additional creditors or codebtors
without certificate of service to additional creditors or codebtors

Choose the appropriate response. You will be advised to please file your certificate of service as soon as possible if you indicated "without certificate of service to additional creditor(s) or co-debtor(s).

Click the [Next] button.

Step 31- The FEE screen displays next.

Miscellaneous:

09-50031 That Business Debt

Type: bk	Chapter: 7 v	Office: 5 (Macon)
Assets: n	Judge: rfh	Case Flag: CounDue, DebtEd, REMARK

Leave the Receipt Number Blank if you are paying over the Internet or Enter O for Other Payment.

Enter NFR in the receipt field ONLY if this amendment is being filed related to a conversion.

Receipt #: **Fee: $26**

Next Clear

Leave the receipt number field blank in order to pay the fee over the Internet or enter NFR if the fee is not applicable.

Click the [Next] button.

Step 32 - The CASE DATA screen appears

Miscellaneous:

09-50031 That Business Debt

Type: bk	Chapter: 7 v	Office: 5 (Macon)
Assets: n	Judge: rfh	Case Flag: CounDue, DebtEd, REMARK

Next Clear

Click the [Next] button.

Step 33 - The FINAL TEXT screen displays.

Miscellaneous:

09-50031 That Business Debt

Type: bk	Chapter: 7 v	Office: 5 (Macon)
Assets: n	Judge: rfh	Case Flag: CounDue, DebtEd, REMARK

Docket Text: Final Text

Amended Schedules F, adding creditors or codebtors, with certificate of service to additional creditors or codebtors Fee Amount $26 filed by Debtor That Business Debt (Attorney, Ann)

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

Next Clear

Verify the information. Click the [Next] button to submit this transaction.

The NOTICE OF ELECTRONIC FILING screen will display after your transaction has been submitted. Below is an example of a partial Notice of Electronic Filing.

U.S. Bankruptcy Court

Middle District of Georgia

Notice of Electronic Filing

The following transaction was received from Ann Attorney entered on 4/8/2009 at 9:37 AM EDT and filed on 4/8/2009

Case Name: That Business Debt
Case Number: 09-50031
Document Number: 8

Docket Text:
Amended Schedules F, adding creditors or codebtors, with certificate of service to additional creditors or codebtors Fe
$26 filed by Debtor That Business Debt (Attorney, Ann)

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

Document description: Main Document
Original filename:I:\PDFs\Claims\08-31668_Proof of Claim_4_1_2009_2_27_49_PM.pdf