
FILING AMENDED SCHEDULES

Introduction:

New Mexico Local Rule 1009-1 requires that:

- (1) the amended schedule restate the entire schedule;
- (2) when an amended schedule is filed, the debtor also file a notice of amendment which specifies the amended or new information and sets forth a brief explanation of the reason for the amendment; and,
- (3) if the amendment adds entities, the debtor serve notice of the bankruptcy case on them.

Process:

The process involves three main steps:

- (1) Prepare appropriate documents;
- (2) Select correct event
- (3) File amended schedule and notice(s)

Procedures for step 1 – Prepare appropriate documents

A. Prepare:

- (1) The amended schedule (not an amendment to schedule);
- (2) An amended summary of schedules
- (3) If the debtor is an individual debtor with consumer debts and the schedule being amended is among those listed in the statistical summary of certain liabilities and related data, an amended statistical summary;
- (4) A signature page for the debtor (see sample [signature page](#));
- (5) The appropriate notice of amendment with specification of information amended ([NM LF 16](#) or [NM LF 16C](#))¹; and,

¹You will see that NM LF 16 includes a variety of possible situations and wording for the related options. For clarity, edit the document to fit your situation.

(6) If the amendment adds entities, notice of bankruptcy case, meeting of creditors, and deadlines given to creditors added by amendment to schedules or mailing list ([NM LF 32](#)).

B. Convert the documents to pdf files. For instructions, see Adobe [Acrobat PDF Tips and Suggestions](#), page 6.

Procedures for step 2 – Select correct event

A. Two events are available in CM-ECF:

- ~ Amended Schedules (Fee)
- ~ Amended Schedules (No Fee)

If the amended schedule you are filing adds or deletes creditors, changes the classification of a debt, or changes the amount specified as being owed to a creditor, use the Fee event. Otherwise, use the No Fee event.

Reminder: If creditors are being deleted file a “Motion to Amend Mailing List to Delete Creditors” (use the generic motion docket event code) and submit the proposed order to the appropriate judge.

If you use the wrong event and incur a fee, the fee will not be refunded.

Procedures for step 3 – File amended schedule and notice(s)

The amended schedule is filed as the main document with the signature page, the amended summary and the amended statistical summary (if applicable) as attachments.

The associated notice of amendment with specification of information amended is filed as the next document.

And, if the amendment adds entities, the notice of bankruptcy case is filed next.

A. Here is the procedure for filing the amended schedule and attachments:

(1) Select the appropriate event: amended schedules (fee) or amended schedules (no fee). Remember to click the Yes radio button to attach the signature page, the amended summary, and, if appropriate, the amended

statistical summary.

(2) The summary of schedules screen displays. Enter the new total for the schedule(s) being amended. The amounts entered on this screen must be the total amount for the entire schedule.

(3) On the next screen identify the schedules being amended and, if you are filing an amended statistical summary, include those words in the text.

(4) The event next asks if you are adding creditors. If you answer yes, information about the fee and instructions for how to enter creditors appears next. The next screen will allow you to paste in the added creditors.

(5) A “last chance” message appears, prompting you to ensure you have selected the correct docket event code – fee or no fee, and that you have redacted the documents. If there is a problem, start over.

(6) The Notice of Electronic Filing (NEF) screen displays. Remember to print a copy of the screen for your records. This is the Court’s digital file stamp and verification of the date and time the document was filed with

the court. You will receive the NEF via e-mail. From that e-mail you may obtain your “free look” at the document and at the case docket report.

(7) If you selected amended schedules (Fee), the pay.gov screen appears.

B. Next file the the notice of amendment with specification of information amended ([NM LF 16](#) or [16C](#)). The event code in CM-ECF is Amendment (Notice of). Link the notice to the amendment. Remember to print the NEF.

C. Then, if entities were added, file the notice of bankruptcy case given to creditors added by amendment ([NM LF 32](#)). The event code in CM-ECF is Creditors Added by Amendment - NM form 32 (Notice). Link the notice to the amendment. Remember to print the NEF.

Whom to Contact for Help

Please contact the court’s Electronic Information Management Specialists for assistance at 505-348-2500 or toll-free at 866-291-6805 (select option 3). The

Help desk hours are 8:30 am to 4:30 pm, Monday through Friday.

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