

CHAPTER 14

AMENDED DOCUMENTS

Amended Documents

This module demonstrates the steps to amend certain types of documents. Although this example shows the amending of a Motion to Dismiss, the same steps would be followed to amend other types of documents.

Note: If you are amending a document, docket the event as usual and choose “amended” from the list of prefix options in the Final Docket Text.

Amended Motion to Dismiss Case

STEP 1 Click the [Bankruptcy](#) hypertext link on the CM/ECF Main Menu.

Note: If the amended motion is in an adversary proceeding, choose the [Adversary](#) hypertext link.

STEP 2 The **Bankruptcy Events** screen displays.

— Click the [Trustee/US Trustee](#) hypertext link.

STEP 3 The **Case Number** screen displays.

— Enter the complete case number (office code-yy-bk-nnnnn).

— Click **[Next]** to continue.

STEP 4 The **Trustee Action** screen displays.

— Verify the case name and case number that is displayed.

— If the case name and number are incorrect, press the browser **[Back]** button to re-enter the case number.

— If the system prompts that you have entered an invalid case number, click the browser **[Back]** button to try again.

— Click the down arrow — to reveal the list of motions or press the “a” for applications or “m” for motions. Highlight *Motion to Dismiss*. **Note:** You may continue to press the “a” or “m” until the motion/application you are filing is highlighted.

— Click **[Next]** to continue.

STEP 5 The **Select the Party** screen displays.

- Click the down arrow — to scroll the **Select the Party** box to locate the party filer (in this example, the trustee).
- Click to highlight and select the trustee.
- Click **[Next]** to continue

STEP 6 The **PDF Document Selection** screen displays.

- Click **[Browse]**, then navigate to the directory where the appropriate PDF file is located. To verify you have selected the correct document right click on the highlighted filename and select **Open** to view the image in Adobe Acrobat. Once verified, double-click the PDF file or click **Open** to select it and associate it with the docket entry.
- The **Attachments to Document** option defaults to **No**. If you have attachments to this document, click the **Yes** radio button to indicate there are attachments. (Refer to module: *Attachments to Documents* for more information)
- Click **[Next]** to continue.

STEP 7 The **Refer to Existing Event** screen displays. **(See Figure 1)**

Trustee action:
[6:03-bk-02585-ABB Stars Around the Moon](#)

ATTENTION ELECTRONIC FILERS: You must attach a pdf document in the Filename box.

Refer to existing event(s)?

Next Clear

Figure 1

- Click inside the box to place a checkmark and indicate that this filing does refer to an existing document. This will allow you to indicate what document is being amended, and by referring to that document a linkage

will be created in the system.

- Click **[Next]** to continue.

STEP 8 The **Document Category** screen displays. (See Figure 2)

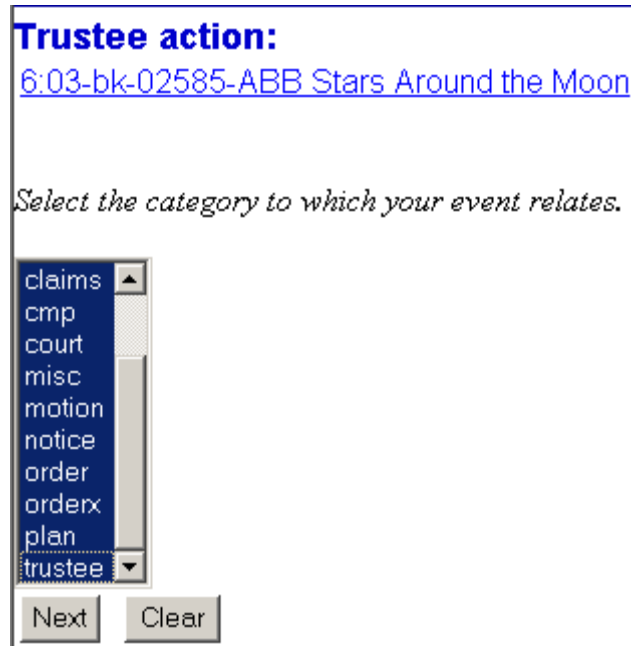


Figure 2

- Left Click on *Type* and drag down to highlight and select all categories of documents to which this amended document may refer. The system will find and display the docket entries associated with the case.
- Click **[Next]** to continue.

STEP 9 A **Document List** displays.

- A list of documents are displayed.
 - Click inside the box next to the document being amended to include (link) this *amended* document to the previously filed document.
 - Click **[Next]** to continue.

STEP 10 The **Final Docket Text** screen displays. (See Figure 3)

Trustee action:

[6:03-bk-02585-ABB Stars Around the Moon](#)

NOTE: Only text in the white boxes can be modified

Docket Text: Modify as Appropriate.

Amended **Filed by Trustee**
Christine Baker (related document(s)[5]). (Baker, Christine)

Next Clear

Figure 3

- A prefix box and supplemental text box window are available to add more detail to the docket text.
- Click the down arrow — to display the prefix options. **Note:** You may also type the first letter of the prefix to immediately move to the list of prefixes that begin with a particular letter (i.e.: Verified type “v”). Prefix Options to choose from are:

- [none]
- Addendum to
- Agreed
- Alias
- Amended
- Amendment to
- Certified
- Corrective
- Cross
- Emergency
- Ex Parte
- Expedited
- Fifth
- Final
- First
- First Amended
- Fourth
- Fourth Amended
- Interim
- Intervenors
- Joint
- Limited
- Omnibus

Opposition
Pluries
Pre-Trial
Proposed
Sealed
Second
Second Amended
Sixth
Status
Supplemental
Supporting
Third
Third Amended
Third Party
Trial
Unilateral
Verified

- A supplemental text box window is provided to add more detail to the docket entry. In this example, we have added: “for failure to appear at 341 Meeting” to indicate why dismissal is appropriate.
- Click **[Next]** to continue.
 - Note that the Docket Text reflects that this Amended Motion is related to Document [5], the original Motion that is now being amended through this entry.
 - Verify the accuracy of the Final Docket Text.
 - Click **[Next]** to continue.

STEP 11 The **Final Approval** screen displays.

- Verify the Final Docket Text. Read the Attention!! message.
- If the Final Docket Text is correct,
 - Click **[Next]** to continue and officially submit document.
- If the final docket text is incorrect:
 - Click the browser **[Back]** button to find the error(s) and proceed with the event.
 - To abort or restart the transaction, return to **Step 1** and begin again.

STEP 12 The **Notice of Electronic Filing** screen displays.

- Scroll down to see participants who have and have not registered for electronic noticing on this case.
- Clicking on the case number hypertext link on the **Notice of Electronic Filing** will present the *Docket Report* for this case.
- Clicking on the document number hypertext link will present the *PDF Image* of the document just filed.
- To print a copy of this notice click the browser **[Print]** icon.
- To save a copy of this notice, click **[File]** on the browser menu bar and select **Save Frame As**.
- You may also save the notice through the browser **File/Save** option.