

Rule 1009-1

AMENDMENTS TO LISTS & SCHEDULES

(a) ***Applicability of Rule.*** This rule applies to amendments to schedules, petitions, lists, matrices, statements of social security number, and statements of financial affairs.

(b) ***Content of Amendments.*** Amendments shall contain a caption including the case number and the title and shall be marked “Amended.” Amendments to Schedule A or Schedule B shall set forth all of the debtor’s real and personal property and shall state both the assets added and the assets deleted in the amendment. Amendments to Schedule C shall set forth all exemptions claimed by the debtor. Amendments to Schedules D, E, F, G and H shall set forth additional, new information, i.e., additional creditors, or deleted information.

(c) ***Execution and Verification.*** Amendments shall be executed and verified under penalty of perjury by the debtor and attorney of record in the same manner that the item being amended was originally executed.

(d) ***Amendments Adding Ten or More Creditors.*** Amendments that add ten or more creditors shall comply with the provisions of Local Rule 1007-2(a) applicable to the submission of the master mailing matrix with the original petition.

(e) ***Service of Amendments.*** The debtor shall serve notice of amendments to any persons or entities affected thereby, and file a proof of service with the Clerk in accordance with the provisions of Local Rule 9013-1. Amendments to Schedules D, E, and F shall be served upon the newly added creditor(s), together with a copy of the Notice of Commencement of Bankruptcy Case, Meeting of Creditors, & Deadlines, the Notice of Deadline to File Proof of Claim, if any, and in Chapter 13 cases, a copy of the most recently filed Chapter 13 plan.

(f) ***Amendments to Statement of Social Security Number.*** In compliance with the policy of the United States Judicial Conference to protect personal data identifiers, any amendment to the debtor’s Statement of Social Security Number will be filed on the docket as a restricted entry. The debtor/debtor’s attorney shall (i) serve a copy of the amended statement on all parties who were served with the Notice of Bankruptcy Case, Meeting of Creditors, & Deadlines, and (ii) file a proof of service with the Clerk. Electronic Filing Users shall maintain the original signed and verified amended statement setting out the debtor’s full social security number for a period of four years after the case is closed.

(g) ***Filing Fees.*** Amendments to the debtor’s schedules of creditors, lists of creditors, matrix, or mailing list require the prescribed filing fee unless the nature of the amendment is to change the address of a creditor or an attorney listed for a creditor.

Notes of Advisory Committee

2015 Amendment

Amended section (e) requires service of the Notice of Deadline to File Proof of Claim, if any, upon newly added creditors in Schedules D, E, and F. This amendment is effective July 1, 2015.