

# AMENDING DOCUMENTS IN CM/ECF

**WHY ARE WE SO PICKY?**

## CM/ECF performs many functions behind the scenes:

- Alerting the Judicial Assistant (JA) to set a hearing
- Charging (or not) a fee
- Terminating the original motion/application
- Enabling or preventing automatic docketing
- Setting or removing flags
- Setting, removing, or updating deadlines
- Generating statistical information
- Establishing a 1:1 relationship with an order event
- Establishing linking for case progress

# TO AMEND OR NOT TO AMEND?

## ■ DO NOT AMEND IF...

- If you file the wrong pleading for your purposes and used the correct filing event for that type of pleading
  - (e.g., Notice of Dismissal should have been a Motion to Dismiss)
- If you used the wrong filing event
- You filed the document in the wrong case
- The Submission Error Notification told you not to

# TO AMEND OR NOT TO AMEND?

## ■ DO AMEND IF

- You filed a document without a signature
- Pages were omitted when the document was uploaded
- You are changing something in the document



# FORMATTING THE DOCUMENT

# FORMATTING

Amendments must contain a caption which includes the case number, case name, and the title of the document. The title should contain the word “Amended.”

# EXECUTION

- The amendment must be executed and acknowledged in the same manner that the item being amended was originally executed.
- The amendment must be signed and/or acknowledged by all parties who signed the original.
- If the original document required witnesses or notarization, so must the amendment be witnessed or notarized.

# NOTATION

- Changes, additions, and/or deletions to the document or pleading must be clearly indicated.
- Amended Orders must contain a footnote explaining the change from the original order.

# SERVICE

- Amendments are to be noticed to any and all entities affected thereby, the trustee, and to the U.S. Trustee's office.
- A Certificate of Service listing the name(s) and address(es) or email address(es) to those who received notice of the amendment and by what means (e.g., U.S. Mail or electronic notification) must be provided with the filing or filed separately as soon as possible.

# SCHEDULES

Amendments to one or more of the schedules requires that the schedule(s) be filed in their entirety and that the changes be clearly stated.

Amendments adding creditors must be accompanied by an additional mailing matrix which contains only the name(s) and address(es) of the creditor(s) being added.

# FILING FEES

Amending schedules to add a creditor to or delete a creditor from the schedules, change the amount of a debt, or reclassify a creditor requires the payment of a filing fee.

Amending a Motion or Application for which a fee was paid on the original filing does not incur a second fee.



**SPECIAL  
CIRCUMSTANCES**

## **FORM 21 – STATEMENT OF SSN**

**Amendments to the Form 21 Statement of Social Security number are NOT to be filed electronically.**

**These must be faxed or delivered to the Clerk's Office for processing. We will scan and file the document with "restricted access" in compliance with Fed. R. Bankr. P. 9037.**

# FORM 21 – STATEMENT OF SSN

The debtor/debtor's attorney must serve a notice containing the correct Social Security Number to all creditors, the U.S. Trustee, and the case trustee.

A truncated or redacted copy of the notice showing only the last four digits of the Social Security Number and a certificate of service must be filed with the court.

*Fed. R. Bankr. P. 1009 (c)*  
*N.D. Fla. LBR 1009-1 E*

# AMENDMENTS TO SCHEDULES IN CLOSED CHAPTER 7 CASES

Amendments to add creditors in a closed, no asset, chapter 7 case are to be filed using Local Form 7-15, Certificate and Affidavit for Adding Creditors in a Closed Case.

Filing “Amended Schedules” will result in the issuance of an Order to File Papers in Proper Form.

*N.D. Fla. LBR 1009-1 D.*



# FINDING THE RIGHT EVENT IN CM/ECF

# MOTIONS TO AMEND

- **Motions to amend**
  - Amend Complaint, Motion to
  - Amend Initial Scheduling Order, Motion to
  - Amend Order, Motion to
  - File Amended Proof of Claim, Motion to

# FILING EVENTS

- **Document specific amendments**
  - Amended Application for Compensation
  - Amended Complaint
  - Amended Creditor Matrix (Fee)
  - Amended Objection to Claim
  - Amended Objection to Claim (w/negative notice language)
  - Amended Petition (Official Form 1 Only)
  - Amended Schedules and/or Statements

# FILING EVENTS

- **Document specific amendments** *(continued)*
  - Chapter 11 Disclosure Statement – Amended
  - Chapter 11 Plan – Amended
  - Chapter 11 Plan – Small Business, Amended
  - Chapter 12 Plan – Amended
  - Chapter 13 Plan – Amended
  - Chapter 9 Plan – Amended
  - Reaffirmation – Amended
  - Modify Plan (Post-Confirmation), Amended Motion to

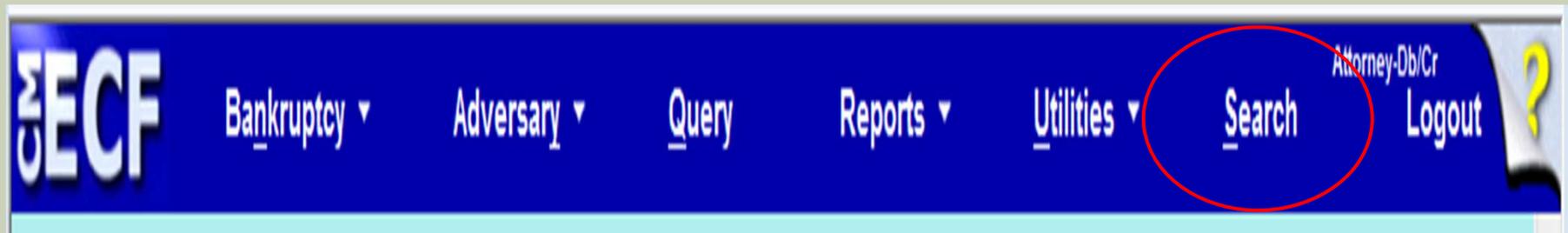
# FILING EVENTS

- Generic Events
  - Amended Application
  - Amended Document
  - Amended Motion

These events are to be used only if there is not another “amended” event available.

# FILING EVENTS

Can't find the one you need? Search for it!



The *keyword* search in CM/ECF will find all filing events containing the word(s) you enter.

For best results, use a word or partial word instead of a phrase or full document name.

**Search results for 'amend'**  
34 events found

Search Menus and Events  
amend

**Adversary Answers → Motion/Application**

- [Amended Objection to Claim](#)
- [Amended Objection to Claim \(with negative notice language\)](#)

**Adversary Events → General Filing Topics → Complaint & Summons on Existing AP Cases**

- [Amended Complaint](#)

**Adversary Events → General Filing Topics → Motions & Applications**

- [Amend Complaint, Motion to](#)
- [Amend Initial Scheduling Order, Motion to](#)
- [Amended Application](#)
- [Amended Application for Compensation](#)
- [Amended Motion](#)

**Answer/Response → Other Answer, Response or Objection**

- [Amended Objection to Claim](#)
- [Amended Objection to Claim \(with negative notice language\)](#)

**Answers → Motion/Application**

- [Amended Objection to Claim](#)
- [Amended Objection to Claim \(with negative notice language\)](#)

**Bankruptcy Events → Claims and Creditor Activity → Creditor Claimant Activity**

- [Amended Document](#)
- [Reaffirmation - Amended](#)

**Bankruptcy Events → General Filing Topics → Motions/Applications**



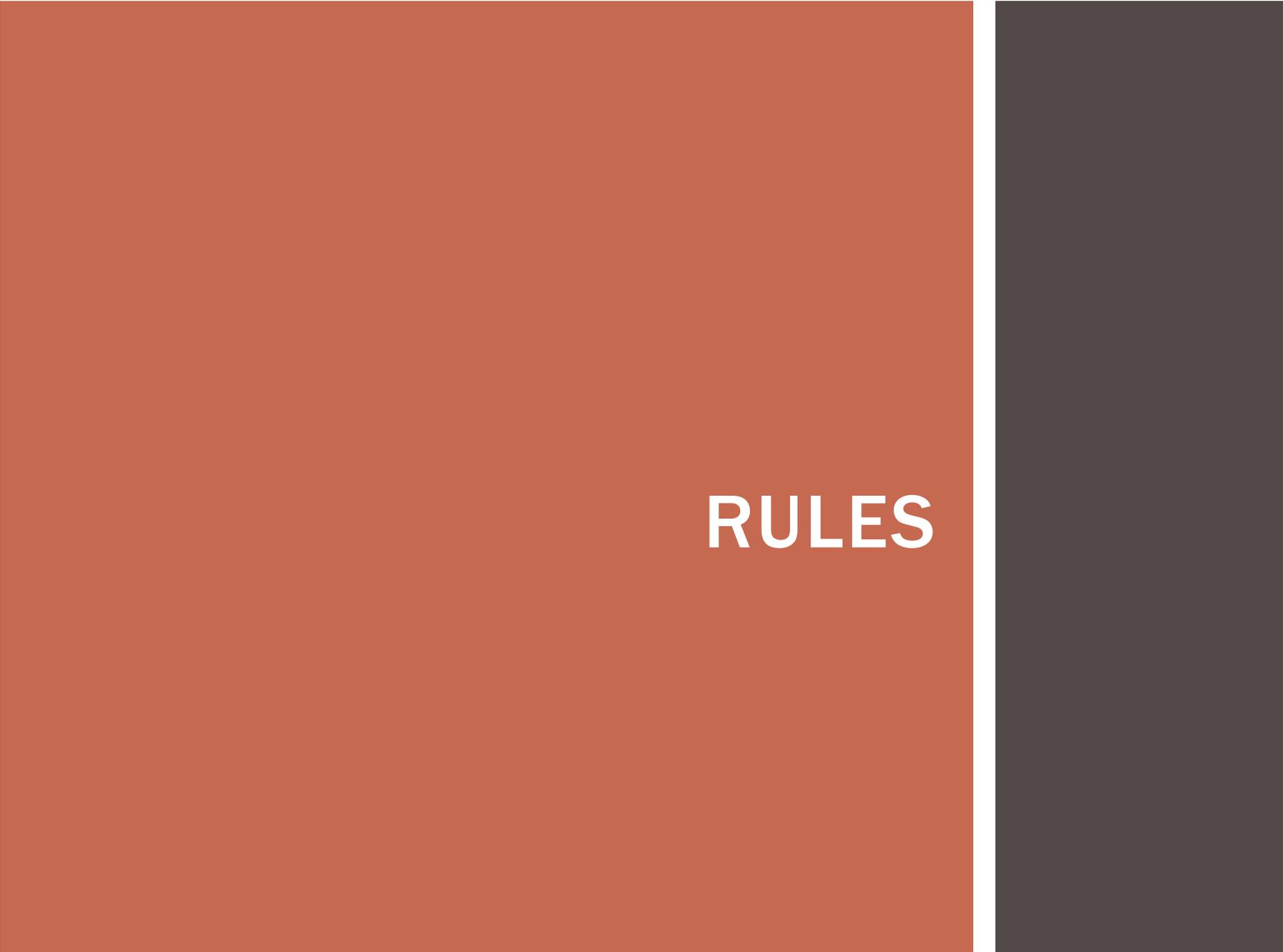
Search results for 'Amended Reaffirmation Agreement'

No matches were found.

Search Menus and Events

Amended Reaffirmation Agreement

The event in CM/ECF is “Reaffirmation – Amended”



**RULES**

## **Fed. R. Bankr. P. 1009**

**Amendments of Voluntary Petitions, Lists, Schedules,  
and Statements**

## **N. D. Fla. LBR 1009-1**

**Amendments of Voluntary Petitions, Lists, Schedules,  
and Statements**

**For assistance, please contact  
the Help Desk**

**CMECF\_HelpDesk@flnb.uscourts.gov**

**Tallahassee  
850-521-5002**

**Toll-Free  
888-765-1752**