

New Amended Schedule/Matrix Events for Attorneys

Effective October 20, 2008

Effective October 20, 2008, debtor's attorneys began being charged a filing fee for Amended Schedules and Matrices where new creditors are added to a case. Events have been created/modified to accommodate this requirement. Please share the following information with attorneys and staff members who are involved in the e-filing process.

The Amended Schedule/Matrix Events and When to Use Them:

The 'Amended Creditor Matrix To Add Agent (Electronically Filed - Fee Required)' event is available for use when adding an agent for a creditor who is already on the matrix and schedules are not being amended. The \$26.00 fee is required.

Miscellaneous 1

[05-10146-SBB Peter Rabbit](#)

| | | |
|------------|--------------|--------------------------|
| Type: bk | Chapter: 7 v | Office: 1 (Denver) |
| Judge: SBB | Assets: n | Case Flag: DebtEd, FUNDS |

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

| Available Events (click to select events) | Selected Events (click to remove events) |
|--|--|
| <ul style="list-style-type: none">20 Largest Unsecured Bondholders (Chapter 9)20 Largest Unsecured CreditorsAffidavit<li style="background-color: #0000ff; color: white;">Amended Creditor Matrix To Add Agent (Electronically Filed-Fee Required)Amended Schedules (Electronically Filed-No Fee Required)Amended Schedules D, E or F and Amended Creditor Matrix (Electronically Filed-Fee Required) | <ul style="list-style-type: none">Amended Creditor Matrix To Add Agent (Electronically Filed-Fee Required) |

The following important messages will display during the filing of this event.

This Event Is ONLY FOR USE When The Matrix Is Being Amended To Add An Agent For Noticing Purposes Only And Amended Schedules Are Not Being Filed.

If Schedules Are Also Being Amended Use The Miscellaneous Event Amended Schedules D, E or F and Amended Creditor Matrix (Electronically Filed-Fee Required) Instead.

Ensure That This Document Is Linked To The Voluntary Petition.

You May Add Your Creditors Individually At The Add Creditors Screen Or Upload A Creditor Text File Using The Creditor Maintenance Menu Option.

Do Not Use This Event To Change The Address Of An Existing Creditor In This Case. File A Change Of Address For The Creditor Instead Using The Miscellaneous Event Change Of Address.

For The Subsequent Filing Of A Certificate Of Mailing Pursuant To Local Bankruptcy Rule 109(2) Use The Miscellaneous Event Certificate of Service Re: Notice of the Meeting of Creditors.

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You will have the opportunity to add the agent during the transaction as shown in the screen below. Follow the 'rules' shown on this screen for entry of the agent. Do not change the defaults for **Creditor type** or **Creditor Committee**.

Add Creditor(s)

- (1) Name may be 50 characters.
- (2) Address may be 5 lines, 40 characters each.
- (3) More than one creditor may be entered. Separate creditors with a blank line.
- (4) Limit 10 Creditors

Name and Address

| |
|-------------------------|
| Name of Agent |
| Street Address of Agent |
| City, State Zip |

Creditor type Creditor

Creditor committee No Yes **Entity**

Next

Clear

New Amended Schedule/Matrix Events for Attorneys

Effective October 20, 2008

The 'Amended Schedules (Electronically Filed - No Fee Required)' event is to be used when filing an amended schedule where no new creditors will be added to the case.

Miscellaneous

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|------------|--------------|--------------------------|
| Type: bk | Chapter: 7 v | Office: 1 (Denver) |
| Judge: SBB | Assets: n | Case Flag: DebtEd, FUNDS |

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

| Available Events (click to select events) | Selected Events (click to remove events) |
|---|--|
| 20 Largest Unsecured Bondholders (Chapter 9) | Amended Schedules (Electronically Filed-No Fee Required) |
| 20 Largest Unsecured Creditors | |
| Affidavit | |
| Amended Creditor Matrix To Add Agent (Electronically Filed-Fee Required) | |
| Amended Schedules (Electronically Filed-No Fee Required) | |
| Amended Schedules D, E or F and Amended Creditor Matrix (Electronically Filed-Fee Required) | |

The following important messages will display during the filing of the amended schedules:

Do Not Use This Event If You Are Amending Schedules To Add Creditors! Use the Miscellaneous Event Amended Schedules D, E or F and Amended Creditor Matrix (Electronically Filed-Fee Required) Instead!

Ensure That This Document Is Linked To The Entry That Contains The Schedules That Are Being Amended.

Bypass The Statistical Screen If You Are Amending Schedules C G or H Only.

New Amended Schedule/Matrix Events for Attorneys

Effective October 20, 2008

The 'Amended Schedules D, E or F and Amended Creditor Matrix (Electronically Filed - Fee Required)' event is to be used when Schedules are being amended to add a new creditor to the matrix. You will have the opportunity to add up to 10 creditors during the filing of the amended schedules. If you have more than 10 creditors to add, you may bypass the screen where creditors can be added and, when done filing the amended schedules, you would then add your creditors using the Creditor Maintenance option 'Upload a Creditor Matrix File'. The \$26.00 filing fee is required.

Miscellaneous k8

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| | | |
|------------|--------------|--------------------------|
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| Judge: SBB | Assets: n | Case Flag: DebtEd, FUNDS |

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

| | |
|---|---|
| Available Events (click to select events) | Selected Events (click to remove events) |
| <ul style="list-style-type: none">20 Largest Unsecured Bondholders (Chapter 9)20 Largest Unsecured CreditorsAffidavitAmended Creditor Matrix To Add Agent (Electronically Filed-Fee Required)Amended Schedules (Electronically Filed-No Fee Required)Amended Schedules D, E or F and Amended Creditor Matrix (Electronically Filed-Fee Required) | <ul style="list-style-type: none">Amended Schedules D, E or F and Amended Creditor Matrix (Electronically Filed-Fee Required) |

The following important messages will display during the filing of the amended schedules:

Ensure That This Document Is Linked To The Entry That Contains The Schedules That Are Being Amended.

You May Add Your Creditors Individually at the Add Creditors Screen Or Upload A Creditor Text File Using The Creditor Maintenance Menu Option.

Do Not Use This Event To Change The Address Of An Existing Creditor In This Case. File A Change Of Address For The Creditor Instead Using The Miscellaneous Event Change Of Address.

For The Subsequent Filing Of A Certificate Of Mailing Pursuant To Local Bankruptcy Rule 109(2) Use The Miscellaneous Event Certificate of Service Re: Notice of the Meeting of Creditors.

New Amended Schedule/Matrix Events for Attorneys

Effective October 20, 2008

You will have the opportunity to add the new creditor(s) during the transaction as shown in the screen below. Follow the 'rules' shown on this screen for entry of new creditors. Do not change the defaults for **Creditor type** or **Creditor Committee**.

Add Creditor(s)

*(1) Name may be 50 characters.
(2) Address may be 5 lines, 40 characters each.
(3) More than one creditor may be entered. Separate creditors with a blank line.
(4) Limit 10 Creditors*

Name and Address

Creditor type

Creditor committee No Yes **Entity**

Please Note: Not all screens the user will see were displayed above. Please be aware that, when the Summary of Schedules screen appears, it is extremely important that you enter the required statistical information into the appropriate fields. If you should have questions about any other screens you encounter during the filing of your amended schedules/matrices, please contact the ECF Help Desk at 720-904-7450 or e-mail the training team at cobml_training@cob.uscourts.gov.