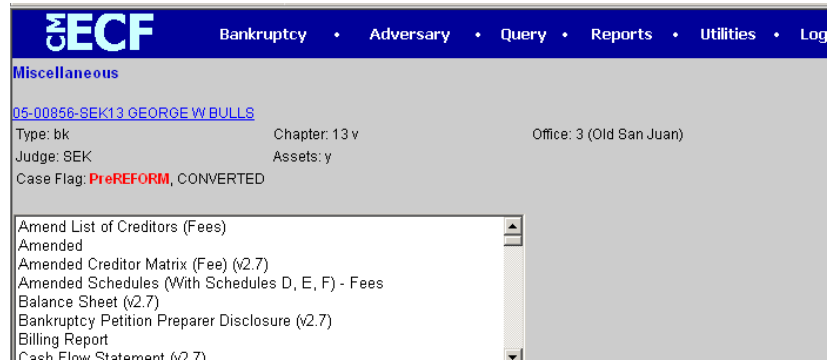


# INSTRUCTIONS

## 1-AMENDED SCHEDULES (D, E or F-Fees)

This event will be used when filing amended schedules (D, E, or F) **ONLY**. A fee of \$26.00 will be charged. The event will require additional information to be completed by the filing user. This information is very important to be completed, since this information will go to the statistic division.

### STEP 1



The screenshot shows the ECF system interface. At the top, there is a navigation bar with the ECF logo and menu items: Bankruptcy, Adversary, Query, Reports, Utilities, and Log. Below this, the page is titled "Miscellaneous" and displays case information for "05-00856-SEK13 GEORGE W BULLS". The case details include: Type: bk, Chapter: 13 v, Office: 3 (Old San Juan); Judge: SEK, Assets: y; and Case Flag: PreREFORM, CONVERTED. A scrollable list of available schedules is shown below, including: Amend List of Creditors (Fees), Amended, Amended Creditor Matrix (Fee) (v2.7), Amended Schedules (With Schedules D, E, F) - Fees, Balance Sheet (v2.7), Bankruptcy Petition Preparer Disclosure (v2.7), Billing Report, and Cash Flow Statement (v2.7).

### STEP 2

In this screen select All schedules you are amending at this time.



The screenshot shows the ECF system interface for selecting schedules. The navigation bar and case information are identical to the previous screenshot. Below the case details, the text reads "Select ALL Schedules you are Amending at this Time." There are three checked checkboxes: Schedule D, Schedule E, and Schedule F. At the bottom of the form, there are two buttons: "Next" and "Clear".

### STEP 3

In this screen you have to enter: SECURED CLAIMS TOTAL AND UNSECURED PRIORITY CLAIMS TOTAL. This information is very important to be completed, since this information will go to the statistic division.

**ECF** Bankruptcy • Adversary • Query • Reports • Utilities • Logout

**Miscellaneous:**

[15-00856-SEK13 GEORGE W BULLS](#)  
Type: bk Chapter: 13 v Office: 3 (Old San Juan)  
Judge: SEK Assets: y  
Case Flag: **PreREFORM**, CONVERTED

Enter Secured Claims Total:

Enter Unsecured Priority Claims Total:

Enter Unsecured NonPriority Claims Total:

### STEP 4

**DO NOT ENTER A RECEIPT NUMBER BELOW IF YOU WILL BE PAYING VIA THE INTERNET.**

**ECF** Bankruptcy • Adversary • Query • Reports • Utilities • Logout

**Miscellaneous:**

[15-00856-SEK13 GEORGE W BULLS](#)  
Type: bk Chapter: 13 v Office: 3 (Old San Juan)  
Judge: SEK Assets: y  
Case Flag: **PreREFORM**, CONVERTED

Do not enter a receipt number below if you will be paying via the Internet!

Receipt #:  Fee: \$26

### STEP 5

The final docket text screen displays. (See below) Please verify the final docket text, read the warning message, if the final text is correct **CLICK** on next to continue and officially submit this document.

**ECF** Bankruptcy • Adversary • Query • Reports • Utilities • Logout

**Miscellaneous:**

[15-00856-SEK13 GEORGE W BULLS](#)  
Type: bk Chapter: 13 v Office: 3 (Old San Juan)  
Judge: SEK Assets: y  
Case Flag: **PreREFORM**, CONVERTED

**Docket Text: Final Text**

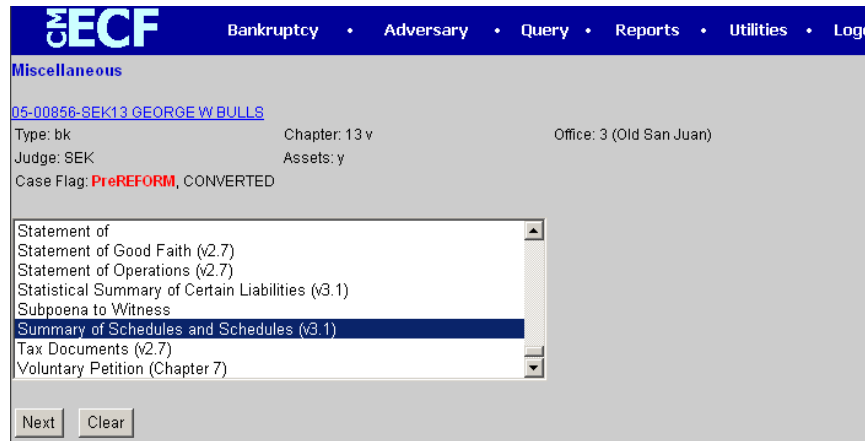
Amended: Schedule D Total: \$32500 Schedule E Total: \$31212 Schedule F Total: \$11454 ( Filing fee: \$ 26, ).  
filed by ATTORNEY TRAIN on behalf of GEORGE W BULLS (TRAIN, ATTORNEY)

**Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.**

## 2-SUMMARY OF SCHEDULES AND SCHEDULES (A-J)

### STEP 1

This event is to be used ONLY when schedules are not filed with the petition. No Amendments.



The screenshot shows the ECF system interface. At the top, there is a navigation bar with 'Bankruptcy', 'Adversary', 'Query', 'Reports', 'Utilities', and 'Logout'. Below this, the case information is displayed: 'Miscellaneous', '05-00856-SEK13 GEORGE W BULLS', 'Type: bk', 'Chapter: 13 v', 'Office: 3 (Old San Juan)', 'Judge: SEK', 'Assets: y', and 'Case Flag: PreREFORM, CONVERTED'. A dropdown menu is open, showing the following options: 'Statement of Good Faith (v2.7)', 'Statement of Operations (v2.7)', 'Statistical Summary of Certain Liabilities (v3.1)', 'Subpoena to Witness', 'Summary of Schedules and Schedules (v3.1)', 'Tax Documents (v2.7)', and 'Voluntary Petition (Chapter 7)'. The 'Summary of Schedules and Schedules (v3.1)' option is highlighted. Below the dropdown are 'Next' and 'Clear' buttons.

### STEP 2

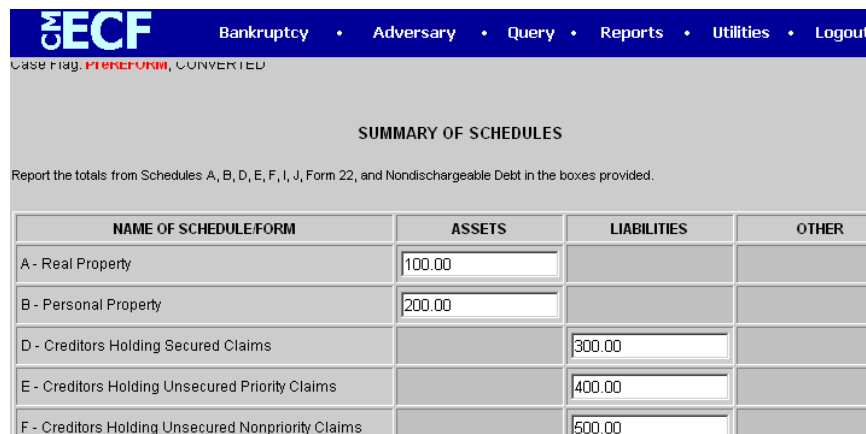
For the filing of amended schedules, this event cannot be used. The following warning will be appear.



The screenshot shows the ECF system interface with a warning message. The case information is the same as in Step 1. Below the case information, a red 'Warning:' is displayed, followed by the text 'Do Not Use This Event If You Are Filing Amended Schedules'. Below the warning are 'Next' and 'Clear' buttons.

### STEP 3

In this screen please enter the amount requested in the form. (If applies)

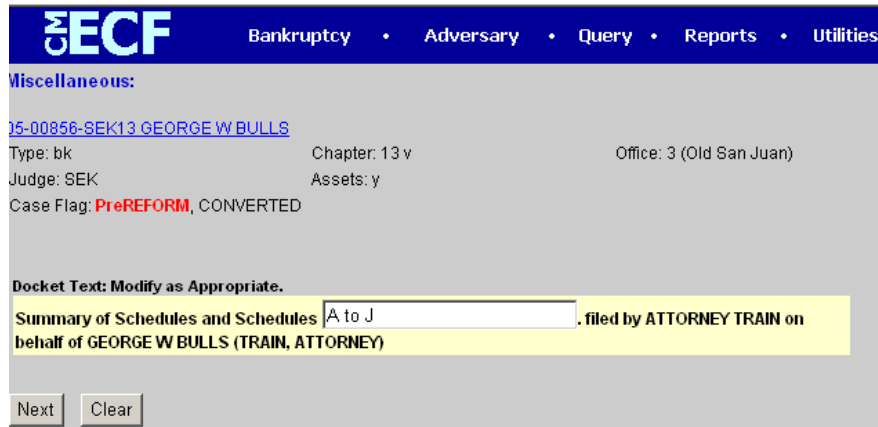


The screenshot shows the ECF system interface with the 'SUMMARY OF SCHEDULES' form. The case information is the same as in Step 1. Below the case information, the text 'Report the totals from Schedules A, B, D, E, F, I, J, Form 22, and Nondischargeable Debt in the boxes provided.' is displayed. The form consists of a table with four columns: 'NAME OF SCHEDULE/FORM', 'ASSETS', 'LIABILITIES', and 'OTHER'. The rows are: 'A - Real Property' (Assets: 100.00), 'B - Personal Property' (Assets: 200.00), 'D - Creditors Holding Secured Claims' (Liabilities: 300.00), 'E - Creditors Holding Unsecured Priority Claims' (Liabilities: 400.00), and 'F - Creditors Holding Unsecured Nonpriority Claims' (Liabilities: 500.00). The input fields are highlighted with a blue border.

NAME OF SCHEDULE/FORM	ASSETS	LIABILITIES	OTHER
A - Real Property	100.00		
B - Personal Property	200.00		
D - Creditors Holding Secured Claims		300.00	
E - Creditors Holding Unsecured Priority Claims		400.00	
F - Creditors Holding Unsecured Nonpriority Claims		500.00	

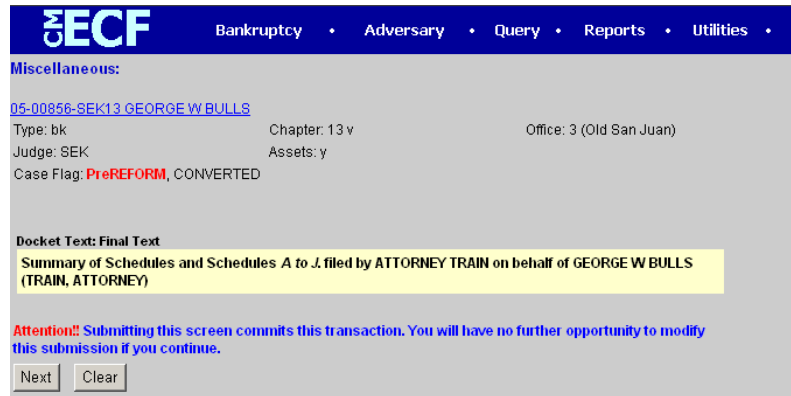
STEP 4

Docket Text: Modify as Appropriated.



STEP 5

The final docket text screen displays. (See below) Please verify the final docket text, read the warning message, if the final text is correct CLICK on next to continue and officially submit this document.



**3-SCHEDULES AND OR AMENDED SCHEDULES TO BE FILED INDIVIDUALLY**

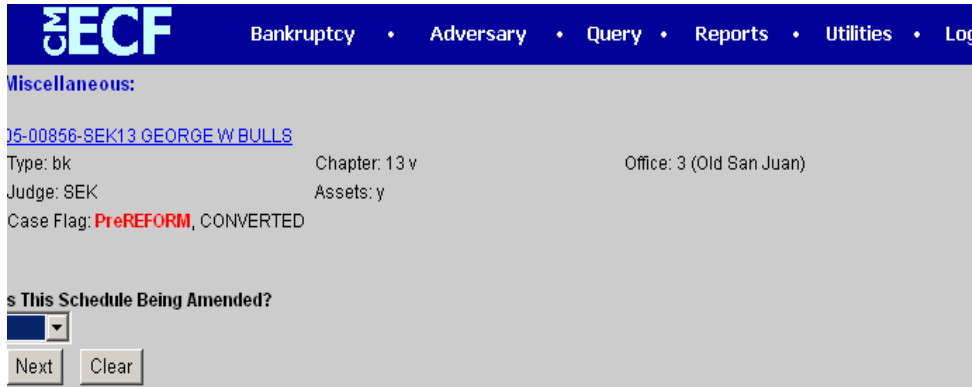
STEP 1

This event will be used to filed schedule from A to J individually. (One PDF)



STEP 2

Is the schedule being amended, please select Yes or No.



The screenshot shows the ECF system interface for Step 2. At the top, there is a blue navigation bar with the ECF logo and menu items: Bankruptcy, Adversary, Query, Reports, Utilities, and Log. Below the navigation bar, the page is titled "Miscellaneous:" and displays case information for "05-00856-SEK13 GEORGE W BULLS". The case details include: Type: bk, Chapter: 13 v, Office: 3 (Old San Juan); Judge: SEK, Assets: y; and Case Flag: PreREFORM, CONVERTED. The main question is "Is This Schedule Being Amended?" with a dropdown menu currently set to "No". At the bottom, there are "Next" and "Clear" buttons.

STEP 3

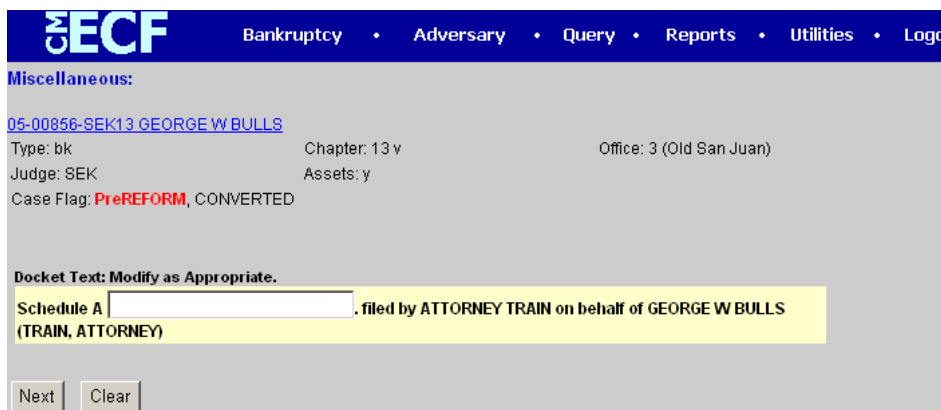
Please enter Real Property Amount: (This is an example of schedule A)



The screenshot shows the ECF system interface for Step 3. It features the same blue navigation bar and case information as Step 2. The main prompt is "Enter Real Property Amount:" followed by an empty text input field. At the bottom, there are "Next" and "Clear" buttons.

STEP 4

Docket Text: Modify as Appropriated.



The screenshot shows the ECF system interface for Step 4. It features the same blue navigation bar and case information. The main prompt is "Docket Text: Modify as Appropriate." Below this, there is a highlighted yellow box containing the text: "Schedule A [input field] filed by ATTORNEY TRAIN on behalf of GEORGE W BULLS (TRAIN, ATTORNEY)". At the bottom, there are "Next" and "Clear" buttons.

## STEP 5

The final docket text screen displays. (See below) Please verify the final docket text, read the warning message, if the final text is correct **CLICK** on next to continue and officially submit this document.

**MECF** Bankruptcy • Adversary • Query • Reports • Utilities • L

**Miscellaneous:**

[05-00856-SEK13 GEORGE W BULLS](#)

Type: bk Chapter: 13 v Office: 3 (Old San Juan)  
Judge: SEK Assets: y  
Case Flag: **PreREFORM**, CONVERTED

**Docket Text: Final Text**  
**Schedule A . filed by ATTORNEY TRAIN on behalf of GEORGE W BULLS (TRAIN, ATTORNEY)**

**Attention!!** Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.