



IN THE UNITED STATES BANKRUPTCY COURT  
FOR THE DISTRICT OF PUERTO RICO  
José V. Toledo Post Office & Courthouse Federal Building  
300 Recinto Sur St, Suite 109  
San Juan, Puerto Rico 00901

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Notice to Bar and the Public

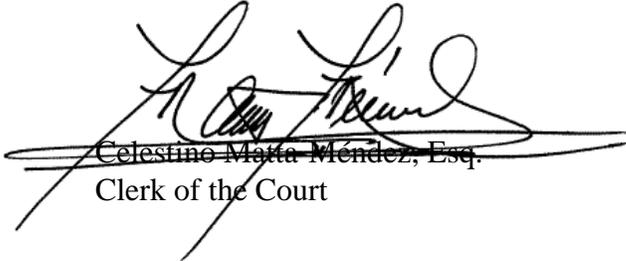
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Re: Schedules and Amendment of Schedules

In view of the implementation of CM/ECF version 3.1 attorneys are required to correctly file the Summary of Schedules and Schedules, Amended Schedules (D, E or F-Fees) and Individual Schedules to comply with BAPCPA new statistical requirements. Please take notice that new and modified events were created for this purpose. Failure to follow these instructions affects the accuracy of the docket, statistics, and fees.

A list of the events and instructions on how to use them is hereby attached.

In San Juan, Puerto Rico, this 25<sup>th</sup> day of October 2006.

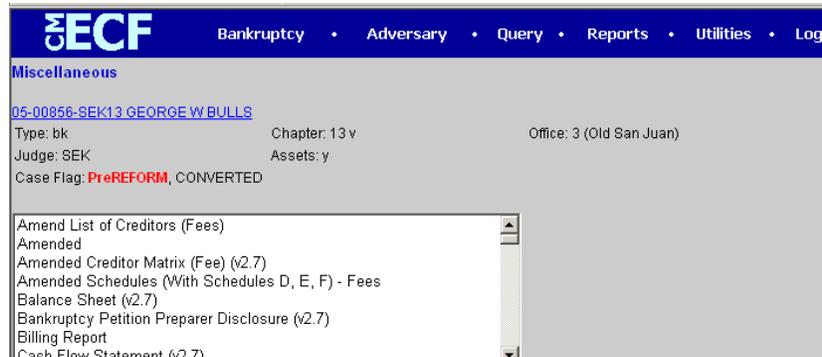
  
Celestino Matta Méndez, Esq.  
Clerk of the Court

# 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 (Electronic Case Filing) system interface. The top navigation bar includes "Bankruptcy", "Adversary", "Query", "Reports", "Utilities", and "Log". The main content area 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; Case Flag: PreREFORM, CONVERTED. Below this information is a scrollable list of available schedules for amendment:

- 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
- Cash Flow Statement (v2.7)

### STEP 2

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



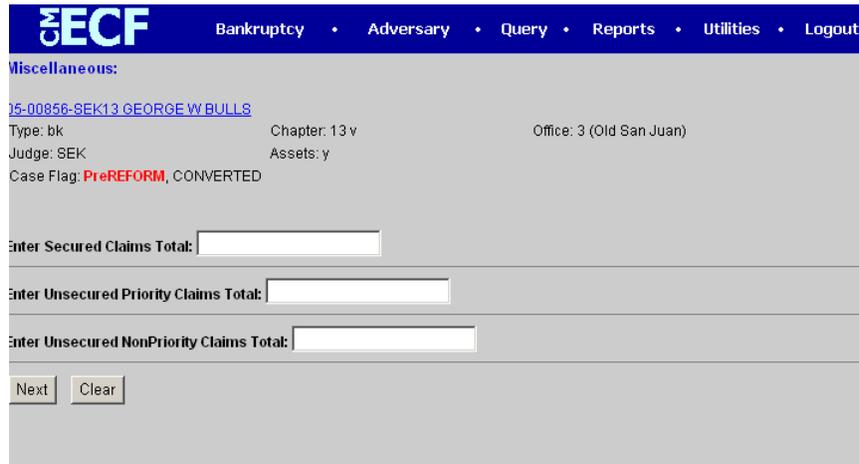
The screenshot shows the ECF system interface for selecting schedules to amend. The top navigation bar is the same as in Step 1. The main content area is titled "Miscellaneous:" and displays the same case information as in Step 1. Below the case information, there is a prompt: "Select ALL Schedules you are Amending at this Time." Below this prompt, there are three checkboxes, all of which are checked:

- Schedule D
- Schedule E
- 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:

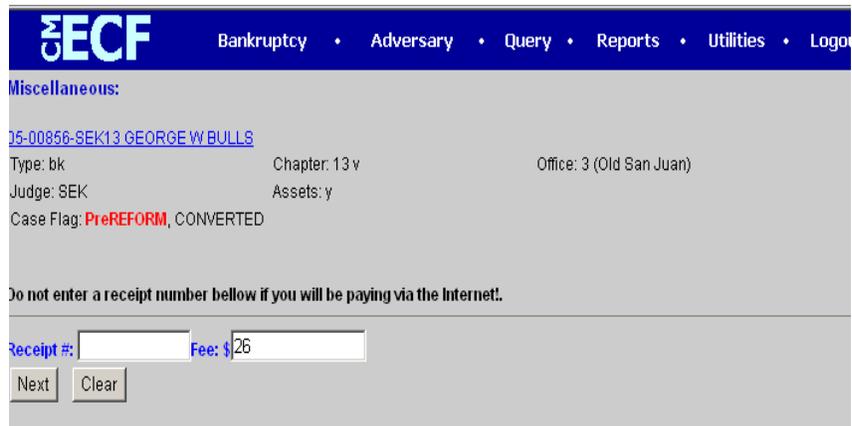
Enter Unsecured Priority Claims Total:

Enter Unsecured NonPriority Claims Total:

Next Clear

### 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

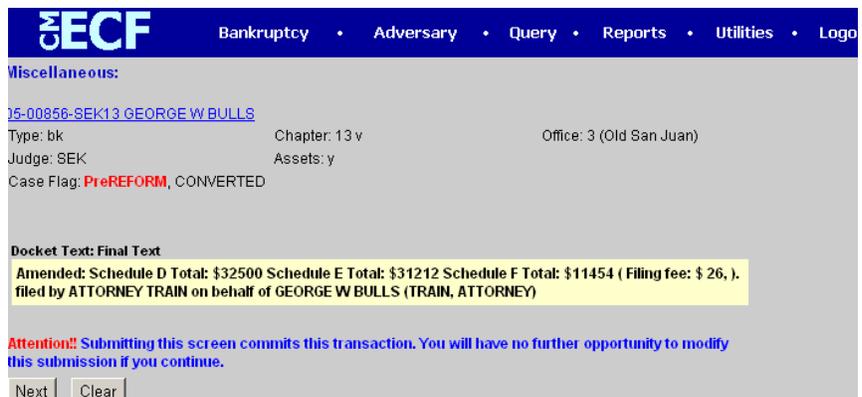
Do not enter a receipt number below if you will be paying via the Internet!

Receipt #:  Fee: \$26

Next Clear

### 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)

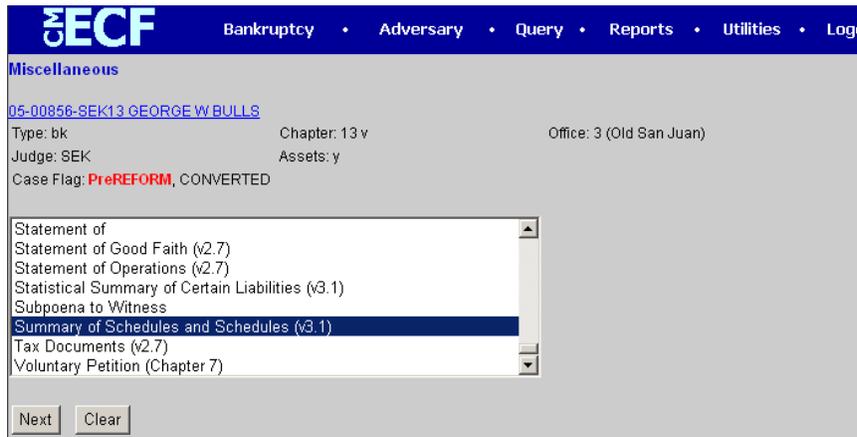
**Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.**

Next Clear

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

### STEP 1

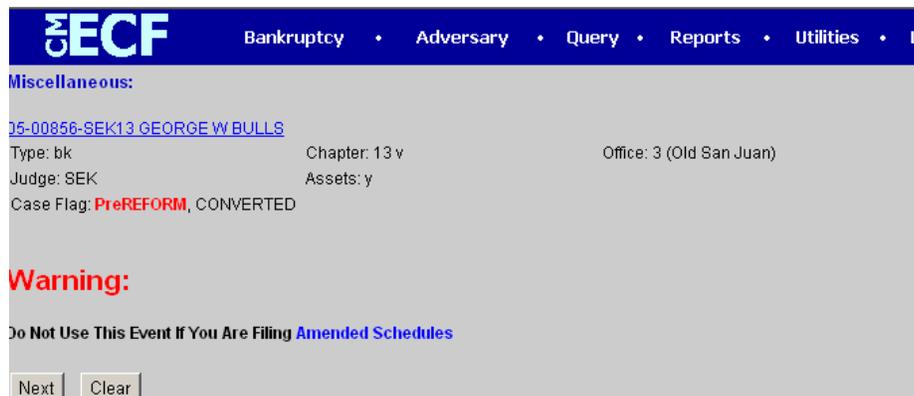
This event is to be used ONLY when schedules are not filed with the petition. No Amendments.



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 the same case information as in Step 1. A red warning message is displayed: 'Warning: 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)

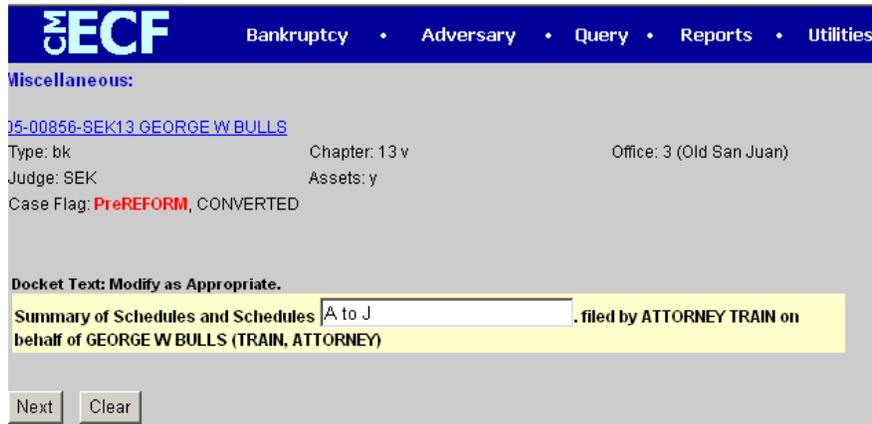


The screenshot shows the ECF system interface with the same case information. The main heading is 'SUMMARY OF SCHEDULES'. Below the heading, it says 'Report the totals from Schedules A, B, D, E, F, I, J, Form 22, and Nondischargeable Debt in the boxes provided.' Below this is a table with four columns: 'NAME OF SCHEDULE/FORM', 'ASSETS', 'LIABILITIES', and 'OTHER'. The table contains the following data:

NAME OF SCHEDULE/FORM	ASSETS	LIABILITIES	OTHER
A - Real Property	<input type="text" value="100.00"/>		
B - Personal Property	<input type="text" value="200.00"/>		
D - Creditors Holding Secured Claims		<input type="text" value="300.00"/>	
E - Creditors Holding Unsecured Priority Claims		<input type="text" value="400.00"/>	
F - Creditors Holding Unsecured Nonpriority Claims		<input type="text" value="500.00"/>	

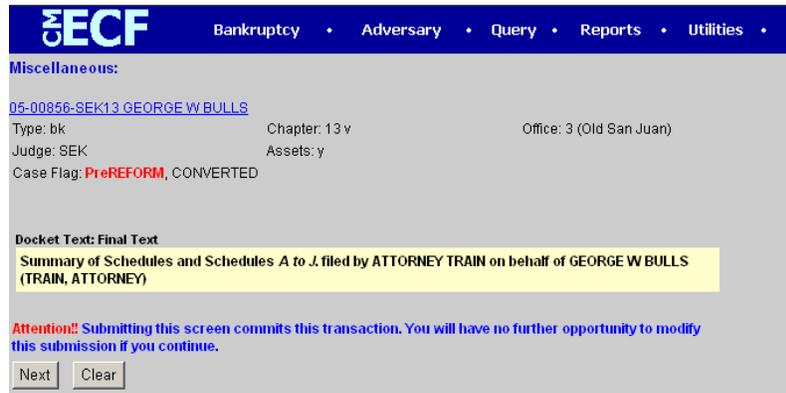
STEP 4

Docket Text: Modify as Appropriated.



STEP 5

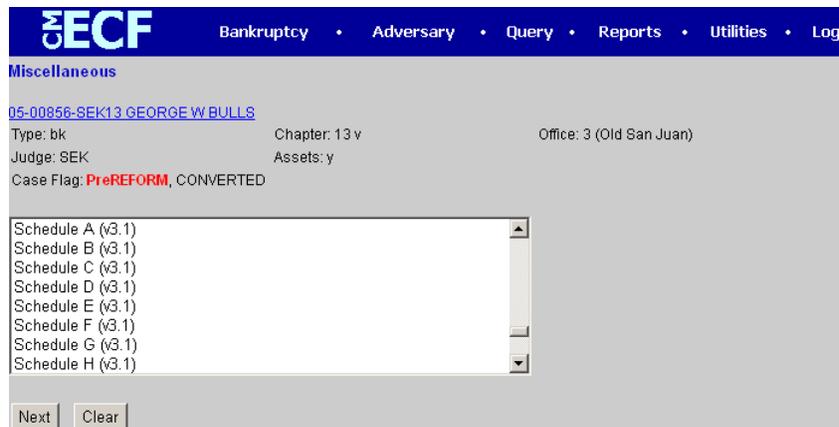
The final docket text screen displays. (See below) Please verify the final docket text, read the warning message, if the final text is correct CLICK on next to continue and officially submit this document.



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

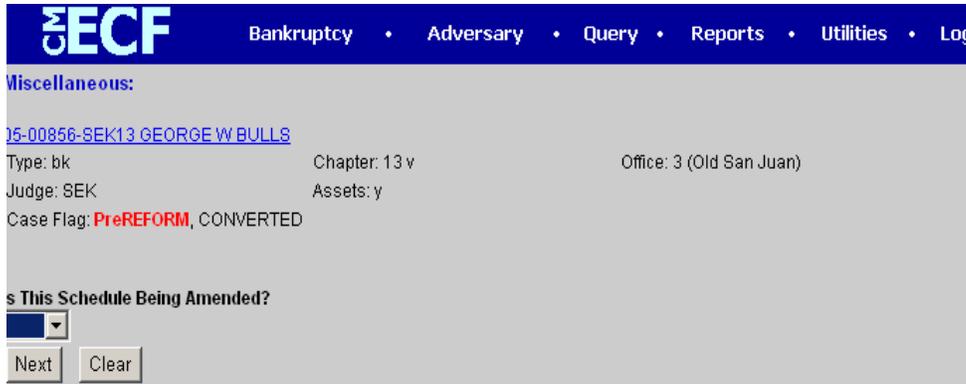
STEP 1

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. At the top 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 title is "Miscellaneous:". The main content area 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. Below the case information, there is a question: "Is This Schedule Being Amended?". A dropdown menu is currently set to "No". At the bottom of the form are two buttons: "Next" and "Clear".

STEP 3

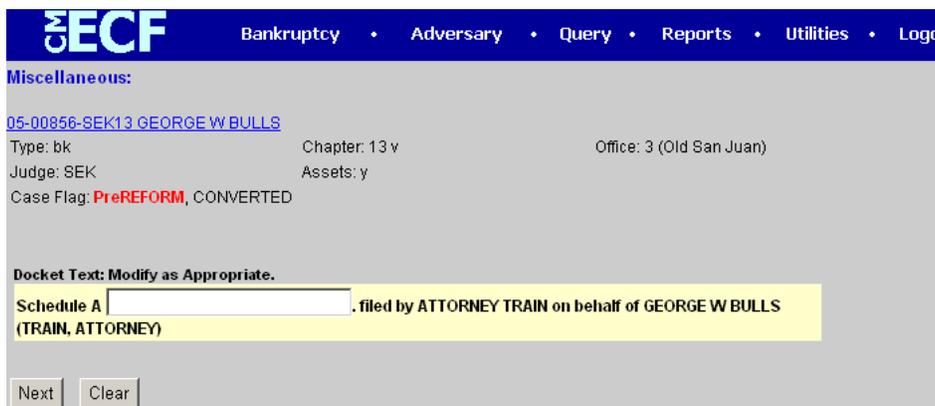
Please enter Real Property Amount: (This is an example of schedule A)



The screenshot shows the ECF system interface. At the top is a blue navigation bar with the ECF logo and menu items: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is "Miscellaneous:". The main content area 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. Below the case information, there is a label "Enter Real Property Amount:" followed by an empty text input field. At the bottom of the form are two buttons: "Next" and "Clear".

STEP 4

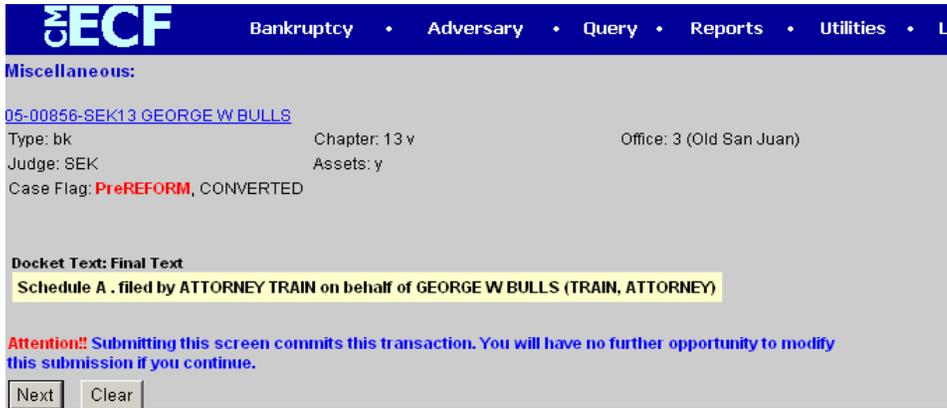
Docket Text: Modify as Appropriated.



The screenshot shows the ECF system interface. At the top 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 title is "Miscellaneous:". The main content area 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. Below the case information, there is a label "Docket Text: Modify as Appropriate." followed by 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 of the form are two buttons: "Next" and "Clear".

## 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.



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 a partially visible 'L'. Below the navigation bar, the page is titled 'Miscellaneous:'. The main content area displays case information for '05-00856-SEK13 GEORGE W BULLS'. The details include: Type: bk, Chapter: 13 v, Office: 3 (Old San Juan); Judge: SEK, Assets: y; and Case Flag: PreREFORM, CONVERTED. Below this information, the 'Docket Text: Final Text' section shows a highlighted entry: 'Schedule A . filed by ATTORNEY TRAIN on behalf of GEORGE W BULLS (TRAIN, ATTORNEY)'. A warning message in red and blue text states: 'Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.' At the bottom of the form, there are two buttons: 'Next' and 'Clear'.

**M ECF** 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.

Next Clear