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

Notice to Bar and the Public

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 25th day of October 2006.

Celestino Mattá Méndez, Esq.
Clerk of the Court

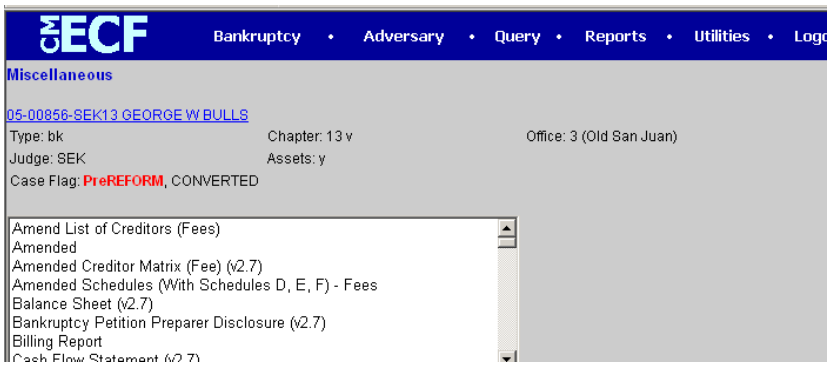
06-38

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

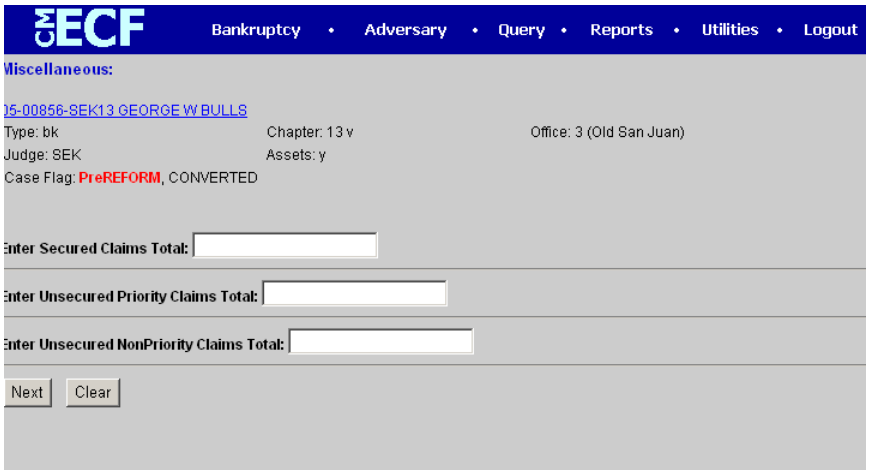


STEP 2

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

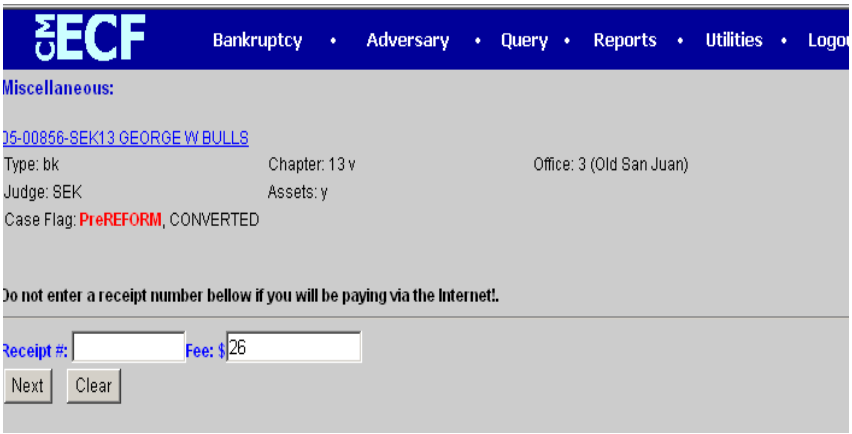
STEP 3

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.



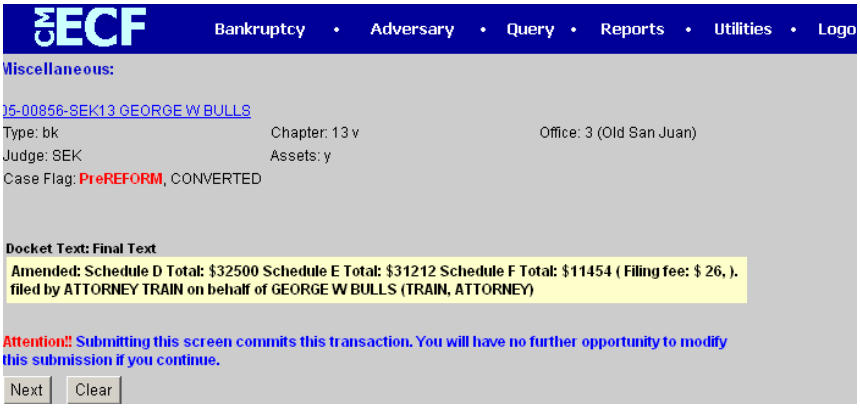
STEP 4

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



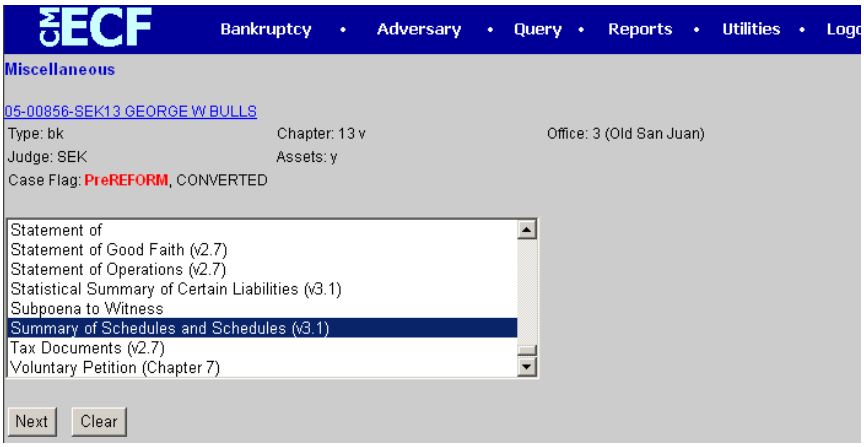
STEP 5

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.



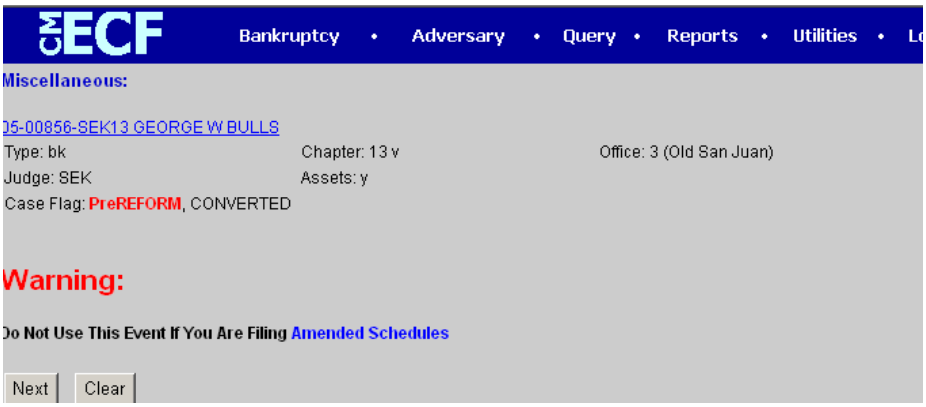
2-SUMMARY OF SCHEDULES AND SCHEDULES (A-J)

STEP1
This event is to be used ONLY when schedules are not filed with the petition. No Amendments.



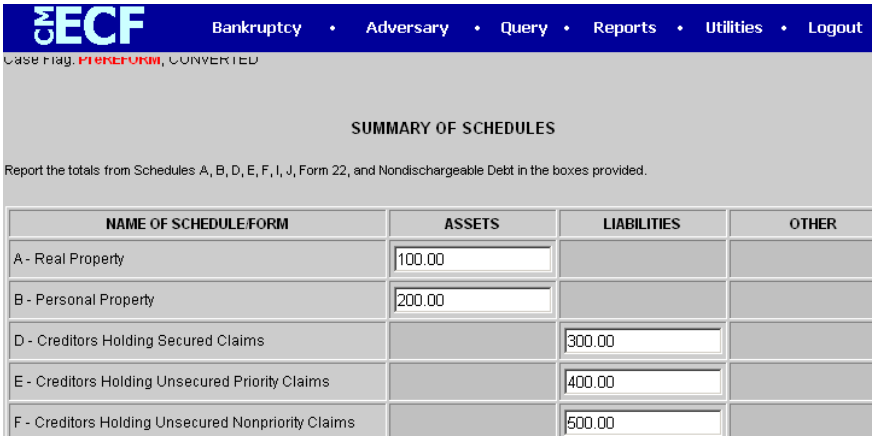
STEP 2

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

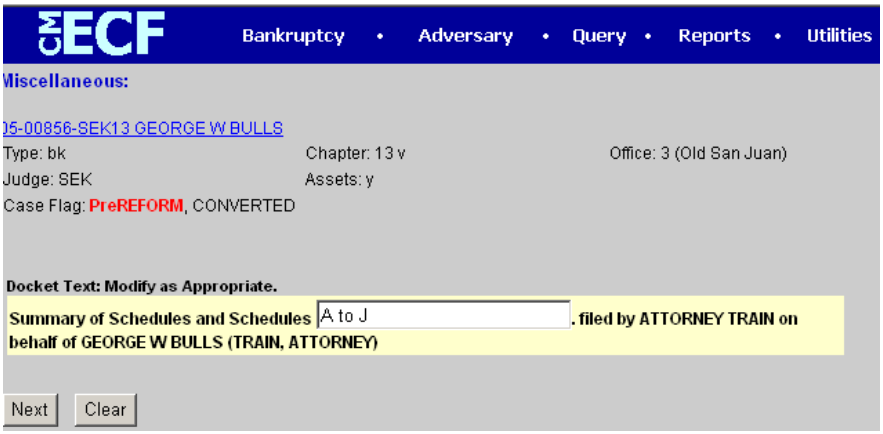


STEP 3

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



STEP 4
Docket Text: Modify as Appropriated.

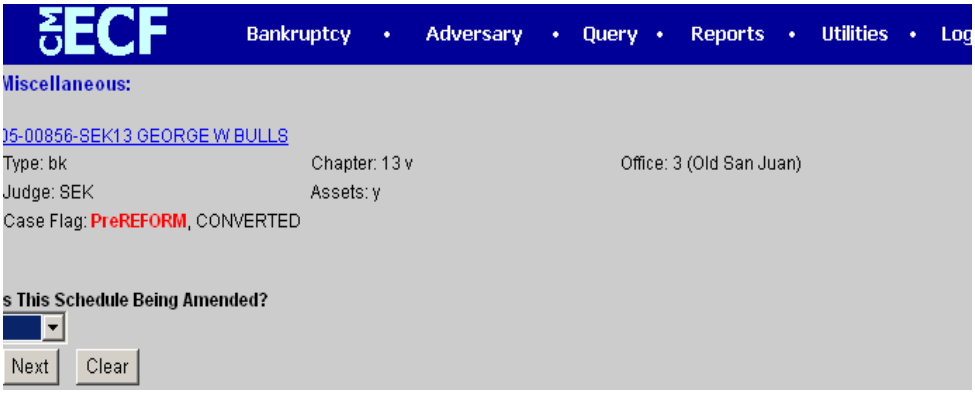


STEP 5
The final docket text screen displays. (See below) Please verify the final docket text, read the warning message, if the final text is correct CLICK on next to continue and officially submit this document.

3-SCHEDULES AND OR AMENDED SCHEDULES TO BE FILED INDIVIDUALLY

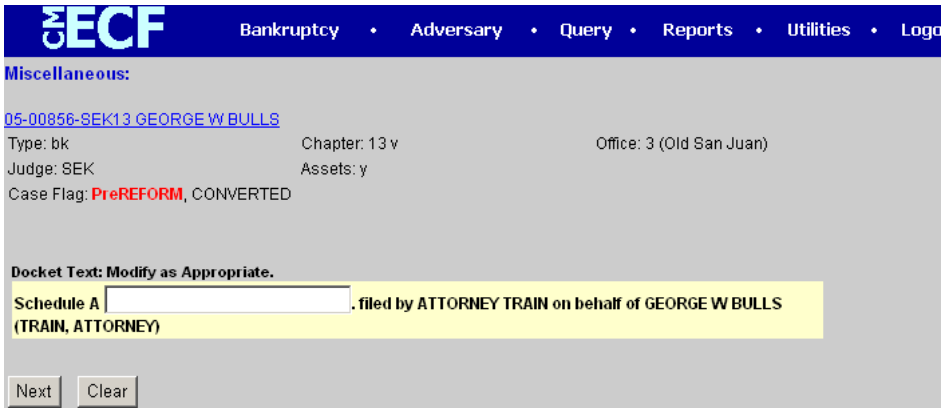
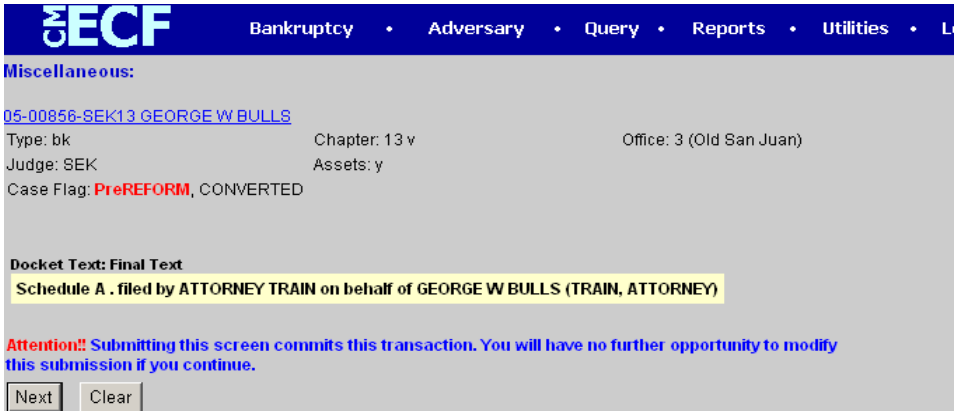
STEP 1
This event will be used to filed schedule from A to J individually. (One PDF)

STEP 2
Is the schedule being amended, please select Yes or No.



STEP 3
Please enter Real Property Amount: (This is an example of schedule A)

STEP 4
Docket Tex: Modify as Appropriated.



STEP 5
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