

PRO SE INSTRUCTIONS FOR FILING AMENDMENTS

Please complete the following steps when filing amendments:

1. A cover sheet must be completed and filed with the amendment. The cover sheet should contain the following information:
 - a. Debtor(s) name and case number at the top of the cover sheet;
 - b. WHICH document is being amended;
 - c. WHAT information is being amended on that document; and
 - d. Debtor(s) signature, along with their address and telephone number, and the date at the bottom of the cover sheet (Debtor's Verification).
2. Include a copy of the amended document(s).

NOTE: When filing an amendment to Schedules A/B - J, the corrected schedules should be included along with your cover sheet. If amending Schedules A/B, D, E/F, I or J, the Chapter 7 Statement of Monthly Income/Mean Test Document(s), or the Chapter 13 Monthly Income Statement/Calculation of Disposable Income Document(s), an **Amended Summary of Assets and Liabilities (Form 106Sum)** is also required.

Official and Local Bankruptcy Forms are available on the Court's website at: www.ganb.uscourts.gov

3. If creditor(s) are being added, you must complete a supplemental list of creditors. This supplemental list of creditors should include **only the name(s) and mailing address of the added creditor(s)**.

If creditor(s) are being deleted, you must identify the name and address of any creditor being deleted.

4. A copy of the amendment must be served upon all interested parties. A Certificate of Service, which certifies that a copy of the amendment was served on the interested parties, must be completed and filed with the Amendment. The certificate of service form is available at the Clerk's Office or can be found on the Court's website at: www.ganb.uscourts.gov

FEE

There is a **fee of \$32** for filing an amendment to the debtor's schedules of creditors, lists of creditors, or mailing list. This fee is due at the time of filing the amendment.

Service of Other Notices

BLR 9007-2 (d):

Notices to Creditors Added by Amendment. Whenever a debtor adds a creditor by amendment, the debtor must serve all creditors so added with all previously sent notices scheduling the meeting of creditors pursuant to § 341 of the Bankruptcy Code, and all notices and pleadings previously sent to all creditors whether such notices were served by the debtor, the Bankruptcy Clerk, or any other party in interest.