

Filing Amendment To Schedules D, E, F, G or H

1) Determine which schedule(s) the new creditor(s) should be added to:

- Official Form 106D (Schedule D: Creditors Who Have Claims Secured by Property)
- Official Form 106E/F (Schedule E/F: Creditors Who Have Unsecured Claims)
- Official Form 106G (Schedule G: Executory Contracts and Unexpired Leases)
- Official Form 106H (Schedule H: Your Codebtors)

2) Serve a copy of the following on any entity affected by the amendment, the case trustee and the United States trustee

- Amended Schedule(s) D, E, F, G or H
- Official Form 106Dec (Declaration About an Individual Debtor's Schedules)
- Notice of Amendment of Schedules D, E/F, G or H (Addition of Creditor(s))
- A copy of the **original 341 Notice of Bankruptcy Case**, which includes the full Social Security Number of each debtor **or** other documentation that shows the full Social Security Number of each debtor.
- Order of Discharge (If one has been issued)
- Final Decree (If one has been issued)

3) File originals with the Court:

- The Schedule(s) you are amending, listing the new or missing creditors **only**.
- Official Form 106Dec (Declaration About an Individual Debtor's Schedules)
- Verification of Creditor Matrix
- Typed Matrix in a single column (*List the new or missing creditor(s) **only**.*)
- Notice of Amendment of Schedules D, E/F, G or H (Addition of Creditor(s))
- Pay the prescribed filing fee.

- Review all documents to be certain they are filled out completely, including the Certificate of Service portion on the Notice of Amendment of Schedules D, E/F, G or H.***
- Make sure each debtor has signed where applicable.***
- Acceptable forms of payment in the exact amount you wish to pay: Cashier's Check, Money Order, Cash (Please do **not** send cash in the mail.) Any over payments will be forfeited.***

LOCATION OF FORMS

<https://www.uscourts.gov/forms/bankruptcy-forms>

Official Form 106D (Schedule D: Creditors Who Have Claims Secured by Property)

Official Form 106E/F (Schedule E/F: Creditors Who Have Unsecured Claims)

Official Form 106G (Schedule G Executory Contracts and Unexpired Leases)

Official Form 106H (Schedule H: Your Co-debtors)

Official Form 106Dec (Declaration About an Individual Debtor's Schedules)

<https://www.ksb.uscourts.gov/forms/>

Notice of Amendment of Schedules D, E/F, G or H (Addition of Creditor(s))

Verification of Creditor Matrix

** **Type** the new matrix (list of new creditors) on a blank sheet of paper, left justified, in a single column and in alphabetical order. At least one blank line must be placed between each name/address block.

EXAMPLE

Doc Adams MD
456 E Heal Street
Medicine KS 80000

Long Branch Inc
Attn Kitty Russell
789 S Kitty Road
Dodge City KS 70000

Marshall M Dillon
123 N Dodge Ave
Old West KS 90000