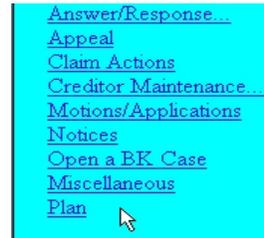
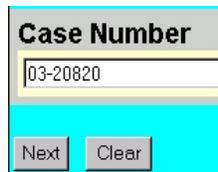


Filing an Amended Voluntary Petition.

STEP 1 Click the **Bankruptcy** hyperlink on the *CM/ECF Main Menu* then click on **Miscellaneous**.



STEP 2 The **Case Number** screen displays.



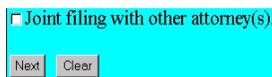
- ◆ Enter the case number.
- ◆ Click on the **Next** button.

STEP 3 The **select type of document being filed** screen displays.



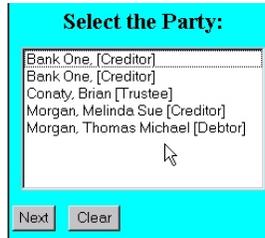
- ◆ Scroll down the options and highlight **Amended Voluntary Petition**.
- ◆ Click on the **Next** button.

STEP 4 The **Joint filing with other attorney(s)** screen displays.



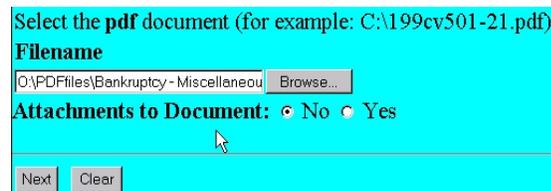
- ◆ Click in the **Joint filing with other attorney(s)** box only if this is a joint filing to add any additional attorneys.
- ◆ Click on the **Next** button.

STEP 5 The **Select the Party** screen displays.



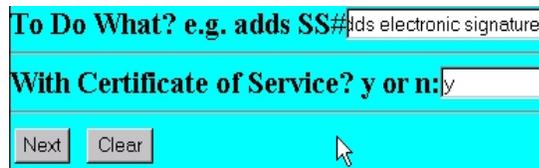
- ◆ Click on the Debtor(s) name, then click on the **Next** button .

STEP 6 The **Select the pdf document** screen displays.



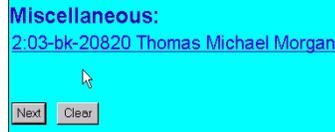
- ◆ Type the path and file name in the blank box, or
- ◆ Click on the **Browse** button to navigate to the appropriate directory and file.
- ◆ If there are no attachments to document, click on the **Next** button.

STEP 7 An Information and **Certificate of Service** screen displays.

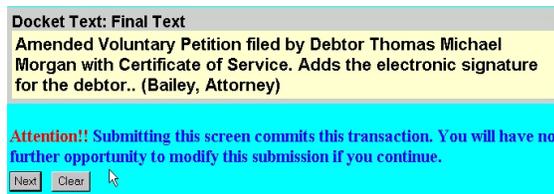


- ◆ **To Do What?** Type in what the amended changes.
- ◆ **With Certificate of Service?** Type in a lowercase **'y'** if a certificate of service is included or type in a lowercase **'n'** if there is no certificate.
- ◆ Click on the **Next** button.

STEP 8 A **Verification** screen displays. Verify the case name and case number, then click on the **Next** button.



STEP 9 The **Docket Text: Final Text** screen displays. This is your **last** opportunity to make corrections to your entry.



- ◆ Verify the final docket text. If correct, click **Next**.
- ◆ If the final docket text is incorrect, you must click on your *Brower's* **Back** button to correct your entries.
- ◆ To abort or restart the transaction, click on the **Bankruptcy** hyperlink on the Menu Bar.

STEP 10 The **Notice of Electronic Filing** screen will display showing the essential data for this filing. Scroll down to view the entire receipt.

