

AMENDMENTS OF PETITIONS, LISTS, SCHEDULES  
AND STATEMENT OF FINANCIAL AFFAIRS

(a) Any amendment of the petition, list, schedule or statement of financial affairs shall bear, on its face, the debtor's name and case number, and the notation "amendment." The amendment shall identify the schedule or document being amended and include an explanation of the change(s) or addition(s) in the amendment and shall be limited to the changed or additional information being offered and shall not include unaffected portions of the schedule or document being amended.

(b) Where the amendment adds additional creditors, the debtor shall:

- (1) Send to the creditor(s) so added a copy of the filed "Notice of Commencement of Case under the Bankruptcy Code, Meeting of Creditors, and Deadlines" and a copy of any "Notice of Need to File Proof of Claim due to Recovery of Assets" and plan if applicable;
- (2) File a certificate of service with the clerk;
- (3) Complete the appropriate ECF event, or if a pro se debtor, submit a written request to the clerk to add the creditor(s) to the Master Mailing List, and
- (4) Submit the applicable filing fee.

The clerk need not verify or confirm that the additional creditor(s) receive notice.

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**RELATED AUTHORITY**

[Fed. R. Bankr. P.](#) 1007, 1008, 1009, 2002(g)  
Official Forms 309A-309I; Procedural Form 2040

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**Advisory Committee Notes:**

This rule continues current practice in those situations where the debtor or debtor's counsel causes notice of the amendment to be served.

Note that [Fed. R. Bankr. P.](#) 1008 requires all amendments to petitions, schedules and statements to be verified or contain an unsworn declaration of the debtor(s). In addition, this Court's ECF Procedures require a scanned pdf version of the original signature pages of such amendments to be electronically submitted to the Clerk at the time of filing.