

**United States Bankruptcy Court - Western District of Virginia
Reference Guide**

Notice of Amendment to Add Creditor(s). If you file a Notice of Amendment to add creditors, you must also file the Certification Regarding Amended Schedules or Statements form that is posted on the court's web site at the local forms link.

Filing Notice of Amendment to Add Creditor(s)

Step	Action
1	Log in to CM/ECF. Select Bankruptcy and type in case number. Next. Next.
2	Select Amendment to Creditor Matrix (fee). Next.
3	Browse and upload amendment form. Next.
4	Internet Credit Card Payees must leave receipt # blank. Next.
5	Select party. Next. If you are filing this plan with another attorney, click check box. Next. If you are not filing this plan with another attorney, click Next.
6	Verify final docket text. Next.
7	Last chance. Have you redacted? If so, Next. If not, start docketing process over after you have redacted and saved your pdf document.
8	Notice of Electronic filing appears and the docketing process is complete.

Filing Certification Regarding Amended Schedules or Statements

Step	Action
1	Log in to CM/ECF. Select Bankruptcy>Other and type in case number. Next. Next.
2	Select Certification Re: Schedules/Statements. Next.
3	Check box to refer to existing event. Next.
4	Select appropriate category. If unsure, highlight all. Next.
5	Check appropriate relate to box. Next.
6	Select the correct Certification. Next.

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7	If you are filing with another attorney, check box. If you are not filing with another attorney, click Next.
8	Select debtor(s). Next.
9	Check box to create party associations. Next
10	Verify final docket text. Next.
11	Last chance. Have you redacted? If so, Next. If not, start docketing process over after you have redacted and saved your PDF document.
12	Notice of Electronic filing appears and the docket process is complete.