



GUIDE TO AMENDING BANKRUPTCY SCHEDULES, STATEMENTS, OR LISTS

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NOTICE & WARNING

This Amendment Guide is intended to assist understanding the procedure for amending Schedules, Statements, and Lists in a bankruptcy case in the U.S. Bankruptcy Court for the District of Connecticut.

This Guide is provided for informational purposes only. It is **not legal advice**, does not create any rights or obligations, and may not be cited as legal authority.

This Guide summarizes certain bankruptcy procedures but does not replace the U.S. Bankruptcy Code, the Federal Rules of Bankruptcy Procedure, the Federal Rules of Civil Procedure, the Federal Rules of Evidence, the Local Rules of the U.S. Bankruptcy Court for the District of Connecticut, the Local Rules of the U.S. District Court for the District of Connecticut, or the individual practices of the judges of this Court.

If there is any conflict between this Guide and the applicable law or rules, the law and rules control. All parties — including those representing themselves — are responsible for knowing and following all applicable laws, rules, and court orders.

Before You Begin

Use this guide if you need to correct information already filed with the Court.

Common reasons include:

- ✓ Correct a mistake
- ✓ Add a creditor or party in interest
- ✓ Remove a creditor or party in interest
- ✓ Correct income or expenses
- ✓ Correct property information
- ✓ Change the amount of or classification of a debt
- ✓ The Trustee asked you to correct something.

Before filing, ask yourself these five questions.

- ☐ What form am I changing?
- ☐ Do I also need to amend another form?
- ☐ Is there a filing fee?
- ☐ Who must receive a copy?
- ☐ Did I complete the Amendment Cover Sheet?

Then continue into Step 1.

How to Amend a Schedule, Statement, or List

If you discover that information on your bankruptcy Schedules or Statements is incorrect or incomplete, you generally may correct the information by filing an amendment with the Court.

IMPORTANT: Bankruptcy Schedules or Statements are signed under penalty of perjury. This means you are certifying that the information is true and correct to the best of your knowledge. If you discover an error or omission, you should correct it as soon as possible.

Federal Rule of Bankruptcy Procedure 1009 generally allows a debtor to amend schedules, statements, or lists at any time before the case is closed.

Step 1: Complete the Amended Schedule, Statement, or List

- Download a new, current version of the Official Bankruptcy Schedule or Statement from the U.S. Courts Bankruptcy Forms website:
<https://www.uscourts.gov/forms-rules/forms/bankruptcy-forms>
- Complete the Form.
- Ensure the box at the top of the first page of the Official Form is checked to indicate that the Schedule or Statement is being amended.

Example:

Fill in this information to identify your case and this filing:

Debtor 1
First Name Middle Name Last Name

Debtor 2
(Spouse, if filing) First Name Middle Name Last Name

United States Bankruptcy Court for the: District of

Case number

☒ Check if this is an amended filing

Amending the List of Creditors

There is no Official Form for a List of Creditors.

If you need to amend the List of Creditors:

- Create a document titled **Amended List of Creditors**.
- List your creditors names and addresses, including attention lines to President, Officer, Director, Manager, or Agent for Service.
- Attach a signed Verification of Creditor List (Local Form CTB-LF-270).

For additional information, see the Court's **Guide to Filing a List of Creditors**.

Step 2: Sign the Declaration (Official Form 106)

If you amend any Schedule, you must also sign a:

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

If there are joint debtors, **both debtors must sign** the declaration.

The Declaration certifies, under penalty of perjury, that the amended schedules are true and correct.

Step 3: Determine Whether Other Schedules, Statements, or Lists Must Also Be Amended

Changing one bankruptcy Schedule or Statement often requires changes to another.

If you change...	You may also need to amend...
Schedule A/B, D, E/F, I, J, or Current Monthly Income or Means Test Official Forms 122A-1, 122B, or 122C-1	Summary of Your Assets and Liabilities and Certain Statistical Information (Official Form 106Sum)
Schedule D or Schedule E/F to add or delete a creditor	Amended List of Creditors
Schedule G or Schedule H to add or delete a party in interest	Amended List of Creditors

Step 4: Complete the Amendment Cover Sheet

Local Bankruptcy Rule 1009-1 requires that you identify what has been amended.

Complete the Court's **Amendment Cover Sheet (Local Form CTB-LF-350)** and file it with the amended Schedule, Statement, or List.

The Amendment Cover Sheet tells the Court:

- which documents are being amended,
- what changes were made,
- whether additional forms are required, and
- whether a filing fee is due.

Step 5: Determine Whether a Filing Fee Is Required

Some amendments require payment of a filing fee.

\$34 Fee Required	No Fee Required
Add a creditor to a Schedule or List	Correct a creditor's mailing address
Delete a creditor to a Schedule or List	Add or update an attorney for an already-listed creditor
Change the amount of a debt	
Change the classification of a debt	

IMPORTANT

If you are adding or deleting a creditor, file the amended Schedule and the Amended List of Creditors at the same time.

Filing them separately may result in multiple \$34.00 filing fees.

Federal Rule of Bankruptcy Procedure 1009 requires you to notify the Trustee and all creditors or parties in interest affected by your amendment. You do this by mailing a copy of your amended Schedule, Statement, or List to the Trustee and all affected creditors or parties in interest.

A Certificate of Service should tell the Court:

- What did you serve?
- Who did you serve?
- How was it served?
- Where was it mailed?
- When was it mailed?

Tip: Before filing your amended Schedule, Statement, or List, make copies of all documents so you can mail those copies to the Trustee and all affected creditors or parties in interest.

Example:

UNITED STATES BANKRUPTCY COURT
DISTRICT OF CONNECTICUT

In re: : CHAPTER (7, 11, 13)
DEBTOR(S) NAME(S) : CASE NO.: 26-12345
:

CERTIFICATE OF SERVICE

I hereby certify that a copy of the (WHAT DOCUMENT WAS SERVED) was served on (DATE) was served on (DATE) by (INDICATE HOW SERVED (i.e., U.S. mail, certified mail, etc.) to:

(list Trustee and all affected creditors or parties in interest served and the address for each)

ABC Corp.
Attn: President
123 Main Street
City, State, Zip Code

Chapter 7 Trustee
123 Main Street
Any Town, CT 06000

(signature of self-represented debtor)
Printed name of self-represented debtor

Step 7: File the Amended Schedule, Statement, or List with the Court

If you are representing yourself, you may file your amended Schedule, Statement, or List:

In Person

- The amended Schedule, Statement, or List may be submitted in person to the Clerk's Office.
- The Clerk's Office in each division is open Monday through Friday, 9:00 a.m. to 4:00 p.m., except for federal holidays.
- The Bankruptcy Court's three divisional Clerk's Offices are located in Hartford, New Haven, and Bridgeport. Directions may be found the Court's website: [Court Info](#) | [District of Connecticut](#) | [United States Bankruptcy Court](#)

By Mail

- The amended Schedule, Statement, or List may be mailed to one of the Clerk's Office locations.
- The Clerk's Office locations are found on the Court's website: [Court Locations](#) | [District of Connecticut](#) | [United States Bankruptcy Court](#)

Hartford	Bridgeport	New Haven
United States Bankruptcy Court Abraham Ribicoff Federal Building 450 Main Street, 7th Floor Hartford, CT 06103	United States Bankruptcy Court Brien McMahon Federal Building 915 Lafayette Boulevard Bridgeport, CT 06604	United States Bankruptcy Court Connecticut Financial Center 157 Church Street, 18th Floor New Haven, CT 06510

Represented by an Attorney

If you are represented by an attorney, your attorney must: Electronically file the amended Schedule, Statement, or List through the Court's Case Management Electronic Case Filing system (CM/ECF) as a PDF document.

Step 8: Mail Copies to the Trustee, Affected Creditors and Parties in Interest

Mail copies to:

- ✓ Trustee
- ✓ Every affected creditor
- ✓ Every affected party in interest

NEED HELP?		
The Clerk's Office can answer questions about Court procedures but cannot provide legal advice or tell you what you should file.		
Contact the Clerk's Office		
Visit Us (9am – 4pm) Hartford Bridgeport New Haven	Call Us Hartford: (860) 240-3675 Bridgeport: (203) 579-5808 New Haven: (203) 773-2009	Email Us ctb_correspondence @ctb.uscourts.gov

AMENDMENT FILING CHECKLIST

Before filing your amended Schedule, Statement, or List, make sure you have completed each step.

Prepared the Documents

- ☐ Completed the amended Schedule, Statement, or List.
- ☐ Checked the “Amended” box on the form or written “Amended” at the top of the List
- ☐ Completed the Amendment Cover Sheet (Local Form CTB-LF-350).
- ☐ Signed the Declaration Official Form 106Dec (*if required*).
- ☐ Completed Official Form 106Sum (*if required*).
- ☐ Completed an Amended List of Creditors (*if required*).
- ☐ Attached the Verification of Creditor List (*if required*).
- ☐ Completed a Certificate of Service.

Filing Fee

- ☐ Determined whether a \$34 filing fee is required.

Filing

- ☐ Filed the amended Schedules, Statements, or Lists, along with a:
 - ☐ Amendment Cover Sheet (Local Form CTB-LF-350)
 - ☐ Certificate of Service
 - ☐ Declaration Official Form 106Dec (*if required*)
- ☐ Paid the \$34 filing fee (*if required*).

Mailing

- ☐ Made copies for my records and for mailing copies.
- ☐ Mailed a copy to the Trustee.
- ☐ Mailed a copy to each affected creditor or party in interest.