

UNITED STATES BANKRUPTCY COURT  
DISTRICT OF OREGON

In re )  
 ) Case No. \_\_\_\_\_  
 )  
 ) NOTICE OF DEBTOR'S AMENDMENT  
 ) OF SCHEDULES D, E, F, G OR H  
Debtor(s) )

**I. GENERAL INSTRUCTIONS TO DEBTOR(S):**

- a. Use this ONLY to amend schedules regarding CREDITOR information. Do NOT use for other amendments!
- b. Do NOT use this form to change information for a creditor who has already filed proof of claim. Only the creditor can do that!
- c. IF this case is CLOSED you MUST file a separate Motion to Reopen AND submit another case filing fee [plus the amendment fee].

**II. ATTACH THE FOLLOWING TO THIS NOTICE:**

- a. The current FILING FEE for amending these schedules.
- b. Amendments to ONLY schedules D, E, F, G or H, with EACH labeled "SUPPLEMENTAL". LIST ONLY creditors actually AFFECTED!
- c. A SEPARATE mailing matrix filed pursuant to Local Form #104. INCLUDE ONLY the name and mailing address of each NEW creditor being ADDED! (NOTE: IF 10 **OR LESS** creditors, then a paper matrix is also acceptable.)

**NOTES:** (1) EACH category of amendment MUST be segregated AND clearly TITLED [for example: "New Creditors," "Changing Status" (indicate from what to what, e.g., from secured to unsecured), "Delete Creditors,"]. (2) The debtor's name and case number MUST appear in the top of the FRONT of each paper SCHEDULE page, AND at the TOP 1/2" of the BACK of a paper MATRIX page. (3) Use Local Form #101 if ONLY CHANGING the ADDRESS of a creditor who is ALREADY LISTED.

**III. SERVICE INSTRUCTIONS:**

Serve each affected creditor with BOTH: (1) a copy of this notice, AND (2) copies of EACH of the following documents if already filed in this case and applicable to the chapter of the United States Bankruptcy Code under which this case is currently being administered:

- a. (**Applies to ALL chapters**) A Notice of the Meeting of Creditors THAT INCLUDES ALL NINE (9) DIGITS of any Soc Sec. Number; AND each applicable amended schedule.
- b. (**Applies to ALL chapters where BOTH: (1) NEW creditors are being ADDED, AND (2) the time for filing a timely proof of claim or complaint under 11 USC §523(c) or 727 has expired**) A separate notification that adding the creditor may not result in discharge of the debt.
- c. (**Applies to ALL chapters where creditors are being DELETED**) A notice to each DELETED creditor that: (1) the creditor is being deleted and, if the creditor wishes to receive further notices, that (s)he must write the court making that specific request, INCLUDING the debtor's name, full case number, AND the creditor's own name and mailing address; AND (2) if time has been fixed to file a proof of claim, the creditor should contact his/her attorney with any claims questions.
- d. (**Applies to ALL chapters**) A notice to each creditor whose name or address is being modified that BOTH: (1) sets out all changes AND (2) tells the creditor that (s)he may write the court and further change his/her name or address by INCLUDING the debtor's case name AND case number, AND BOTH the newly amended name and address AND the correct information.
- e. (**Applies only to Chapter 7**) Any order, and any supplemental order, fixing time for filing a proof of claim form.
- f. (**Applies only to Chapter 9 or 11**) The names and addresses of the Chairperson and any attorney for each official Committee of Creditors or Equity Security Holders.
- g. (**Applies only to Chapter 9 or 11, and where EITHER: (i) a creditor is being DELETED; (ii) a creditor's claim STATUS is being changed [e.g., nondisputed to disputed]; OR (iii) the AMOUNT of creditors' claim is being REDUCED**) A notice to each affected creditor that (s)he has the greater of either (1) 30 days from the service date of this notice, or (2) the latest time fixed by the court, for filing proofs of claim.
- h. (**Applies only to Chapter 9, 11 or 12**) The Notice of any pending hearing on a proposed disclosure statement, with attachments.
- i. (**Applies only to Chapter 9, 11, 12, or 13 BOTH**) (1) the Notice of any pending confirmation hearing, and either all related documents required to be sent with that Notice or, in Chapter 13, any proposed plan; AND, if any, (2) the most recent confirmation order, confirmed plan, and approved disclosure statement.
- j. (**Applies only to Chapter 11, 12 or 13**) Any Notice of Modification of Plan, including all attachments, where the time for objections has not expired.

**IV. CERTIFICATE OF COMPLIANCE:**

The undersigned, who is the debtor or debtor's attorney, declares under penalty of perjury that: (a) all applicable requirements above have been completed; and (b) the attachments are true and correct [or were individually verified by the debtor(s)], with copies served on any trustee and, except in Chapter 13 cases, the U.S. Trustee.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Signature Soc. Sec./Tax I.D. # (if debtor) OSB# (if attorney)

\_\_\_\_\_  
Type or Print Signer's Name AND Phone No.

\_\_\_\_\_  
Debtor's Address