

## Deficient Schedules

This procedure explains how to file a deficient schedule. The example illustrated is the filing of Schedules A - J.

- STEP 1** Click the **Bankruptcy** hypertext link on the **CM/ECF Main Menu**.  
(See Figure 1)



Figure 1

- STEP 2** The **BANKRUPTCY EVENTS** screen displays.  
(See Figure 2)

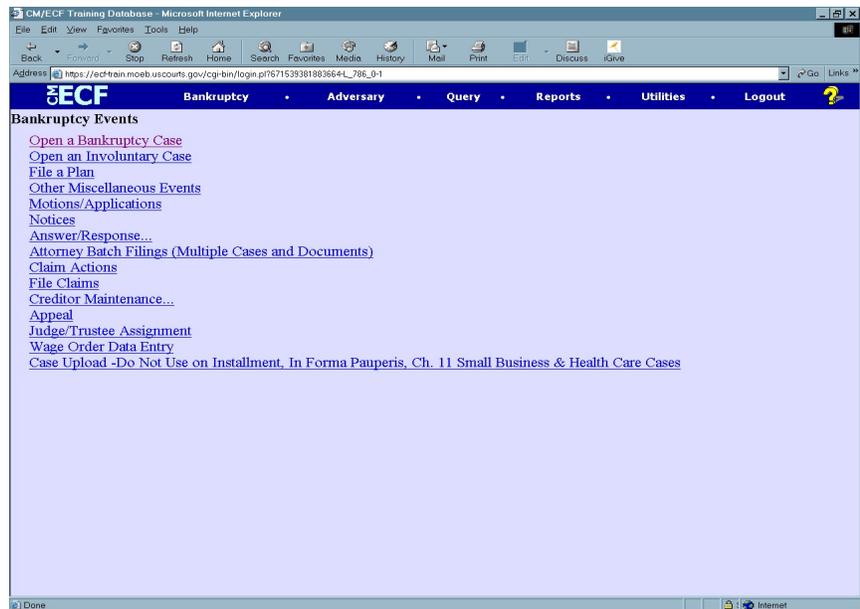


Figure 2

- ◆ Click on **Other Miscellaneous Events**.

**STEP 3** The **CASE NUMBER** screen displays. (See Figure 3)

**Figure 3**

- ◆ Enter the case number, including the hyphen. YY-NNNNN
- ◆ Click **[Continue]**

The **CASE INFORMATION** screen displays. Click **[Continue]**.

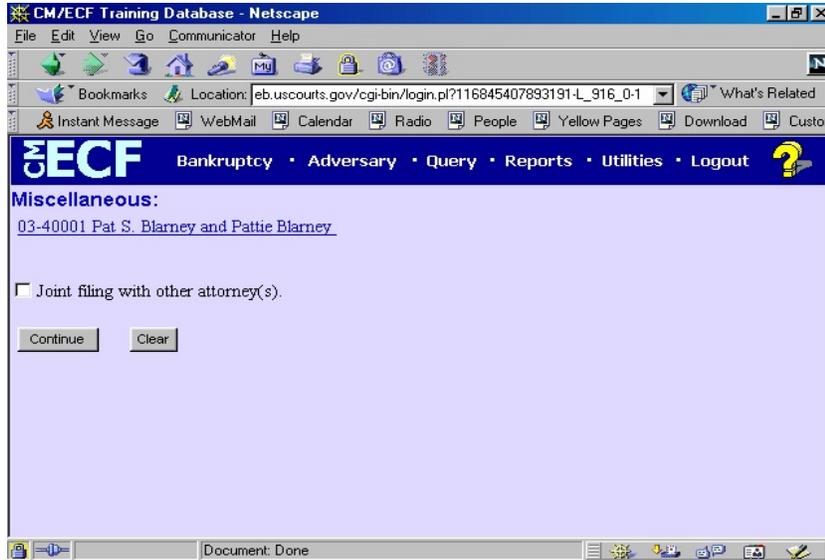
**STEP 4** The **DOCUMENT SELECTION** screen displays. (See Figure 4)

**Figure 4**

- ◆ Select the appropriate **Deficient Schedule** from the pick list of events by clicking on it.

- ◆ Click [Continue]

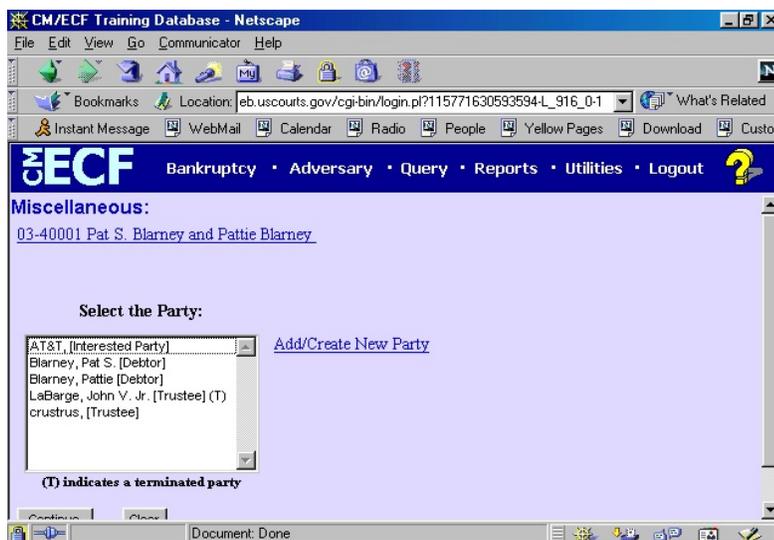
**STEP 5** The **JOINT FILING** screen displays.  
(See Figure 5)



**Figure 5**

- ◆ This screen is only used if another attorney is joining in a filing. **No action is necessary.**
- ◆ Click [Continue]

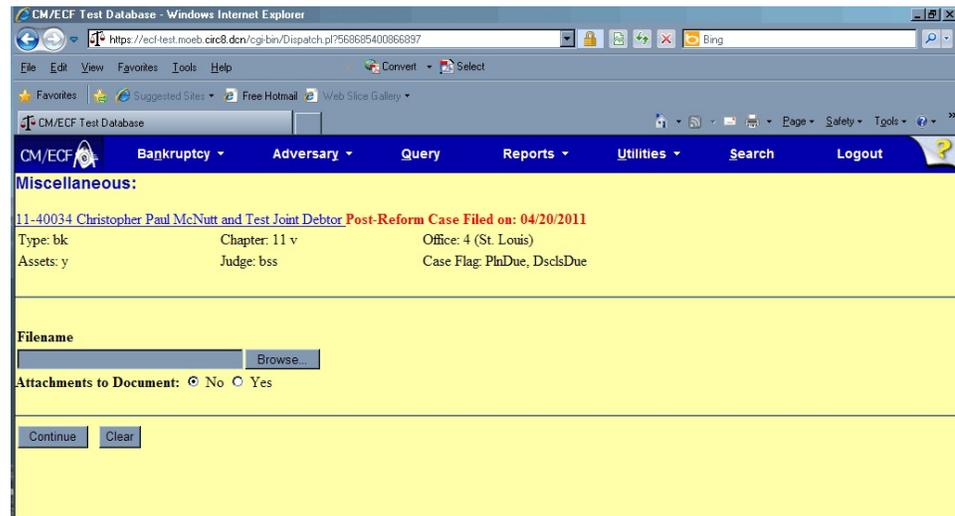
**STEP 6** The **SELECT THE PARTY** screen displays.  
(See Figure 6)



**Figure 6**

- ◆ Click to highlight the party filer name.
- ◆ Click **[Continue]**

**STEP 7** The **PDF DOCUMENT SELECTION** screen displays.  
(See Figure 7)



The screenshot shows a web browser window titled "CM/ECF Test Database - Windows Internet Explorer". The address bar contains the URL "https://ecf-test.moeb.circ8.don/cgi-bin/Dispatch.pl?569895400866897". The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The page content is displayed on a yellow background and includes a navigation menu with links for Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the navigation menu, there is a "Miscellaneous:" section with the following text: "11-40034 Christopher Paul McNutt and Test Joint Debtor Post-Reform Case Filed on: 04/20/2011". Below this text, there are three columns of information: "Type: bk", "Chapter: 11 v", "Office: 4 (St. Louis)", "Assets: y", "Judge: bss", and "Case Flag: PinDue, DsclsDue". A "Filename" label is followed by a text input field and a "Browse..." button. Below the input field, there is a label "Attachments to Document:" followed by radio buttons for "No" (selected) and "Yes". At the bottom of the form, there are two buttons: "Continue" and "Clear".

**Figure 7**

- ◆ Click **[Browse]**, then navigate to the directory where the PDF file is located or type in the entire drive and directory path.
- ◆ To verify accuracy of the document prior to uploading, right click on the document name.
  - Select open from the drop down list.
  - Verify document contents.
  - Click the **X** in the upper right corner of the document screen.
- ◆ Double-click the PDF file to select it.
- ◆ Click **[Continue]**

**STEP 8** The **MODIFY TEXT** screen displays.  
(See Figure 8)



The screenshot shows the CM/ECF interface with a blue navigation bar containing 'Bankruptcy', 'Adversary', 'Query', 'Reports', 'Utilities', 'Search', and 'Logout'. Below the navigation bar, the text 'Miscellaneous:' is displayed. The case information includes '15-40072 Ronald Steven Peterson Post-Reform Case Filed on: 12/09/2015'. Case details are listed as follows:

Type: bk	Chapter: 13 v	Office: 4 (St. Louis)
Assets: y	Case Flag: PlnDue, DebtEd	

Below the case details, there is a section for 'Docket Text: Modify as Appropriate.' containing a text input field with the value 'Schedules A/B-J: Non-Individual' and a 'Filed by Debtor Ronald Steven Peterson . (Trainatty)' label. At the bottom of the form, there are two buttons: 'Continue' and 'Clear'.

**Figure 8**

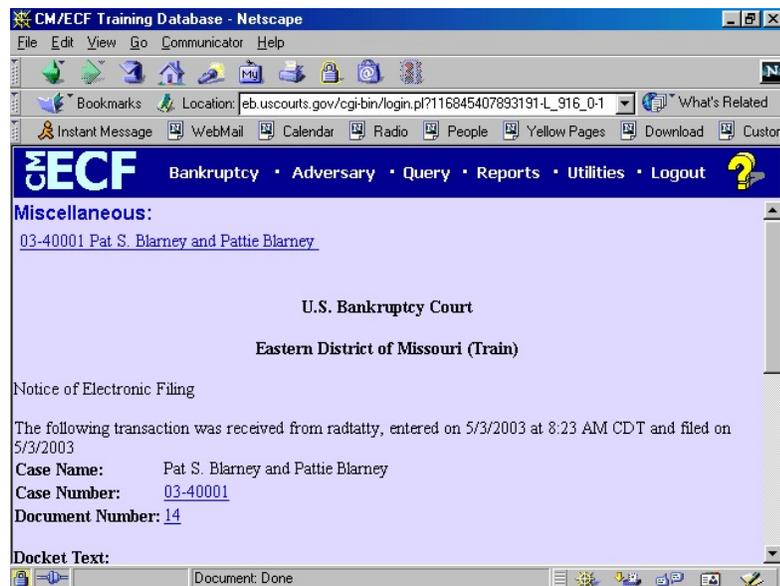
- ◆ In the text box additional text for the plan may be added according to the court's procedures.
- ◆ Click **[Continue]**

**STEP 9** The **FINAL TEXT** screen displays.  
(See Figure 9)

The screenshot shows the CM/ECF interface. At the top is a blue navigation bar with the CM/ECF logo and menu items: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "Miscellaneous:". The main content area displays case information for "15-40072 Ronald Steven Peterson" with a "Post-Reform Case Filed on: 12/09/2015". Case details include: Type: bk, Chapter: 13 v, Office: 4 (St. Louis), Assets: y, and Case Flag: PlnDuc, DebtEd. A "Docket Text: Final Text" section is highlighted in yellow, containing the text "Schedules A/B-J: Non-Individual Filed by Debtor Ronald Steven Peterson. (Trainatty)". Below this, a red "Attention!!" message states: "Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue." A prompt asks "Have you redacted?" and provides two buttons: "Continue" and "Clear".

**Figure 9**

- ◆ Verify the final docket text.
- ◆ **CAUTION!!** This is your last opportunity to change this event. Clicking [**Continue**] will submit this order to the database.
- ◆ If the final docket text is incorrect, click on your browser's Back button to find the screen to be modified. To abort or restart the transaction, click the **Bankruptcy** hyperlink on the **CM/ECF Main Menu** bar.
- ◆ If correct, click [**Continue**]

**STEP 10** The **NOTICE OF ELECTRONIC FILING SCREEN** displays.**Figure 10**

- ◆ The Notice of Electronic Filing is the verification that the filing has Been sent electronically to the court's database.
- ◆ To print a copy of this notice, click on the browser **[Print]** icon.
- ◆ You may also save the notice through the browser **File/Save** option.