

**UNITED STATES BANKRUPTCY COURT
DISTRICT OF NORTH DAKOTA**

QUENTIN N. BURDICK U.S. COURTHOUSE
655 FIRST AVENUE NORTH-SUITE 210
FARGO, NORTH DAKOTA 58102

DIANNE G. SCHMITZ
CLERK

TELEPHONE NUMBER 701-297-7100
FAX NUMBER 701-297-7105
www.ndb.uscourts.gov

AMENDMENT INSTRUCTIONS

Source: U.S. Bankruptcy Court Local Rule 1009-1

A filing fee of \$26.00 is required for any amendment to the debtor's schedule of creditors, list of creditors, matrix or mailing list.

Every amendment to petitions, schedules and statements shall be filed with the clerk and accompanied by a completed Amendment Cover Sheet. This form may be obtained from the clerk.

All amendments shall be accompanied by an Affidavit of Service indicating the appropriate parties have been served with the amendment. In all cases, the U.S. Trustee and Trustee (if any) must be served. In addition, the following requirements must be met:

Every amendment to Schedule C shall be accompanied by an Affidavit of Service indicating that any party who may have previously objected to the claim of exemptions has been served with the amendment to Schedule C.

Every amendment to Schedule D, E, or F shall be accompanied by:

An Affidavit of Service indicating the additional creditors have been served with the following documents:

- a. Section 341 Meeting Notice
- b. Proof of Claim form (if applicable)
- c. Discharge (if issued)
- d. Disclosure Statement (if previously filed and served)
- e. Plan (if previously filed and served)
- f. Notices of Hearing on Disclosure Statement and/or Confirmation of Plan (if issued and pending)
- g. Orders Approving Disclosure Statement and/or Confirming Plan (if filed)

It is not necessary to file an additional mailing matrix if you submit an Affidavit of Service that lists additional creditors. The clerk's office will automatically update the creditor list. If you do submit a supplemental matrix, the matrix should only include the added creditors.

In a Chapter 11 case the following parties shall also be served with any amendment:

Examiner (if any)

Attorney for the Creditors Committee (if any)

Chapter 11 agencies:

Securities and Exchange Commission
175 W. Jackson Blvd, Suite 900
Chicago, IL 60604
Attn: John Lee
(Serve this agency only when SEC has requested notice)

Director of Internal Revenue
Special Procedures
P.O. Box 2461
Fargo, ND 58107-2461

Office of the United States Trustee
Shriver Square - Suite 502
230 South Phillips Avenue
Sioux Falls, SD 57104-6321