

When amending a schedule to add a creditor, debtor's counsel should upload the newly added creditor into the ECF creditor database, in addition to filing the amended schedule and paying the applicable fee.² When amending a schedule to modify a creditor's address, the filing of the amended schedule should be accompanied by a letter indicating which creditor is the subject of the modification and how the address has been modified.

Debtors Not Represented by an Attorney:

A debtor not represented by an attorney shall, ***at the time of filing of the petition***, file a paper document listing, for each creditor or party being listed, the full name (of that creditor or party) along with the complete mailing address, including street number or post office box, if any, and zip code. In addition to the paper document (referred to in the preceding sentence), the debtor must also provide such list of creditors (and other parties required to receive notice) in an electronic format (for example, CD or diskette).

When amending a schedule to add a creditor³ or modify a creditor's address, the filing of the amended schedule should be accompanied by a letter indicating which creditor is being added or, if modification of a creditor's address is sought, which creditor is the subject of the modification and how the address has been modified.

Dated: New York, New York
September 22, 2010

/s/ Arthur J. Gonzalez
ARTHUR J. GONZALEZ
Chief United States Bankruptcy Judge

² There is a fee for amending a schedule to add a creditor. In addition, debtor's counsel must serve any newly-added creditor with notice of the case and must file an affidavit of service after such service has been made.

³ There is a fee for amending a schedule to add a creditor. In addition, the debtor must serve any newly-added creditor with notice of the case and must file an affidavit of service after such service has been made.

Guidelines for Creditors' List

*As indicated below, each creditor or party should be listed in a **single column (left margin)**, with one space provided between each address. Beneath the creditor's (or party's) name, up to **five** lines may be used to provide the full address (the last line should provide the city, the state and the zip code). For the state, use the US Postal Service abbreviation (for example, NY). The creditor's (or party's) name may be up to **50** characters in length (including any spaces); each address line may be up to **40** characters in length.*

*When an attorney is uploading creditors into the ECF creditor database, the first line of the file should consist only of the case number (for example, 10-12345). The list should be uploaded as a **text** file.*

EXAMPLE:

10-12345

Creditor's (or Party's) Full Name

Address – 1st line

Address – 2nd line

Address – 3rd line

Address – 4th line

City, State Zip

Creditor's (or Party's) Full Name

Address – 1st line

Address – 2nd line

Address – 3rd line

Address – 4th line

City, State Zip