

Local Rule of Bankruptcy Procedure 1009. AMENDMENTS OF VOLUNTARY PETITIONS, LISTS, SCHEDULES, AND STATEMENTS.

(a) Titles and Effect of Amendment

An amendment to the petition, lists, schedules or statements required under the Federal or Local Rules of Bankruptcy Procedure must be entitled “AMENDMENT TO (name of document)” and the amended document should clearly reveal the nature of the change being effectuated by the amendment [i.e. designations of **ADDED, DELETED, ALTERED, etc.**] The Notice of Change in schedule of creditors must be in the format shown in *TXEB Appendix 1007-b-7*, and it must be the cover page to the new list and amended schedule of creditors. Additional copies are no longer required.

(b) Required Service

1. A debtor must serve any amended schedule, statement, master mailing list (matrix), or list of the twenty (20) largest unsecured creditors upon the case or standing trustee, if any, the United States Trustee, and any party affected by such amendment.
2. If an amendment adds a creditor to the schedule of assets and liabilities, a debtor should exercise care to insure that the full tax identification number is provided in the copy of any amended schedule served upon any added creditor as described in §342(c), while redacting such tax identification number in the amended schedule filed with the Court.

(c) Notice to Newly Scheduled or Added Entities

In addition to all parties entitled to notice of such amendments under the Federal Rules of Bankruptcy Procedure, a debtor must serve a notice of the filing of amended schedules on each entity newly scheduled or newly added, and must also attach a copy of the “Notice of Chapter # Bankruptcy Case, Meeting of Creditors, & Deadlines;” “Discharge of Debtor,” “Order Confirming Plan,” or “Order Fixing Date for Filing Claims” entered in the case.

(d) Notice of Amendment to Exemptions

An amended Schedule of Property Claimed as Exempt (Schedule C) must be served on the master mailing list (matrix) as constituted by the Court on the date of service or it will be stricken.

(e) Certificate of Service

When notice of an amendment is required by this Local Rule of Bankruptcy Procedure, a certificate of service must be filed. LBR 9013(e) governs the format of a certificate of service.