

INSTRUCTIONS CONCERNING AMENDMENTS

1. The original plus two copies of each amended document, and this Amendment Cover Sheet, must be submitted. One copy will be endorsed and returned to you. The original and second endorsed copy will be retained by the Clerk's office.
2. The word "Amended" should be included in the title of each amended document.
3. Each amended page must be in the proper form.
4. Amendments which add or correct information should contain ONLY THE ADDED OR CORRECTED INFORMATION.
5. Checks and money orders should be payable to "Clerk, U.S. Bankruptcy Court." **(NOTE: No personal checks will be accepted.)**
6. Federal Rule of Bankruptcy Procedure 1009 requires the debtor to give notice of an amendment to the trustee and to any entity affected thereby. To comply with this requirement, the debtor's attorney or pro per debtor must give notice to the trustee and any entity affected by the amendment by serving all previous court notices including, but not limited to, the notice of meeting of creditors, discharge of debtor, etc. A proof of service, indicating that service has been made, must be filed with the court.
7. Do not use a cover sheet when submitting amended plans or amendments to plans.