

IN THE UNITED STATES BANKRUPTCY COURT  
FOR THE WESTERN DISTRICT OF OKLAHOMA

Amendments:

- a. Caption Cover Sheet. All amendments to the petition, statements, lists or schedules must have a caption sheet Complying substantially with Official Form 1(One) and the title “AMENDMENT TO(name the petition statement, list, or schedule being amended)”. The caption sheet must have original signature(s).
- b. Amendment of Schedules. Amendments of amount of claims must be totaled on the amended schedule and again on an amended and statistical summary of debts and assets.
- c. Signature of Debtors. All amendments must be signed and verified by the debtor(s) in the same manner as required for the original.
- d. Additional Filing Fee. Amendments to Schedules, List of Creditors, Matrix, or Mailing Lists. The clerk must collect \$ 26.00 for each amendment to a debtor’s D, E or F schedules of creditors or list of creditors. The Fee is Assessed Per Filing; if an amendment contains more than one change to the list of creditors, the clerk may charge only one \$ 26.00 fee.
- e. Amendment to the Mailing Matrix or List of Creditors. If an amendment contains additional creditors, the debtor must submit an amended mailing matrix listing only the additional creditors being added. (Addresses for the debtor and the attorney for the debtor ARE NOT TO BE LISTED as of may 1, 1992). Follow the current mailing matrix requirements – no punctuation, two-three blank lines between creditors, and in a recommended font (**Arial 14point is the preferred**). When amending a matrix new creditor(s) must be uploaded or a disk must provided by prose debtors.

**COPY REQUIREMENTS FOR AMENDMENTS**

Thus, if you require a file stamped copy in return, please add one copy (or more if preferred) to the list above, along with a Self-Addressed Stamped Envelope, if you are mailing in documents.  
See the attached documents for an example of the preparation of an amendment.

For Sample- A sample summary should be included.

UNITED STATES BANKRUPTCY COURT  
FOR THE WESTERN DISTRICT OF OKLAHOMA

In Re: Michael A. Smith

Case No. 99-12345-WV

**AMENDMENT TO SCHEDULES A & D**

Schedule A -- Amended to include real property and legal description

Schedule D -- Amended to include new creditors

Amended Mailing Matrix -- Adding new creditors

---

John Q. Public, OBA #12345  
123 Main Street  
Anywhere, OK 09876  
(405) 555-1212

**UNSWORN DECLARATION UNDER PENALTY OF PERJURY OF INDIVIDUAL**

I, Michael A. Smith, debtor, certify under the penalty of perjury that I have read the foregoing amended Schedule A (Real Property), Schedule D (Secured Creditors), and amended mailing matrix and find them true and correct to the best of my knowledge, information, and belief.

Executed on Current Date.

\_\_\_\_\_  
Michael A. Smith, Debtor

**CERTIFICATE OF SERVICE**

I, John Q. Public, certify that on the \_\_\_\_ day of \_\_\_\_\_, 1999, a true and exact copy of the amendment was mailed to:

*LIST ALL PARTIES AND THEIR ADDRESSES THAT ARE REQUIRED TO BE NOTICED.*

\_\_\_\_\_  
John Q. Public, OBA #12345  
123 Main Street  
Anywhere, OK 09876  
(405) 555-1212

UNITED STATES BANKRUPTCY COURT  
FOR THE WESTERN DISTRICT OF OKLAHOMA

In Re: Michael A. Smith

Case No. 99-12345-WV

**VERIFICATION TO THE AMENDED MATRIX**

The above named debtor(s) hereby verify that the list of creditors is true and correct to the best of our knowledge.

Date: Current Date

\_\_\_\_\_  
Debtor

\_\_\_\_\_  
Joint Debtor, if applicable

BOATMEN'S BANK  
PO BOX 12345  
OKLAHOMA CITY OK 73102

RESURRECTION MEMORIAL CEMETERY  
1234 MAIN STREET  
OKLAHOMA CITY OK 73160