

Slide 1

Text Captions: Amended Schedules

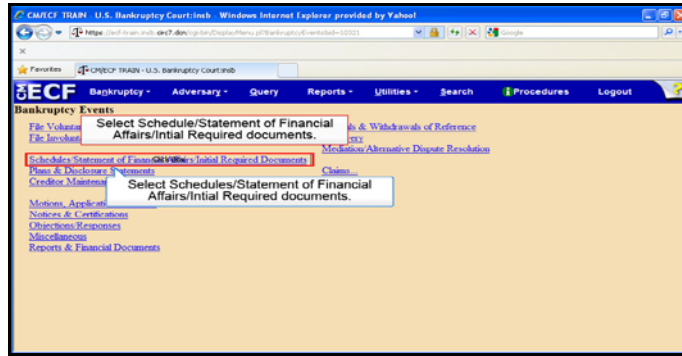
Module 3 of 8



Slide 2

Text Captions: Select Bankruptcy.

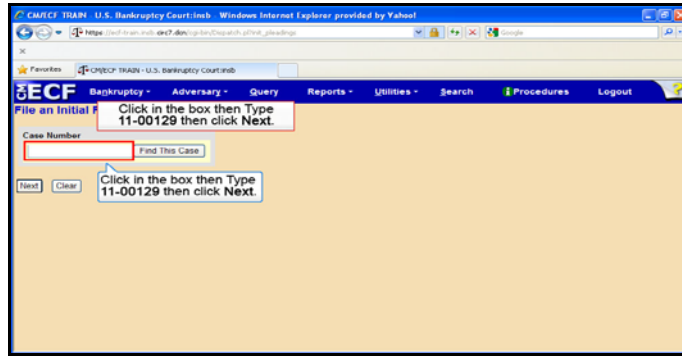
Select Bankruptcy



Slide 3

Text Captions: Select Schedules/Statement of Financial Affairs/Initial Required documents.

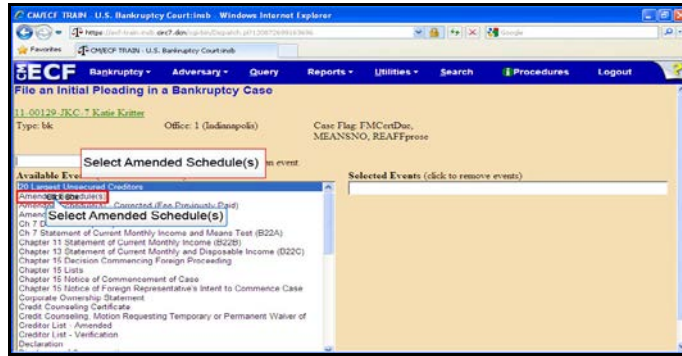
Select Schedule/Statement of Financial Affairs/Initial Required documents.



Slide 4

Text Captions: Click in the box then Type 11-00129 then click Next.

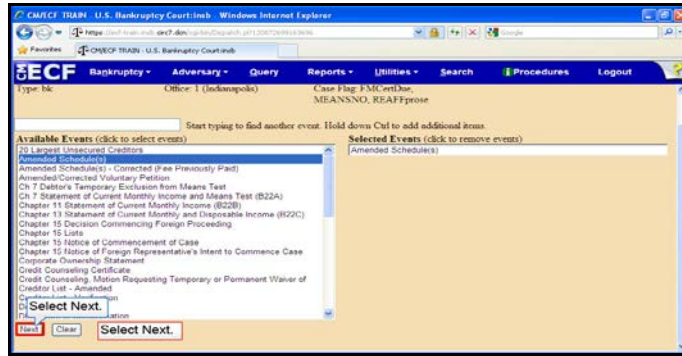
Click in the box then Type 11-00129 then click Next.



Slide 5

Text Captions: Select Amended Schedule(s)

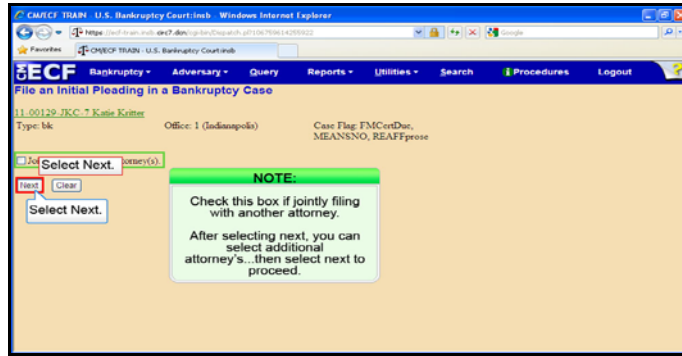
Select Amended Schedule(s)



Slide 6

Text Captions: Select Next.

Select Next.



Slide 7

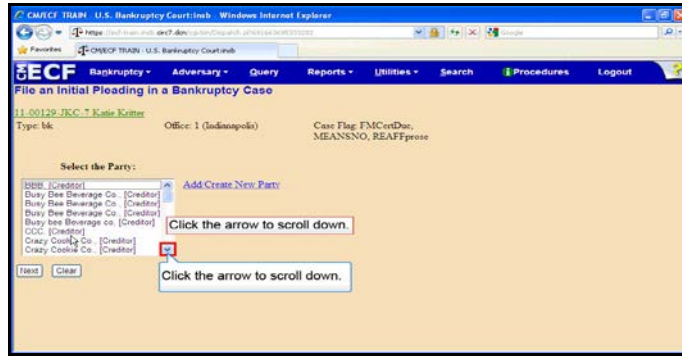
Text Captions: Select Next.

NOTE:

Check this box if jointly filing with another attorney.

After selecting next, you can select additional attorney's...then select next to proceed.

Select Next.

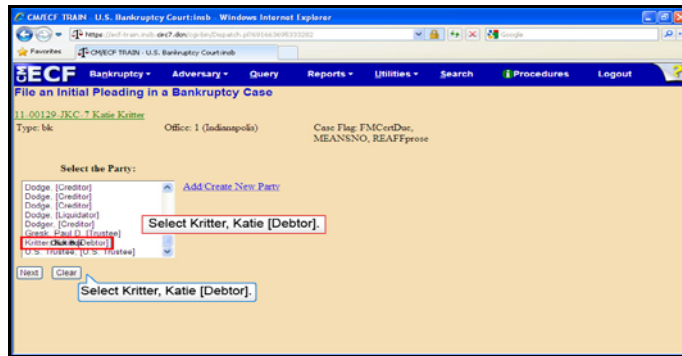


Slide 8

Text Captions: Click the arrow to scroll down.

Click the arrow to scroll down.

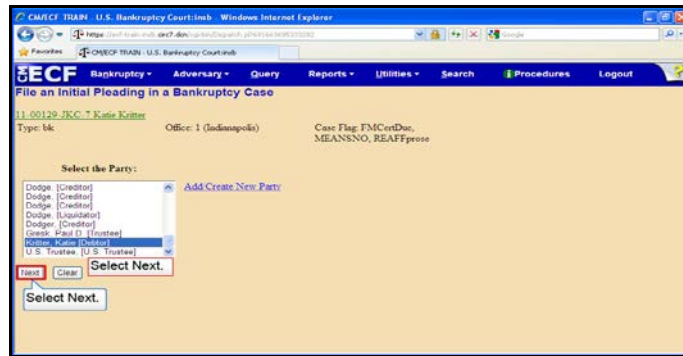




Slide 9

Text Captions: Select Kritter, Katie [Debtor].

Select Kritter, Katie [Debtor].



Slide 10

Text Captions: Select Next.

Select Next.



Slide 11

Text Captions: Select the check box next to Kritter, Katie.

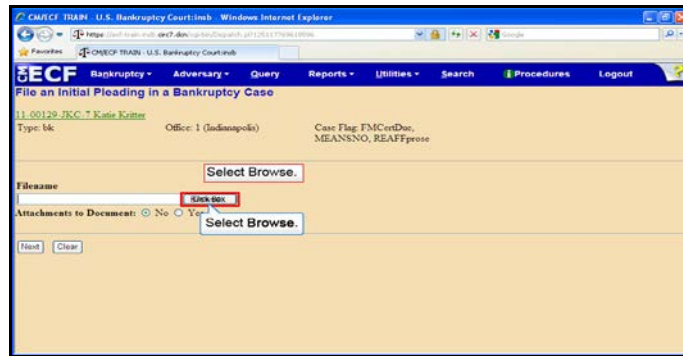
Select the check box next to Kritter, Katie.



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Text Captions: Select Next.

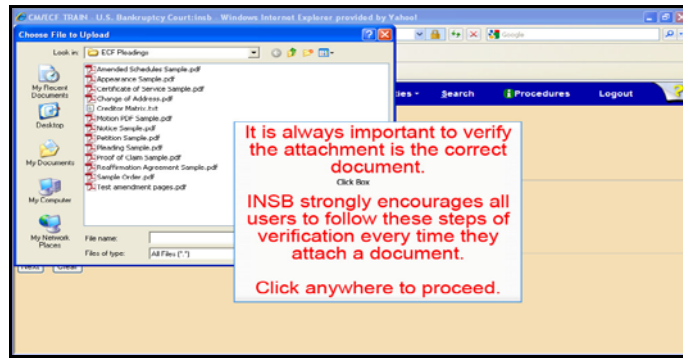
Select Next.



Slide 13

Text Captions: Select Browse.

Select Browse.

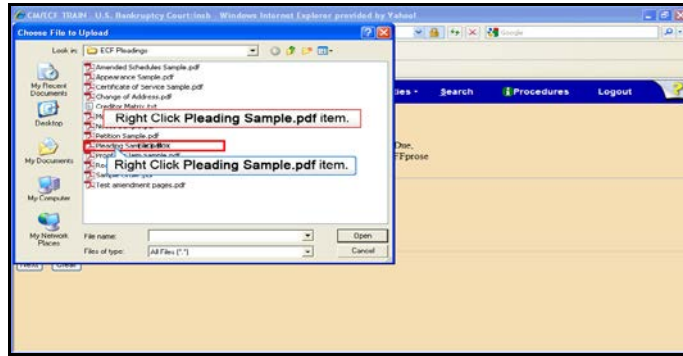


Slide 14

Text Captions: It is always important to verify the attachment is the correct document.

INSB strongly encourages all users to follow these steps of verification every time they attach a document.

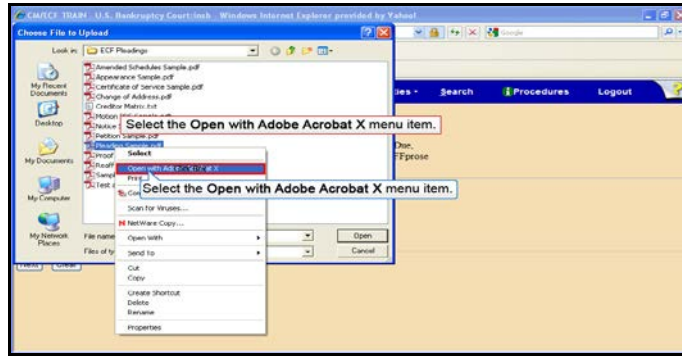
Click anywhere to proceed.



Slide 15

Text Captions: Right Click Pleading Sample.pdf item.

Right Click Pleading Sample.pdf item.

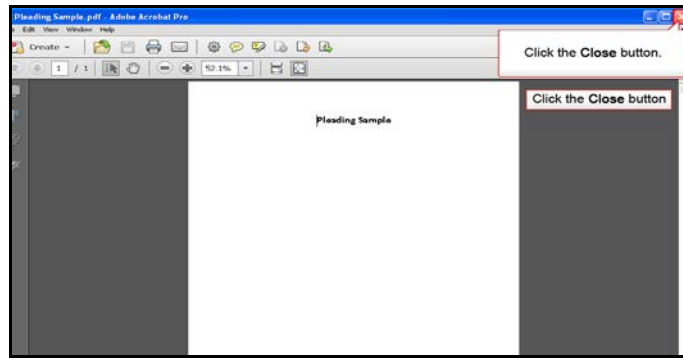


Slide 16

Text Captions: Select the Open with Adobe Acrobat X menu item.

Select the Open with Adobe Acrobat X menu item.

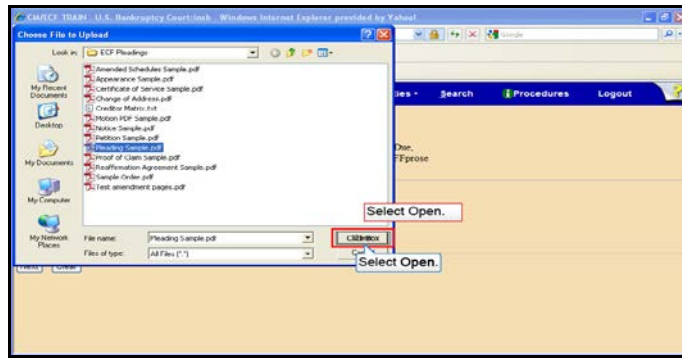




Slide 17

Text Captions: Click the Close button.

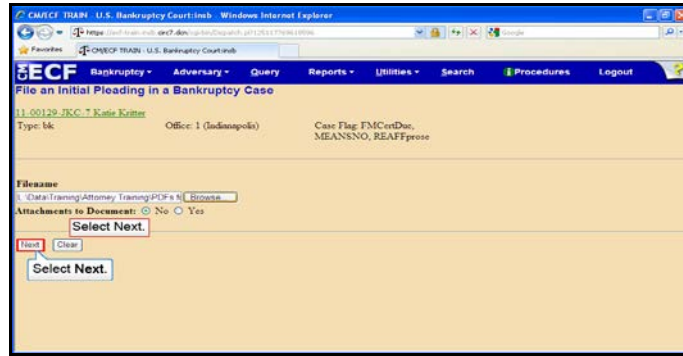
Click the Close button



Slide 18

Text Captions: Select Open.

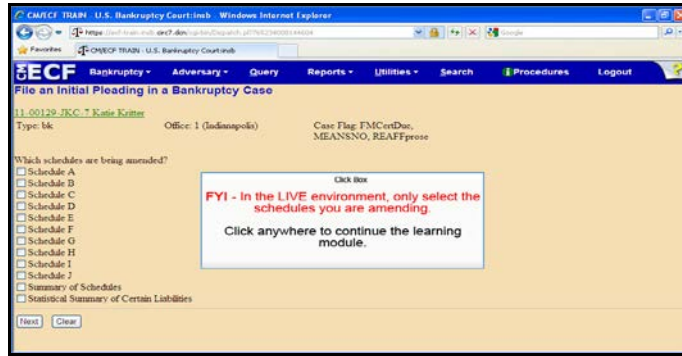
Select Open.



Slide 19

Text Captions: Select Next.

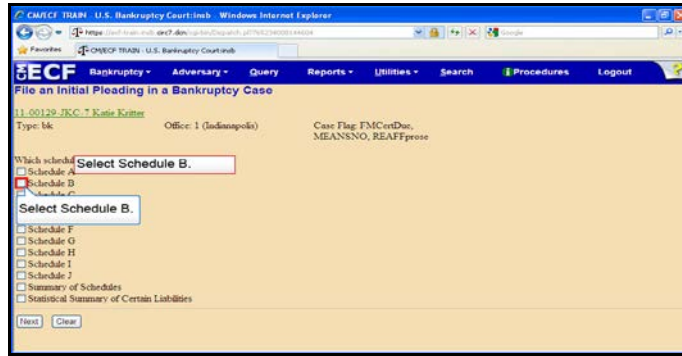
Select Next.



Slide 20

Text Captions: FYI - In the LIVE environment, only select the schedules you are amending.

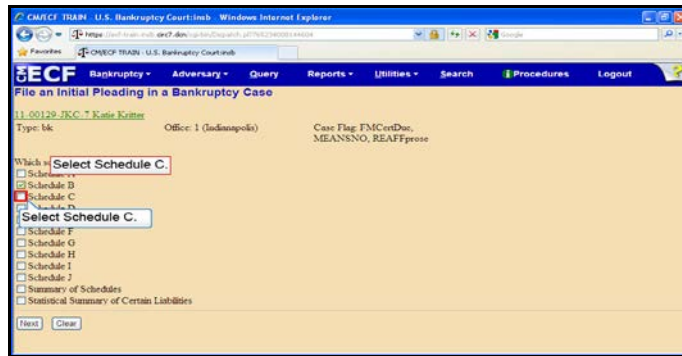
Click anywhere to continue the learning module.



Slide 21

Text Captions: Select Schedule B.

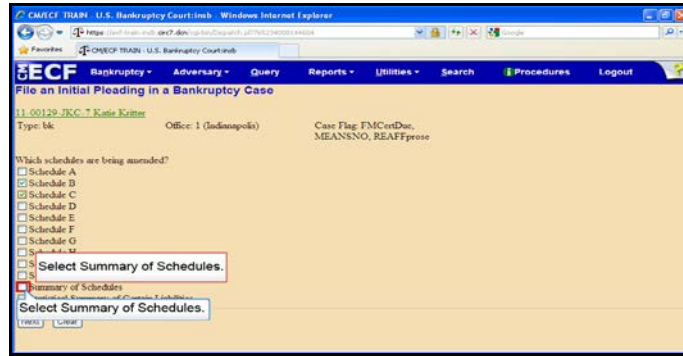
Select Schedule B.



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Text Captions: Select Schedule C.

Select Schedule C.



Slide 23

Text Captions: Select Summary of Schedules.

Select Summary of Schedules.

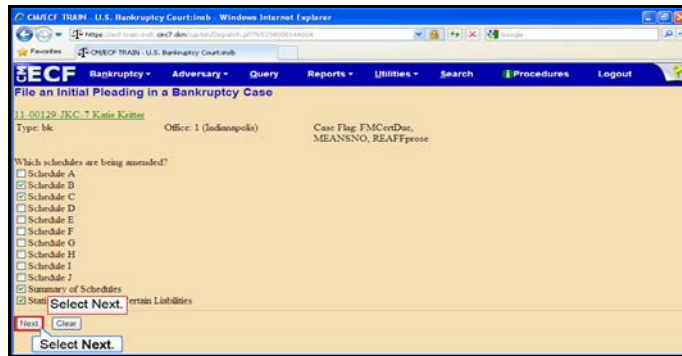


Slide 24

Text Captions: Select Statistical Summary of Certain Liabilities.

Select Statistical Summary of Certain Liabilities.

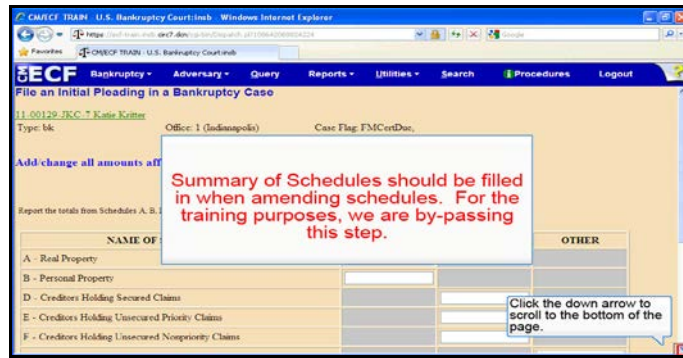




Slide 25

Text Captions: Select Next.

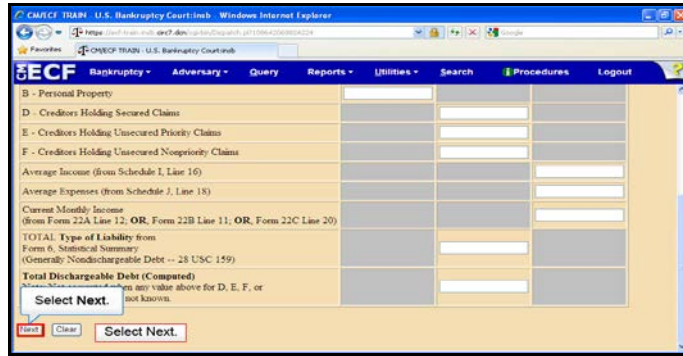
Select Next.



Slide 26

Text Captions: Click the down arrow to scroll to the bottom of the page.

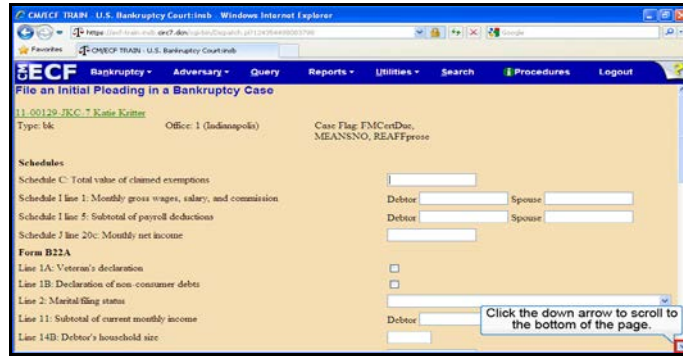
Summary of Schedules should be filled in when amending schedules. For the training purposes, we are by-passing this step.



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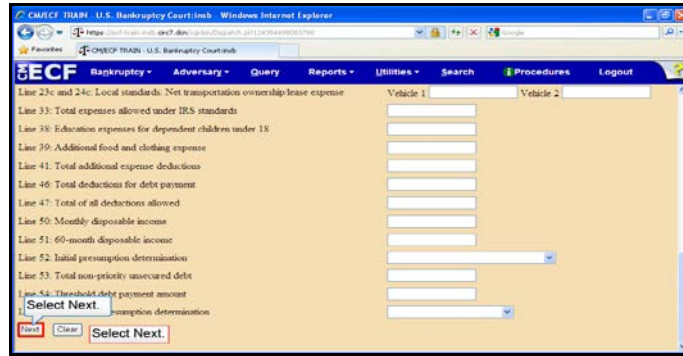
Text Captions: Select Next.

Select Next.



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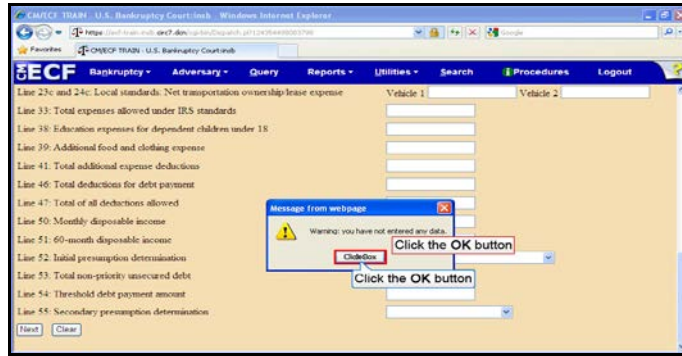
Text Captions: Click the down arrow to scroll to the bottom of the page.



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Text Captions: Select Next.

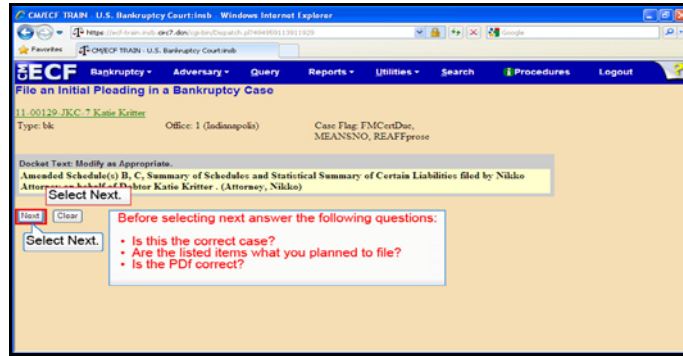
Select Next.



Slide 30

Text Captions: Click the OK button

Click the OK button



Slide 31

Text Captions: Select Next.

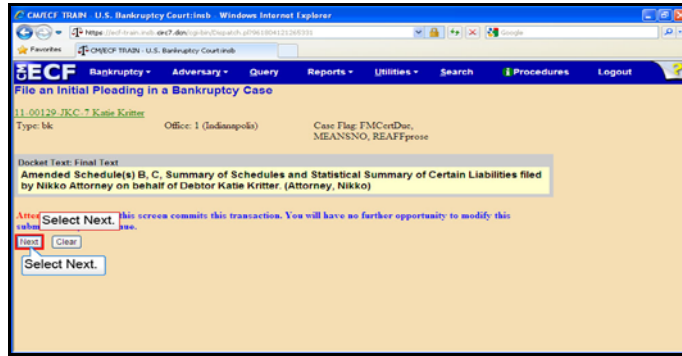
Before selecting next answer the following questions:

Is this the correct case?

Are the listed items what you planned to file?

Is the PDF correct?

Select Next.

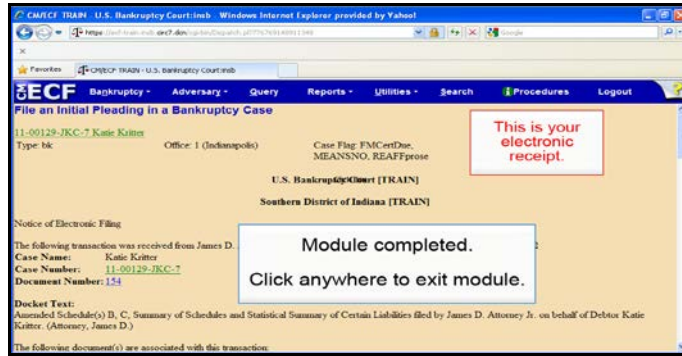


Slide 32

Text Captions: Select Next.

Select Next.





Slide 33

Text Captions: Module completed.

Click anywhere to exit module.

This is your electronic receipt.