

## COVER SHEET FOR AMENDMENTS GUIDELINES

- Use the Cover Sheet for Amendments **ONLY** when filing the items listed on Page 1, including amendments made in response to information provided to you on the BNC Undeliverable Notice.
- Include the word “Amended” in the title of each amended document. **Please Note: An amended document must be filed in its entirety and accompanied by the Cover Sheet for Amendments.**
- **Service of Amendment:** LBR 1009-1(b) The debtor shall serve a copy of the amendment and the “Cover Sheet for Amendments” on all entities affected by the amendment and file a certificate of service. **The Clerk’s Office will not send notice of the amendment.**
- Do not add or upload creditors that already have been included on the original List of Creditors. **The Clerk’s Office will not delete creditors.**
- Checks and money orders should be payable to “Clerk, U.S. Bankruptcy Court”. **NOTE: No personal checks will be accepted from debtors.**

***Please contact our Help Desk with any questions regarding amendments or fees:  
Bay City: (989) 894-8840    Detroit: (313) 234-0065    Flint: (810) 235-4126***