Amended Complaint

Last Updated: March 6, 2024

[Fed. R. Bank. P. 7003](#)

[Fed. R. Bank. P. 7004](#)

Event: Adversary>Responses/Amend Complaint Declaration

The Amended Complaint is filed by the plaintiff to modify or correct the information contained in the existing, previously filed complaint.

1) Select **Adversary**
2) Select **Responses/Amend Complaint Declaration,** click **Submit**
3) Enter Case Number, click **Submit**
4) Select **Amend Complaint,** click **Submit**
5) **Select the Party**, select the party who is the filer, click **Submit. If** the party is not listed, select **Add/Create New Party**, click **Submit**
6) If the party is not the party you represent, the message indicating attorney/party association will appear. If the box is unchecked, it will result in the filing attorney NOTreceiving Notices of Electronic Filings (NEF) click **Submit**
7) **Is Proof of Service Included: [y or n]**, enter correct answer, click **Submit**
8) Browse to select the document to be filed (PDF), click **Submit**
9) Box will be checked linking to the original Complaint, click **Submit**
10) **Are you adding a defendant? [y or n],** indicate correct answer, click **Submit**
11) If you clicked Yes to adding a defendant, add defendant information here, click **Search** to search for defendant being added. If party being added appears in the Party search results, click on the party name and click **Select name from** list. If party does not appear, click **Create new party.**
12) On **Party Information** screen add new defendant's information, including Role in Adversary case, click **Submit**
13) Add additional defendants as necessary, when done adding defendants, click **End party selection**
14) On the next screen, a prompt will appear asking for a description (other than adding defendants) of what is being amended. Enter the **Description of Amendement**, click **Submit**
15) **Docket Text: Modify as Appropriate,** click **Submit**
16) **Have you redacted?** Click **Submit**
17) The final **Notice of Electronic Filing** will appear.