

## Uploading the Creditor Matrix File in a Bankruptcy Case

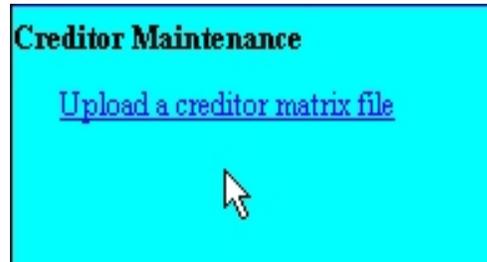
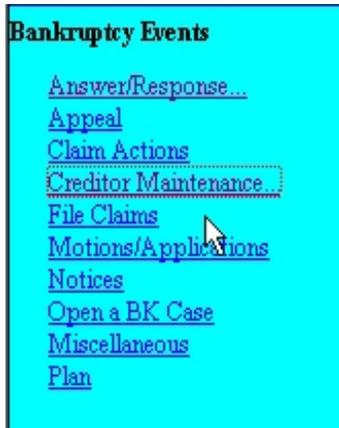
A creditor matrix contains creditor information such as the name of the creditor and the creditor's mailing address. This information is used for noticing and claims information when applicable; therefore, the accuracy of the information provided is imperative.

The following instructions will guide you through the process of uploading creditor information (.txt file) to the Electronic Case Filing (ECF) system as well as how to enter creditors manually.

### Uploading a Creditor Matrix File into the CM/ECF System

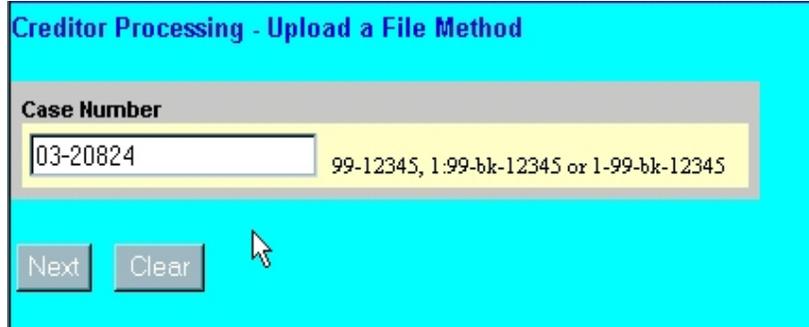
**STEP 1** Create the creditor matrix and save it as a .txt file.

**STEP 2** Select **Bankruptcy** from the *Main Menu*, and click on **Creditor Maintenance** from the *Bankruptcy Events* menu. The *Creditor Maintenance Menu* displays.



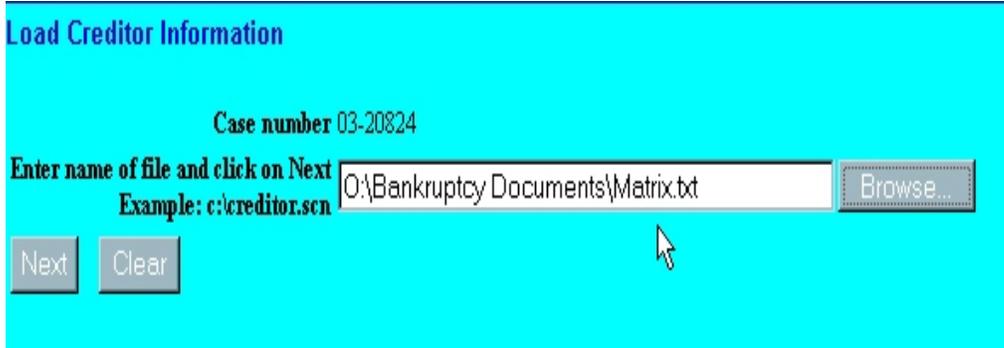
- ◆ Select **Upload a creditor matrix file** from the *Creditor Maintenance Menu* screen.

**STEP 3** The **Creditor Processing - Upload a File Method** screen displays.



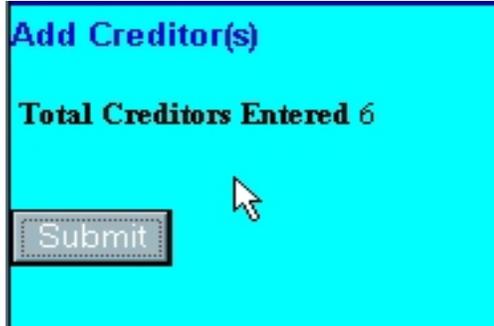
- ◆ Enter the **Case Number**.
- ◆ Click on **Next** to continue.

**STEP 4** The **Load Creditor Information** screen displays.



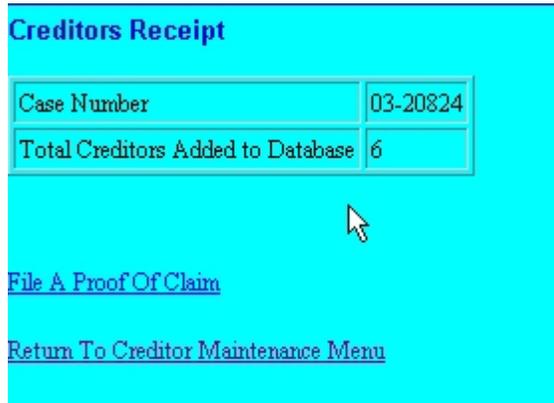
- ◆ Enter name of file, or click on **Browse** to search. **File must be in .txt format.**
- ◆ Click on **Next** to continue.

**STEP 5** The **Add Creditors - Total Creditors Entered** verification screen displays.



- ◆ Verify the creditor count information.
- ◆ If correct, click on the **Submit** button.
- ◆ If incorrect, click on the **Back** hypertext link to return to the previous screen. This will return you to *Step 5* so that the file uploaded may be checked and/or replaced.

**STEP 6** The **Creditors Receipt** screen displays, acknowledging the total number of creditors added to the database. Creditors are now attached to the bankruptcy case.



- ◆ **Return To Creditor Maintenance Menu** - returns you to the Creditor Processing menu.