Creditor Maintenance

Creditor records can be individually added if there are no creditors in the case. The following steps illustrate how these records are managed within the creditor database.

NOTE: In CM/ECF, the creditor matrix is uploaded into the system as a text (.txt) file. Creditors submitted from the matrix are stored in a separate database from other parties to the case and these records are used for noticing and proofs of claims. Another CM/ECF module illustrates uploading the matrix.

Step 1 To access the creditor database click **Bankruptcy** on the CM/ECF Main Menu.

Step 2 The **Bankruptcy Events** screen displays.

- Click on the **Creditor Maintenance** hyperlink.

Step 3 The **Creditor Maintenance** menu will then display.

- Select the **Enter Individual Creditors** hyperlink to show how a new creditor can be added to the creditor database.

Step 4 The **Case Number** screen is the next screen in this process.

- Enter the case number in the yy-nnnnn format, including the hyphen.
- Click **[Next]** to continue.

Step 5 The **Creditor Information** screen displays.

Note: CM/ECF will warn the user if the case already contains creditors.

- Enter the creditor name and address information.

  Guidelines:
  - 5 line maximum
  - Each line will have no more than 40 characters
  - Avoid special characters (# and C/O are all right)
  - Account number/attention information should be placed on line 2
  - City, State, and Zip Code will be on the last line
  - Zip + four must include a hyphen
  - State must be a 2 letter abbreviation

- Creditor Type defaults to "Creditor." Other values that are available are:
  - Administrative
  - Limited Notice
  - Notice of Appearance
  - 20 Largest Unsecured Creditors

Follow your local directives regarding creditor type.

, If the creditor is being added as a member of a creditor committee, click the **[Yes]** button after the **Creditor Committee** button.

, If you have multiple creditors to add, accept the default of **[Continue to Enter]** button and then click **[Next]** to continue.

- When you have entered the final creditor, click the **[Last Entry]** button, then click **[Next]** to continue.
- If you have only one creditor to add, click the **[Last Entry]** button, then click **[Next]** to continue.

Step 6 The **Total Creditors Entered** screen will appear.

Verify the number of creditors you have entered.

, If the number is not correct, click the browser **[Back]** button to investigate your entries.

, Otherwise, click the **[Submit]** button to continue.

Step 7 The **Creditors Receipt** screen will then display.

This screen confirms the number of creditor records that have been added to the creditor database. This example in Step 7 shows just one creditor added in this manner.