

## Uploading a Creditor Matrix

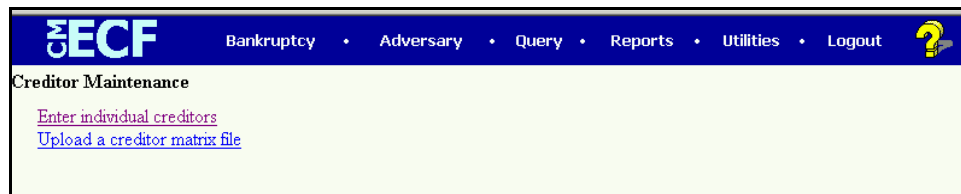
A creditor matrix contains the names and addresses of creditors. This information is used for noticing and also for claims information, when applicable. The creditor matrix must be in an ASCII text format, usually a **.txt** file, before it can be successfully uploaded. All **other** file types within CM/ECF will be portable document format (PDF) files. The process of uploading a list of creditors .txt file is described below.

**STEP 1** Click the [Bankruptcy](#) hypertext link on the CM/ECF Main Menu Bar.

**STEP 2** The **Bankruptcy Events** menu displays.

— Click on the [Creditor Maintenance](#) hyperlink.

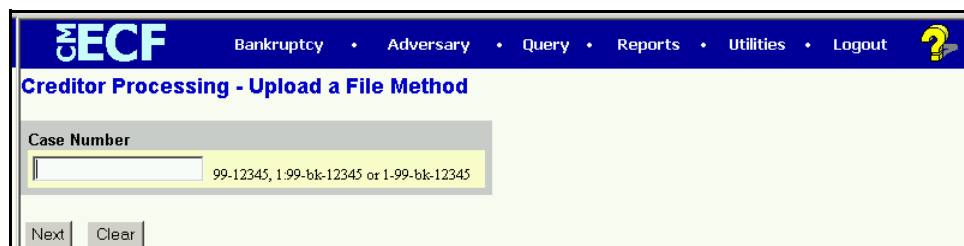
**STEP 3** The **Creditor Maintenance** screen displays. (See Figure 1)



**Figure 1**

— Click on [Upload a creditor matrix file](#) hypertext link.

**STEP 4** The **Creditor Maintenance - Upload A File Method** screen displays. (See Figure 2)



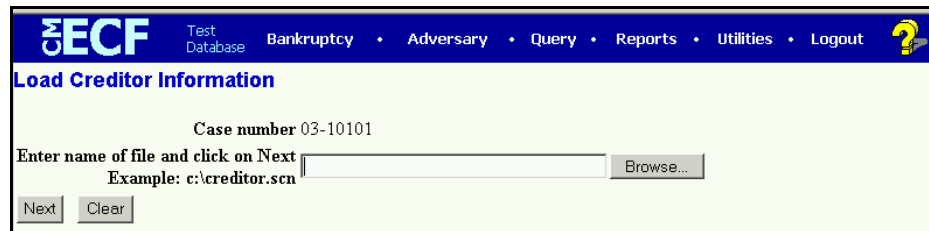
**Figure 2**

- Enter the case number in yy-nnnnn format, including the hyphen.

**NOTE:** If the system prompts that you have entered an invalid case number, click the browser's **[Back]** button and enter the correct number.

- Click the **[Next]** button to continue.

**STEP 5** The **Load Creditor Information** screen displays. (See Figure 3)



**Figure 3**

Use the Browse feature to navigate to the appropriate directory and file of the creditor matrix file. To do this:

- Click on the **[Browse]** button to display the **File Upload** screen.
- Click in the **Look In** box and select the appropriate drive name.
- Change **Files of types:** to Text (\*.txt) or All Files.
- Highlight the appropriate text file with a click of the mouse.
- For quality assurance, right-click with the mouse and select **Open** from the pick-list that is displayed.

Verify that this is the correct matrix file for this case. Close or minimize the Adobe Acrobat reader by clicking on “**X**” in the upper right-hand corner.

- If correct, double-click the PDF file to select it or click on the **[Open]** button to attach the matrix file to the bankruptcy case.

- Click on the **[Next]** button to continue.

**STEP 6** The **Add Creditor(s)** screen appears.(See Figure 4)



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### Add Creditor(s)

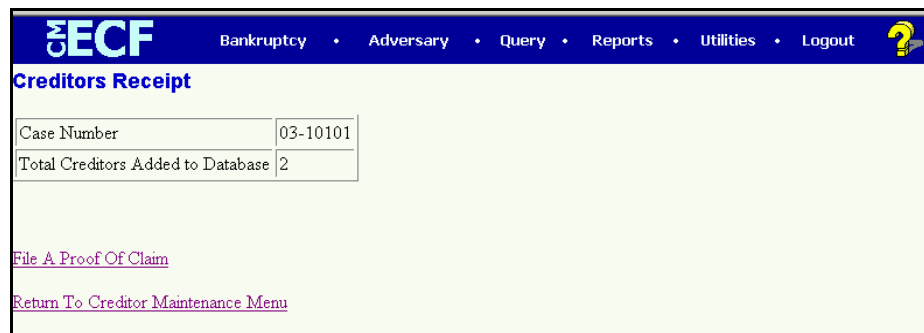
Total Creditors Entered 2

Submit

**Figure 4**

- If the total number of creditors entered is not the same as the total number of creditors on the submitted matrix, click the browser's **[Back]** button and research the error.
- If the total number of creditors displayed is correct, click on the **[Submit]** button.

**STEP 7** The **Creditors Receipt** screen displays. (See Figure 5)



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### Creditors Receipt

Case Number	03-10101
Total Creditors Added to Database	2

[File A Proof Of Claim](#)

[Return To Creditor Maintenance Menu](#)

**Figure 5**

- The information displayed confirms the number of creditors added to the case.

**STEP 8** Click on the [Return to Creditor Maintenance Menu](#) hyperlink to continue and repeat steps 4 - 6 for each creditor matrix. If there are no other matrices to add, select **Logout** or select another option on the Main Menu Bar.

**NOTE:** Creditor Mailing Matrix is available under Utilities/Mailings on the CM/ECF Main Menu bar.

The Creditor Mailing Matrix is also available thru PACER.

Attorney users will have the opportunity to upload the creditor matrix **one** time.

Any additional modifications to the creditor matrix will normally be handled by court personnel.

**\*\*\*\*There has been a second step added to the upload of creditor matrix\*\*\*\***

After you have successfully uploaded your creditors in creditor maintenance, go to **Bankruptcy** and then choose Other. Insert the case number, click next and then choose matrix from the event list. This entry does not require a file to attach. Simply follow the screens. This entry is for information purposes only but required by the court for case opening.