

## Creditor Maintenance

This process provides step-by-step instructions on how to upload a Creditor Matrix.

- STEP 1** Click the Bankruptcy hypertext link on the CM-ECF Main Menu.
- STEP 2** The **BANKRUPTCY EVENTS** screen displays.
- ◆ Click on the Creditor Maintenance hyperlink.
- STEP 3** The **CREDITOR MAINTENANCE** screen displays.
- ◆ Click on Upload a creditor matrix file (Must Amend Schedules if Adding Creditors) hyperlink.
- STEP 4** The **CASE NUMBER** screen displays.
- ◆ Enter the case number in yy-nnnnn format, including the hyphen.
  - ◆ Click the **[Next]** button to continue.
- STEP 5** The **LOAD CREDITOR INFORMATION** screen will display.
- ◆ Use the Browse feature to navigate to the appropriate directory and file of the creditor matrix file. To do this:
    1. Click on the **[Browse]** button to display the **FILE UPLOAD** screen.
    2. Click in the **Look In** box and select the appropriate drive name.
    3. Change **Files of types:** to Text (\*.txt) or All Files.
    4. Highlight the appropriate text file with a click of the mouse.
    5. 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 matrix by clicking on “X” in the upper right-hand corner.

6. If correct, double-click the text 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 **TOTAL CREDITORS ENTERED** screen appears.

- ◆ 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 **CREDITOR RECEIPT** screen displays.

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