

Adding a New Creditor

This process provides step-by-step instructions on how to add creditors by Amending Schedules. Although this example specifically shows the steps on how to add creditors, similar steps would be followed for other **Miscellaneous** events.

STEP 1 Click the Bankruptcy hypertext link on the CM-ECF Main Menu.

STEP 2 The **BANKRUPTCY EVENT** screen displays.

- Click the **Miscellaneous** hypertext link.

STEP 3 The **CASE NUMBER** screen displays.

- Enter the case number in yy-nnnnn format including the dash.
- Click **Next** to continue.

STEP 4 The **EVENT TYPE** screen displays.

- Select the **Schedules** event.
- Click to highlight, and then click on the **Next** button to continue.

STEP 5 The **PARTY SELECTION** screen appears

- Select the filer from the Select the Party box.
- If the party name is not displayed in the Party Selection box, they need to be added to this case by clicking **Add/Create New Party** hyperlink.

NOTE: If adding/creating a new party, select the correct Role Type.

- Click **Next** to continue.

STEP 6 The PDF DOCUMENT screen displays.

- Click **Browse** , then navigate to the directory where the appropriate
- PDF file is located or type the entire directory path.
- Highlight the file. Then right click with your mouse and select open to verify the contents of the document. If correct, double- click the PDF file to select it or click on the Open button to attach the PDF file to the case.

NOTE: Always open the PDF file before it is attached to ensure the correct image will be submitted for filing.

- Click **Next**.

STEP 7 Are These Schedules Being Amended?

- Click the drop down arrow and highlight Yes
- Click **Next**

STEP 8 Are New Creditors Being Added?

- Click the drop down arrow and highlight Yes
- Click **Next**

STEP 9 Please Check Which Document or Schedules Are Being Filed. If Filing Individual Schedules (i.e. I & J) Please Make an Individual Selection(s).

- Click **Next**

STEP 10 Add Creditor Screen

- Enter the Creditor Name and Address.

NOTE: If you are adding multiple creditors, click **Next** to by-pass this screen. You will need to follow the separate procedures for “Uploading a Creditor Matrix” when you are completely finished with these procedures.

STEP 11 The AMENDMENT FILING FEE screen appears

- Click **Next** to continue.

STEP 12 The Exemption screen appears

- Click **Next** to continue.

STEP 13 The Summary of Schedules screen appears

- Enter the updated amounts for each schedule, if applicable.
- Click **Next** to continue.
- Click **Next** to continue.

STEP 14 Submission Screen appears

NOTE: This is your last opportunity to make any changes before the document is officially opened.

- Be sure your documents are redacted.
- Proof this screen carefully! This is what will print on the docket sheet.
- If the docket text is incorrect, click the browser **Back**  button at the top of the screen one or more times to find the screen to be modified.
- To abort or restart the transaction, click on the Bankruptcy hyperlink on the top left of the CM/ECF Main Menu Bar. Although this can be done at any time, this is your last opportunity to change the event.
- If the docket text is correct, click **Next** to continue.

STEP 15 The Summary of Current Charges screen appears

- Click **Pay Now** or **Continue Filing**
- You will see the Notice of Electronic Filing Screen which summarizes your entry.
- To print a copy of this notice click the browser **Print** icon, or right click on the screen and select **Print**.
- To save a copy of this notice, click the internet options icon on the browser menu bar and select File, Save As.

NOTE: REMEMBER TO UPLOAD YOUR CREDITOR MATRIX AND FILE A VERIFICATION OF AMENDED MATRIX.

Description of Notice of Electronic Filing:

- Date and time stamp information
- Case Name: Debtor's Name
- Case Number: Hyperlink to docket sheet
- Document Number: Hyperlink to the PDF file of the attached document
- Docket text: Annotated text in italics. Text produced from docket event
- Document Description: Label of Document
- Original filename: the path and name of file that was attached to this entry
- Electronic document Stamp

- Notice will be electronically mailed to:
 - Any party on the case who has registered their e-mail address with the court will be listed here with their current e-mail address, not their street address.
- Notice will not be electronically mailed to:
 - Names of other parties on the case who have not furnished their e-mail addresses to the court.