Uploading a Creditor Matrix

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.
    6. 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.
    7. 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.