

Upload 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 list of creditors file** 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. Highlight the appropriate text file with a click of the mouse.
 3. For quality assurance, right-click with the mouse and select **Open** from the pick-list that is displayed.
 4. 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.
 5. 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.