

## Upload a Creditor Matrix

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

1. Click the Bankruptcy hypertext link on the CM-ECF Main Menu. The Bankruptcy Event screen displays.
  - a. Click on the Creditor Maintenance hyperlink.
2. The Creditor Maintenance screen displays.
  - a. Click on Upload list of creditors file hyperlink.
3. The Case Number screen displays.
  - a. Enter the case number in yy-nnnnn format, including the hyphen.
  - b. Click the Next button to continue.
4. The Load Creditor Information screen will display.
  - a. Use the Browse feature to navigate to the appropriate directory and file of the creditor matrix file. To do this:
    - i. Click on the Browse button to display the File Upload screen.
    - ii. Highlight the appropriate text file with a click of the mouse.
    - iii. For quality assurance, right-click with the mouse and select Open from the list that is displayed.
    - iv. 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.
    - v. 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.
  - b. Click on the Next button to continue.
5. The Total Creditors Entered screen appears.
  - a. 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.
  - b. If the total number of creditors displayed is correct, click on the Submit button.
6. The Creditor Receipt screen displays.
  - a. The information displayed confirms the number of creditors added to the case.