

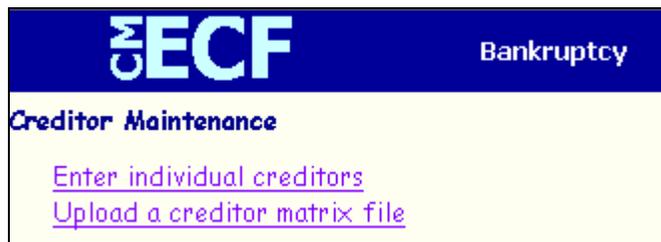
Creditor Matrix

A creditor matrix contains the name and address of creditors, and other parties in interest, of the debtor(s). This information is used for noticing and claims information, when applicable; therefore, the accuracy of the information provided is imperative.

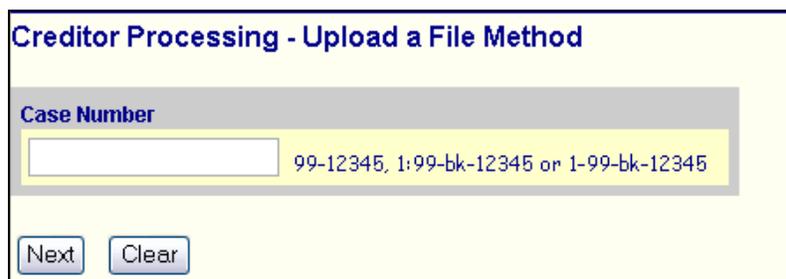
The following instructions will guide you through the process of uploading creditor information (.txt file) to the Electronic Case Filing (ECF) system as well as how to enter creditors manually.

Uploading a Creditor Matrix File into the CM/ECF System

- STEP 1** Create the creditor matrix and save it as a .txt file.
Do **not** add the case number to the file as it will display as a creditor.
- STEP 2** Select **Bankruptcy** from the Main Menu, then **Creditor Maintenance** from the Bankruptcy Events menu. The Creditor Maintenance menu appears.

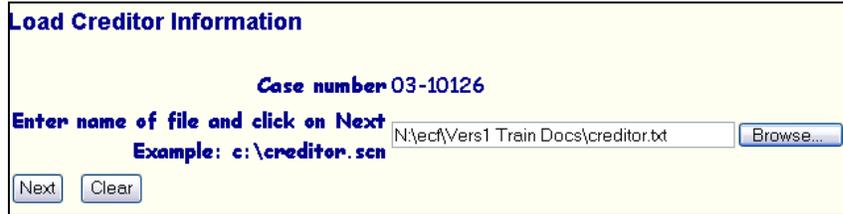


- STEP 3** Select **Upload a creditor matrix file** from the **Creditor Maintenance** menu.
- STEP 4** The **Creditor Processing – Upload a File Method** screen appears.

A screenshot of the "Creditor Processing - Upload a File Method" screen. The title is in blue. Below the title is a grey box labeled "Case Number" containing a text input field. To the right of the input field, the text "99-12345, 1:99-bk-12345 or 1-99-bk-12345" is displayed. At the bottom of the screen are two buttons: "Next" and "Clear".

- ◆ Enter appropriate case number and click **Next** to continue, or **Clear**, to re-start.

STEP 5 The **Load Creditor Information** screen appears.



Load Creditor Information

Case number 03-10126

Enter name of file and click on Next
Example: c:\creditor.scn

N:\ect\Vers1 Train Docs\creditor.txt

- ◆ Enter name of file, or click on **Browse** to search. File **must** be in *.txt* format.
- ◆ Click **Next** to continue, or **Clear** to re-start.

STEP 6 The **Add Creditors – Total Creditors Entered** screen appears:

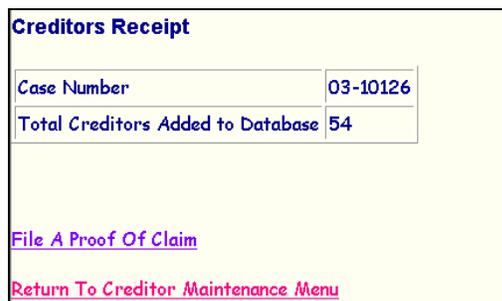


Add Creditor(s)

Total Creditors Entered 54

- ◆ Verify the creditor count information.
- ◆ **If correct**, click **Submit**.
- ◆ **If incorrect**, click **Back** to return to the previous screen. This will return you to **Step 5** so that the file uploaded may be checked and/or replaced (Example: creditors from wrong case number).

STEP 7 The **Creditors Receipt** screen appears, acknowledging the total number of creditors added to database. Creditors are now associated with the bankruptcy case.



Creditors Receipt

Case Number	03-10126
Total Creditors Added to Database	54

[File A Proof Of Claim](#)

[Return To Creditor Maintenance Menu](#)

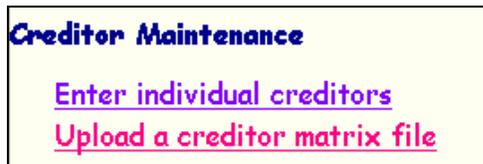
STEP 8 To proceed from this point:

- ◆ Select **File A Proof of Claim**; see that section for instructions; or
- ◆ Select **Return To Creditor Maintenance**, to return to the Creditor Processing Menu; or
- ◆ Select an option from the CM/ECF Main Menu.

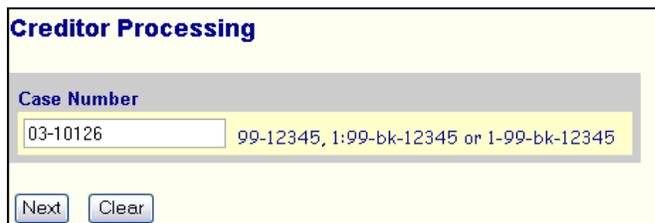
Entry of Individual Creditors:

STEP 1 Select **Bankruptcy** from the Main Menu, then select **Creditor Maintenance** from the Bankruptcy Events menu. The Creditor Maintenance Menu appears.

STEP 2 Select **Enter Individual Creditors** hypertext link from the Creditor Maintenance Menu.



STEP 3 **Creditor Processing** screen appears. Enter the case number and click **Next**, to continue, or **Clear**, to re-start.



STEP 4 The **Add Creditor(s)** screen appears.

Add Creditor(s)

Case 03-10126 already contains creditors!
Case number 03-10126 James R. Meek

Name Johnson Brothers Ironstone

Address 1 P. O. Box 10849

Address 2 Thompsonville, NH 19108

Address 3

Address 4

Address 5

Type Creditor ▼

Creditor committee No Yes

Continue To Enter Last Entry

Next Clear

- ◆ Using the <Tab> key to advance to each field, enter creditor name and address with city, state, and zip on same line.
- ◆ In **Type** field, select appropriate type of creditor using the ▼ arrow to right of dialog box (i.e. **Creditor** or **Administrative**).
- ◆ Select appropriate radio button to denote whether creditor is a member of a creditor committee.
- ◆ Select appropriate radio button to:
 - ◆ **Continue to Enter** additional creditors; press **Next** and repeat above steps, or
 - ◆ **Last Entry**, to denote last creditor added; press **Next**

STEP 5 **Add Creditor(s) – Total Creditors Entered** screen appears:

Add Creditor(s)

Total Creditors Entered 2

Submit

- ◆ Verify the creditor count information.
- ◆ If correct, click **Submit** and proceed to **Step 6**.
- ◆ If incorrect, abort entry by clicking **Bankruptcy** and beginning process over again.

STEP 6 **Creditors Receipt** screen appears, acknowledging total number of creditors added to database. Creditor(s) are now associated with the bankruptcy case.

Creditors Receipt	
Case Number	1-03-bk-10126
Total Creditors Added to Database	1

[File A Proof Of Claim](#)

[Return To Creditor Maintenance Menu](#)

STEP 7 **To proceed from this point:**

- ◆ Select **File A Proof of Claim**; see that section for instructions; or
- ◆ Select **Return To Creditor Maintenance**, to return to the Creditor Processing Menu; or
- ◆ Select an option from the CM/ECF Main Menu.