Uploading a Creditor Matrix

A creditor matrix contains the names and addresses of creditors. This information is used for noticing and also for claims information, when applicable. The creditor matrix must be in an ASCII text format, usually a **.txt** file, before it can be successfully uploaded. Refer to the procedure, **How To Convert A Creditor Matrix To A .txt File**. All **other** file types within CM/ECF will be portable document format (PDF) files. The process of uploading a list of creditors .txt file is described below.

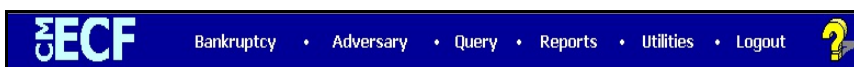**STEP 1**   After accessing the CM/ECF system, click on the <u>Bankruptcy</u> hypertext link. **(See Figure 1.)**

Figure 1

STEP 2   The **BANKRUPTCY EVENTS** screen displays. **(See Figure 2.)**
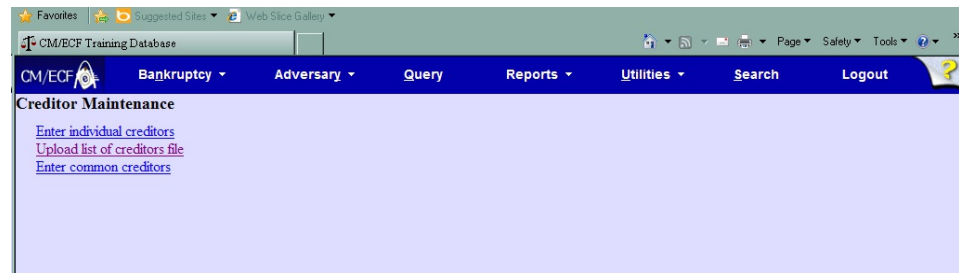

Figure 2

◆   Click on the <u>Creditor Maintenance</u> hyperlink.

NOTE: Bankruptcy Events menu selections will vary according to permission levels. Attorneys will not have all the items listed above or on the next screen.
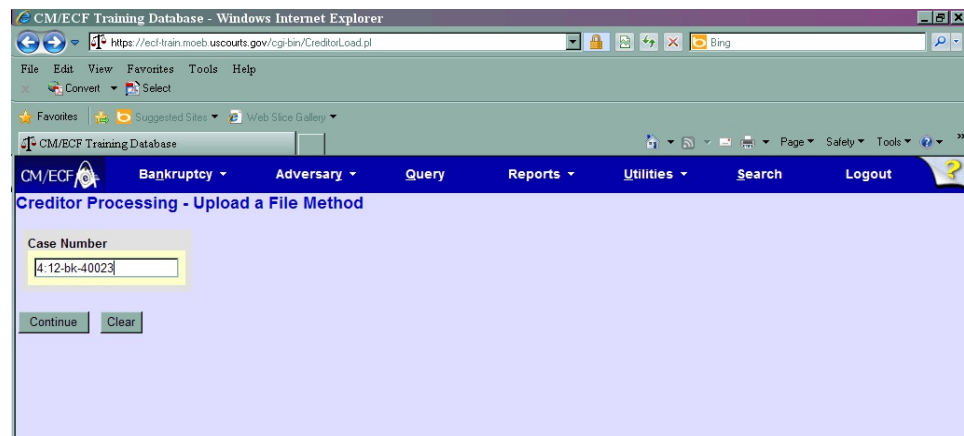
STEP 3   The **CREDITOR MAINTENANCE** screen displays. **(See Figure 3.)**

Figure 3

◆   Click on Upload a creditor matrix file hyperlink.

STEP 4   The **UPLOAD A FILE** screen displays. **(See Figure 4.)**
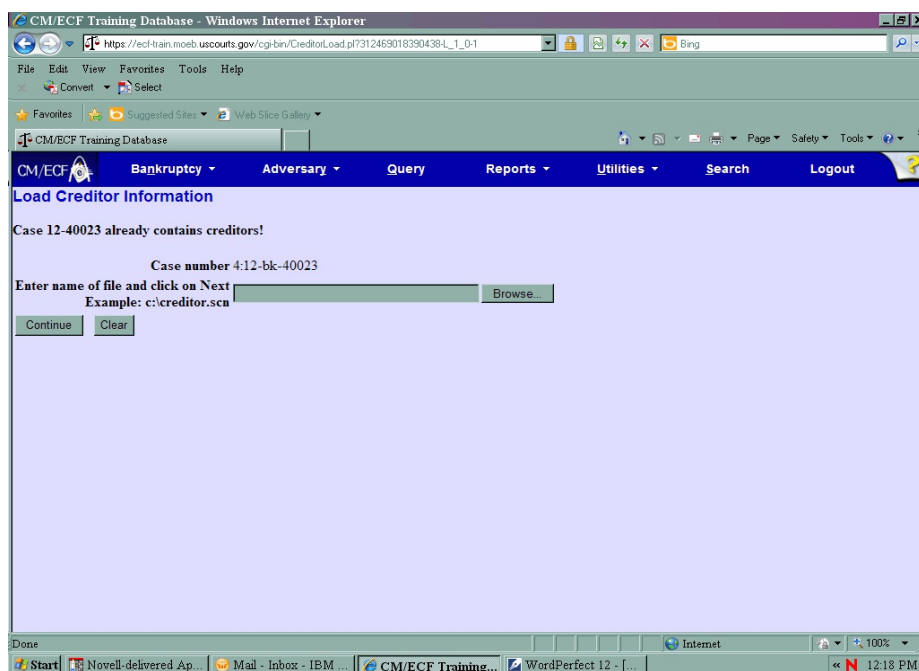

Figure 4

◆   Enter the case number in yy-nnnnn format, including the hyphen.

NOTE: If the system prompts that you have entered an invalid case number, click the browser's **[Back]** button and enter the correct number.

◆   Click **[Continue]**.

STEP 5 The **LOAD CREDITOR INFORMATION** screen will display. **(See Figure 5a.)**

Figure 5a

Use the Browse feature to navigate to the appropriate directory and file of the creditor matrix file. To do this:

- Click on the **[Browse]** button to display the **FILE UPLOAD** screen.

- Click in the **Look In** box and select the appropriate drive name.

- Change **Files of types:** to Text (.*txt) or All Files.

- Highlight the appropriate text file with a click of the mouse.

- For quality assurance, right-click with the mouse and select **Open** from the pick-list that is displayed. **(See Figure 5b.)**

    Verify that this is the correct matrix file for this case. Close or minimize the Adobe Acrobat reader by clicking on **"X"** in the upper right-hand corner.
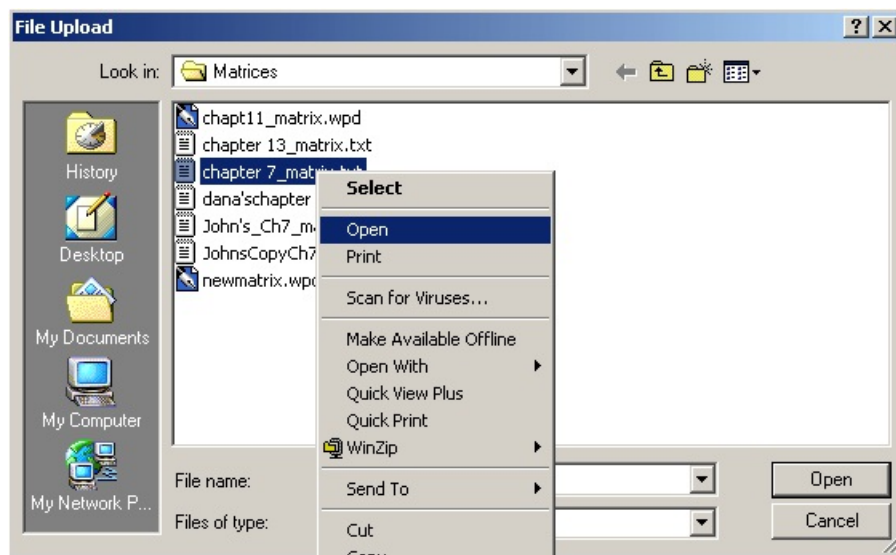
Figure 5b

- If correct, double-click the PDF file to select it or click on the **[Open]** button to attach the matrix file to the bankruptcy case.

◆   Click **[Continue]**.

STEP 6   The **TOTAL CREDITORS ENTERED** screen appears. **(See Figure 6.)**
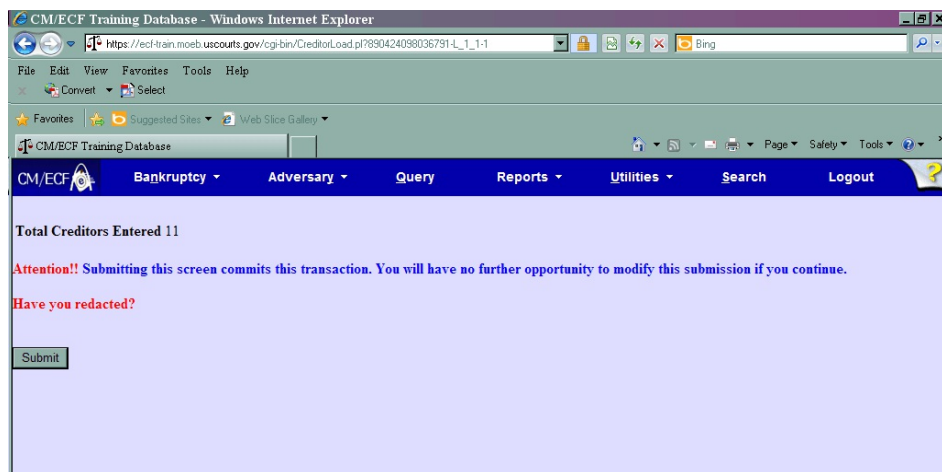

Figure 6

◆   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. **(See Figure 7.)**
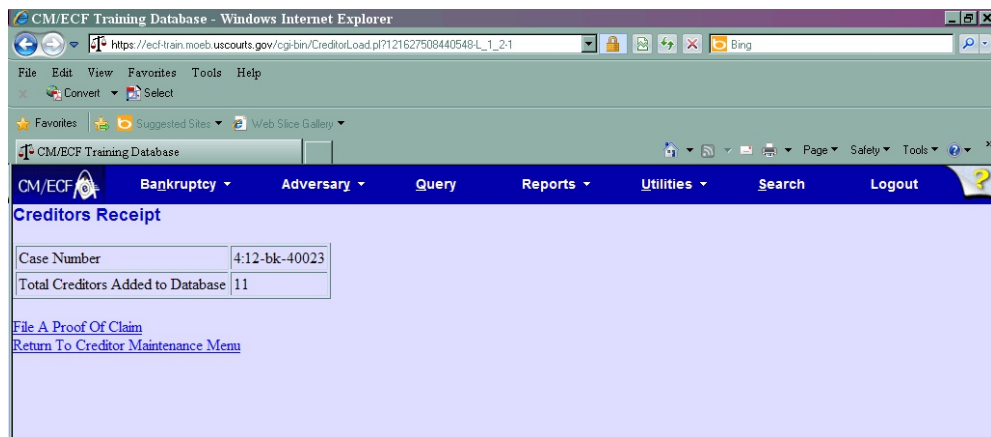

Figure 7

◆   The information displayed confirms the number of creditors added to the case.

STEP 8   Click on the Return to Creditor Maintenance Menu hyperlink to continue and repeat steps 4 - 6 for each creditor matrix. If there are no other matrices to add, select **Logout** or select another option on the Main Menu Bar.

NOTE: Creditor Mailing Matrix is available via Utilities/Mailings, thru PACER.

Attorney users will have the opportunity to upload the creditor matrix **one** time.

Any additional modifications to the creditor matrix will normally be handled by court personnel.

ie: new disk (will append), add creditor, edit creditor