

ATTORNEY -- Quick Reference Guide

Uploading a Creditor Matrix into the CM/ECF Application

Step	Action
1	Save the creditor matrix as a .txt file
2	Click on <u>Bankruptcy</u> hyperlink.
3	Click <u>Creditor Maintenance</u>
4	Click Upload a Creditor Matrix File
5	The Upload a File Method screen displays. Enter the Case Number using the yy-nnnnn format - click NEXT
6	The Load Creditor Information screen displays. Click the Browse button, locate and verify the appropriate .txt file. Click on the Open button to attach the matrix to the bankruptcy case - click NEXT
7	<p>The Total Creditors Entered screen displays. If the total number of creditors entered is the same as the total number of creditors on the submitted matrix - click Submit to continue.</p> <p>NOTE: If the total number of creditors entered is NOT the same as the total number of creditors on the submitted matrix, click the browser Back button and browse again for the correct matrix.</p>
8	The Creditor Receipt screen displays confirming the number of creditors added to the case.
9	Click the Return to Creditor Maintenance Menu hypertext link to continue uploading matrixes to other cases. To exit the creditor entry process screen click on one of the hypertext links on the CM/ECF main menu.