

**CM/ECF Filing Reference Guide**

**Amended Creditor“Matrix” (Fee)**

Step	Action
1.	Select <b>Bankruptcy</b>
2.	From the <b>Events</b> list, select <b>Misc</b>
3.	Enter the Case Number  Select <b>NEXT</b>
4.	From the <b>Events</b> list, select <b>Amended Creditor Matrix (Fee)</b>  Select <b>NEXT</b>
5.	<p>From the party listing <b>either</b>:</p> <p style="padding-left: 40px;">(A) Select the party filing the document</p> <p style="padding-left: 40px;">Select <b>NEXT</b> and move on to step 6</p> <p><b>OR</b></p> <p style="padding-left: 40px;">(B) Add/Create New Party</p> <p style="padding-left: 40px;">Fill in the requested information</p> <p style="padding-left: 40px;">Select <b>SEARCH</b></p> <p style="padding-left: 80px;">If your party is found in the search results, select the name.</p> <p style="padding-left: 80px;">If your party is not found in the search results, select Create new party. Fill in the requested information – be sure to select the correct “Role.”</p> <p style="padding-left: 40px;">Select <b>SUBMIT</b></p> <p style="padding-left: 40px;">From the party listing make a selection.</p> <p>Select <b>NEXT</b></p> <p>This screen solidifies the attorney/client relationship. You will get the following message:</p> <p><b>IMPORTANT: The following attorney/party association(s) will be created in this case. De-selecting a party association will result in the filing attorney NOT receiving Notices of Electronic Filing for that party. If this is a joint filing, review the list carefully to ensure that only parties represented by the filing attorney are selected.</b></p>
6.	<p>This screen allows you to browse your system to attach the PDF of the amended matrix.</p> <p><b>NOTE:</b> To verify it is the correct attachment, select the PDF, right click, and select Open with Adobe Acrobat If the document is correct select <b>OPEN</b></p>

	<ul style="list-style-type: none"> <li>In order to include more documentation choose <b>Yes</b> at <b>Attachments to Document</b></li> </ul> <p>Select <b>NEXT</b></p> <p>(1) This screen allows you to browse your system to attach the PDF of any additional documents required for the amended matrix</p> <p><b>NOTE:</b> To verify it is the correct attachment, select the PDF, right click, and select Open with Adobe Acrobat If the document is the correct document select <b>OPEN</b>.</p> <p>(2) Select a “Category” (optional) and/or fill in the “Description” field. (Here you can choose a description from the category field or type in a description of the document.)</p> <p>(3) Choose Add to List – a window will open showing you the document chosen.</p> <p><i>You can repeat the above steps for each document being included with the amended matrix</i></p> <p>If correct,</p> <p>Select <b>NEXT</b></p> <p>If incorrect path, choose the document and select Remove from list and return to step (1) herein to add correct document.</p> <p>Select <b>NEXT</b> to move to step 7</p>
7.	<p>Check the box <b>Add new creditor(s)</b>.</p> <p>Select <b>NEXT</b></p>
8.	<p>Following the criteria on this screen add as many creditors needed. Addresses must be in the format below.</p> <p>1<sup>st</sup> line – Creditor’s name  2<sup>nd</sup> line – Street address  Last line – City, State postal abbreviation and zip code</p> <p><b>NOTE: When adding several creditors, you may copy and paste from a word document; however, include a blank line separating each creditor.</b></p> <ul style="list-style-type: none"> <li><b>Creditor Type</b> defaults to <b>creditor</b>.</li> <li><b>Creditor committee</b> defaults to <b>No</b>.</li> </ul> <p>When all additional creditors have been added</p> <p>Select <b>NEXT</b></p>
9.	<p>This screen registers the filing fee of \$34</p>

	Select <b>NEXT</b>
10.	Select <b>NEXT</b>
11.	<p>This screen serves as the last chance to verify that the Docket Text: <b>Final Text</b> is correct. If correct,</p> <p>Select <b>NEXT - the docketing process will be committed.</b></p> <p><b>If any changes need to be made use the back navigation arrow to make correction. Retrace actions once correction is made.</b></p>
12.	A pop up of the <b>Summary of Current Charges</b> will appear. Select <b>Pay Now</b> to pay the Motion for Relief from Stay fee or select Continue Filing and pay the outstanding fee by the end of the day.
13.	<p>The final screen is the Notice of Electronic Filing screen</p> <p>This screen is your confirmation that the docketing process is complete</p>

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