CREDITOR – Quick Reference Guide

Enter Creditors

Step	Action
1	Click on the **Bankruptcy** hyperlink
2	Click **Creditor Maintenance**
3	Click **Enter individual creditors**
4	Enter the case number - click **NEXT**
5	At the **Add Creditor(s)** screen, enter the name and address of the creditor(s) being added to the case following the instructions for adding creditors on the screen. The following format should be used when adding a creditor: 1st line – Creditor's name 2nd line – Street address Last line – City, State postal abbreviation and zip code *NOTE: You may cut and paste from a word or word perfect document if adding many creditors, but make sure there is a blank line separating each creditor.* Leave **Type** as creditor Leave **Creditor committee** default as **No** Click **NEXT**
6	The **Total Creditors Entered** Screen will appear showing the number of creditors added – click **SUBMIT**
7	The **Creditors Receipt** screen will appear stating the Case Number and the Total Creditors added to the Database completing the transaction.