

CM/ECF Filing Reference Guide

Prior to upload a list of creditors, the filer should

A	<p>Create the List of Creditors and save it as a .txt file</p> <p>NOTE:</p> <ul style="list-style-type: none"> • Use the following address format: <ul style="list-style-type: none"> 1st line—creditor’s name 2nd line—street address and unit number 3rd line—city, state postal abbreviation and zip code • If Internal Revenue Service is a creditor, add the following address to the List of Creditors: <ul style="list-style-type: none"> Internal Revenue Service P.O. Box 7346 Philadelphia, PA 19101-7346 • If the List of Creditors includes a federal agency or federal government sponsored entity (i.e. IRS, Social Security Administration, Department of Education), also add <ul style="list-style-type: none"> United States Attorney 100 Middle Street, East Tower 6th Floor Portland, ME 04101 • Certify the accuracy of the List of Creditors with the following language and signature of the debtor(s) or debtor counsel: <ul style="list-style-type: none"> “I certify under penalty of perjury that the attached List of Creditors is correct and consistent with the debtor’s schedules. Executed on [date]. [Debtor or debtor counsel signature].”
B	Have a count of the number of creditors to be uploaded

Uploading a List of Creditors (Creditor Matrix) into the CM/ECF Application

Step	Action
1.	Select Bankruptcy
2.	From the Events list, select Creditor Maintenance .
3.	Select Upload list of creditors file .
4.	Confirm the case number is correct Select NEXT
5.	This screen allows you to browse your system to choose and attach the .txt file of the creditor listing. NOTE: To verify it is the correct attachment, select the .txt file, right click, and select Open with Notepad. If the document is the correct document select OPEN

	Select NEXT
6.	If the Total Creditors Entered is correct Select SUBMIT If the Total Creditors Entered is not correct use the back navigation arrow to make correction. Retrace actions once correction is made.
7.	The final screen is the Creditors Receipt which displays the number of creditors added. This screen is your confirmation that the docketing process is complete

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