

**INSTRUCTIONS ON HOW TO  
MANUALLY ENTER A  
CREDITORS' MATRIX ON  
CM/ECF**

I) Manually entering creditors into CM/ECF.

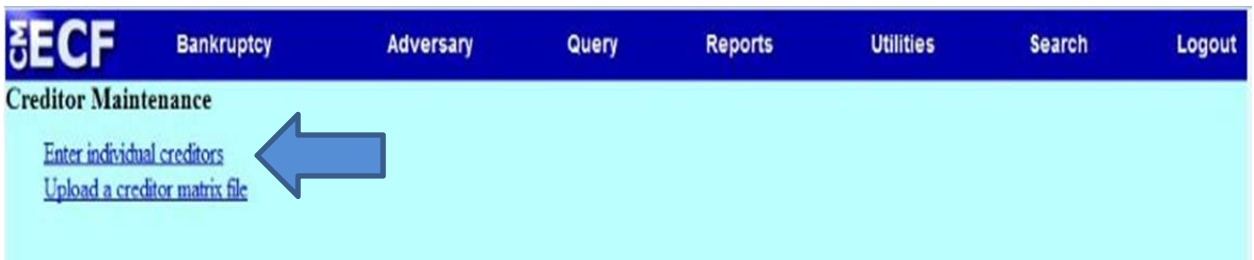
1. Log into CM/ECF.
2. Click on Bankruptcy.



3. Under Bankruptcy Events, click on Creditor Maintenance.



4. Click on Enter individual creditors.



5. Type in the case number, click Next.

**ECF** Bankruptcy Adversary  
**Creditor Processing - Upload a File Method**

Case Number  
12-10012 Find This Case

Next

6. All typed information should be justified to the left. The first line of each creditor address should be the creditor name and the last line should be the City, State, and Zip Code. A space should separate each creditor address.
7. Once the creditors are entered, click Next.

**ECF** Bankruptcy Adversary Query Reports  
**Add Creditor(s)**

**Case number** 12-10012 Sybrandt Davis  
*Name may be 50 characters. Address may be 5 lines, 40 characters each.  
More than one creditor may be entered. Separate creditors with a blank line.*

**Name and Address**

Rick Grimes  
30 Broadway  
New York, NY 10004

Truck, Parts, & Tires, Inc.  
Attn: Shane McMahon  
70 Grove Street

**Creditor type** Creditor

**Creditor committee**  No  Yes **Entity**

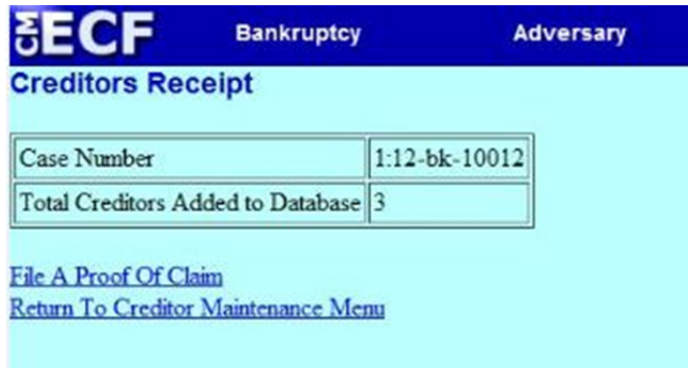
Next

8. Review that the number for Total Creditors Entered is accurate, click Submit.



The screenshot shows the ECF Bankruptcy Adversary interface. At the top, there is a dark blue header with the ECF logo on the left, and the words "Bankruptcy" and "Adversary" in white text on the right. Below the header, the text "Total Creditors Entered 3" is displayed in a light blue background. Below this text, there is a small rectangular button labeled "Submit". A large blue arrow points from the right towards the "Submit" button.

9. The Creditors Receipt will appear confirming the entry of creditors into the database.



The screenshot shows the ECF Bankruptcy Adversary interface displaying a "Creditors Receipt" confirmation screen. The header is the same as in the previous screenshot. Below the header, the text "Creditors Receipt" is displayed in a light blue background. Below this text, there is a table with two rows and two columns. The first row contains "Case Number" and "1:12-bk-10012". The second row contains "Total Creditors Added to Database" and "3". Below the table, there are two blue underlined links: "File A Proof Of Claim" and "Return To Creditor Maintenance Menu".

Case Number	1:12-bk-10012
Total Creditors Added to Database	3

[File A Proof Of Claim](#)  
[Return To Creditor Maintenance Menu](#)