

INSTRUCTIONS ON HOW TO UPLOAD A CREDITORS' MATRIX ON CM/ECF

- i) Create a creditors' matrix file for uploading.
1. Open a word processing program. (Microsoft Word, WordPerfect, or Notepad)
 2. All typed information should be justified to the left.

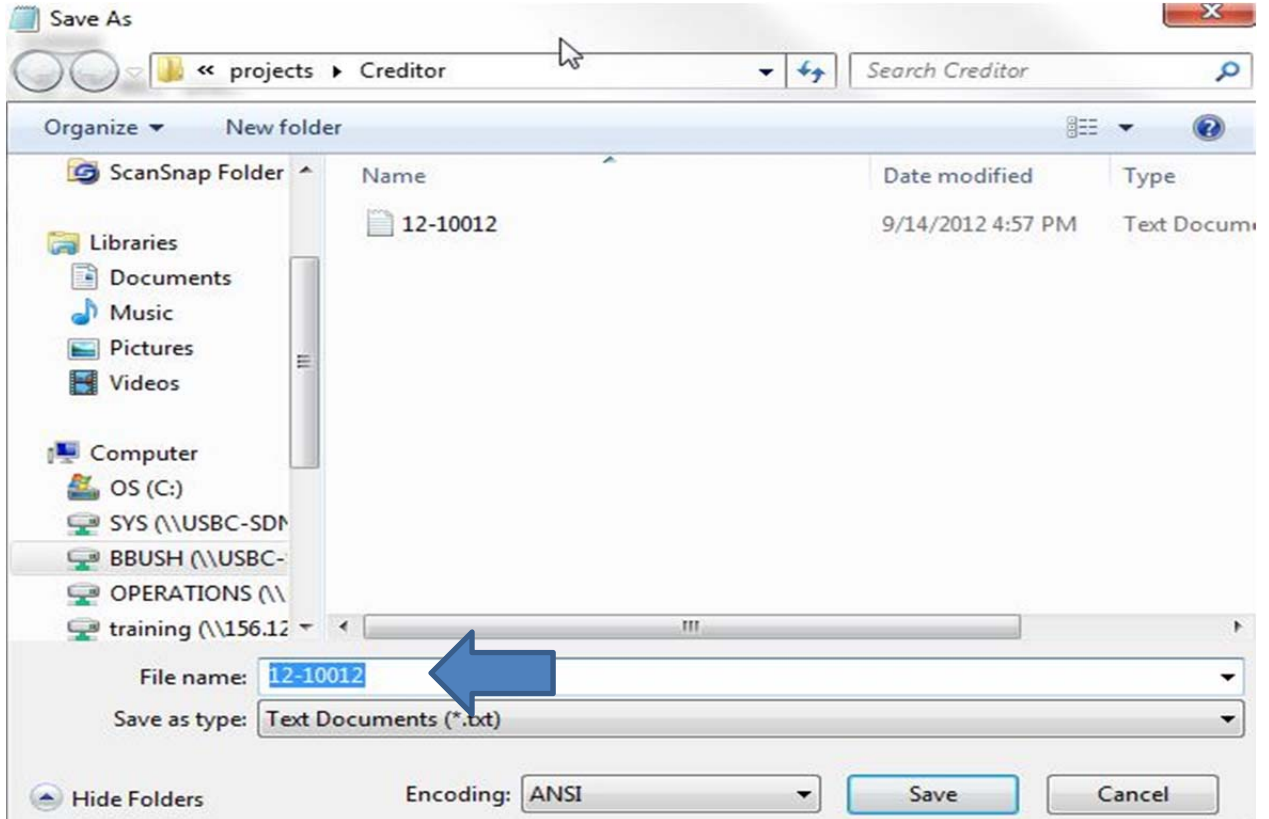
```
File Edit Format View Help
12-10012

Rick Grimes
30 Broadway
New York, NY 10004

Truck, Parts, & Tires, Inc.
Attn: Shane McMahon
70 Grove Street
Bronx, NY 10462

Telenetwork Q, Inc.
Attn: Lori Granger
90 District Road
New York, NY 12121
```

3. Type the case number on the first line.
4. 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.
5. Save the file in a text only format.



II) Upload the created creditors' matrix file.

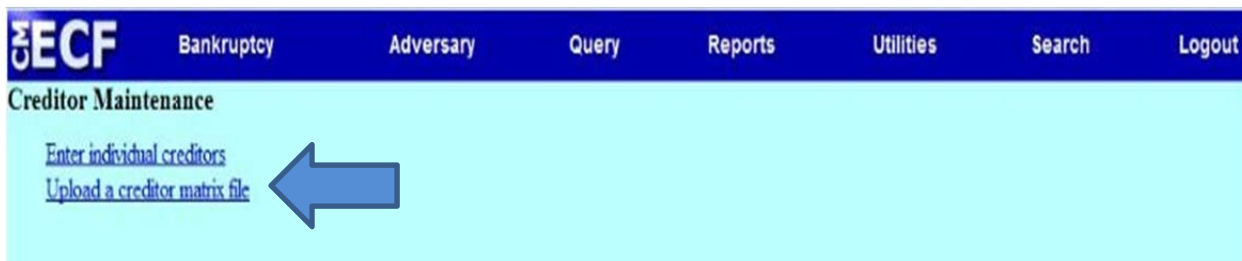
1. Log into CM/ECF.
2. Click on Bankruptcy.



3. Under Bankruptcy Events, click on Creditor Maintenance.



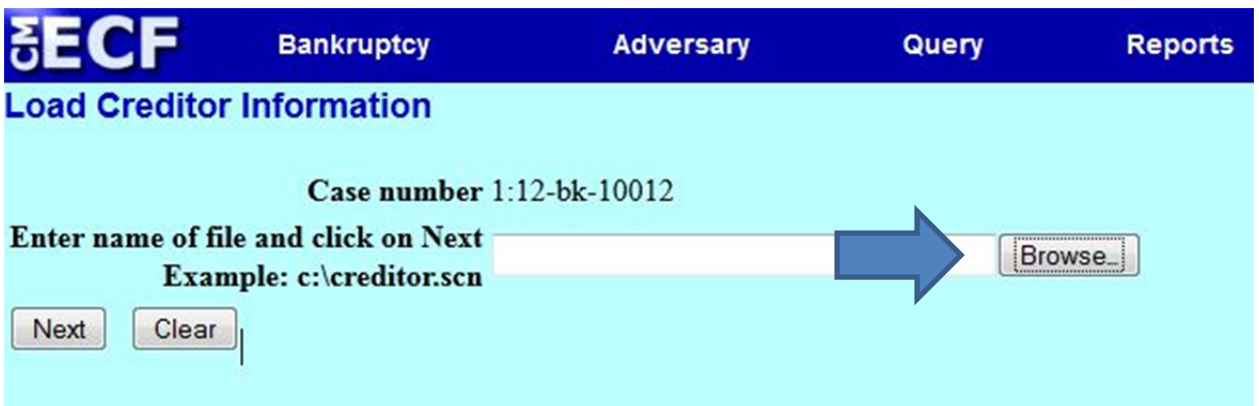
4. Click on Upload a creditor matrix file.



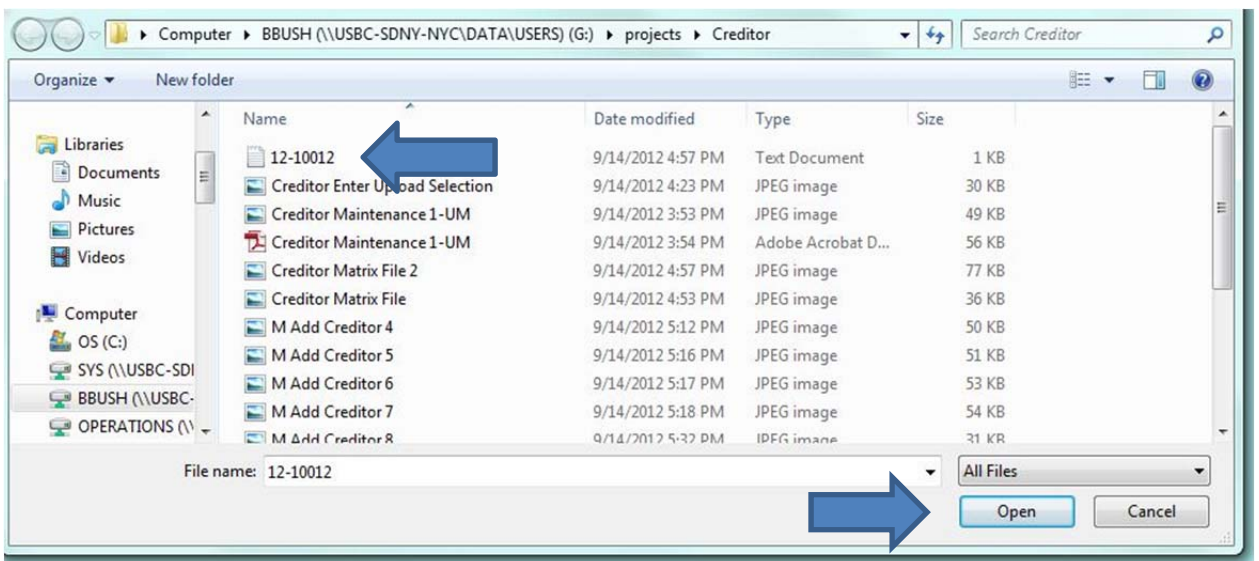
5. Type in the case number, click Next.



6. Click Browse to search for the drive where the creditors' matrix was saved.



7. Select the saved creditors' matrix file.



8. The directory path will appear, click Next.

ECF Bankruptcy Adversary Query Reports

Load Creditor Information

Case number 1:12-bk-10012

Enter name of file and click on Next
Example: c:\creditor.scn

G:\projects\Creditor\12-10012.txt

←

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

ECF Bankruptcy Adversary

Total Creditors Entered 3

←

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

ECF Bankruptcy Adversary

Creditors Receipt

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

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