

ADDING CREDITORS TO THE MATRIX

Updated 3/21/2022

Description: This process shows the steps and screens required for an external user to add creditors to the mailing matrix electronically on CM/ECF. This applies to adding creditors after submission of an Amended Creditor Matrix or Amended Schedules that add creditors. Please note that if any fee amounts appear on screenshots below, they were correct at the time of posting but may or may not be current now (check the most current fee schedule on the courts website.)

STEP 1 - Click on the **Bankruptcy** hyperlink on the CM/ECF Main Menu Bar.

STEP 2 - The BANKRUPTCY EVENTS screen displays.

- Click on **Creditor Maintenance** hyperlink.
- For further information on each of these categories, click the **Help** button located on the CM/ECF menu bar.

STEP 3 - The CREDITOR MAINTENANCE screen displays.

- If adding only a few creditors, click on **Enter individual creditors** hyperlink and follow Steps 4 - 7 below.
- If adding several creditors, click on **Uploading a creditor matrix file** hyperlink and follow Steps 8 - 11 below.

ENTERING INDIVIDUAL CREDITORS

STEP 4 - The CASE NUMBER screen displays.

- Enter the case number for the appropriate case.

- Click the [Next] button.

STEP 5 - The ADD CREDITORS screen displays.

- Enter the creditor name and complete address in the name and address field using upper and lower-case letters.
- Use multiple address lines as needed, but make sure that the City, State, and Zip Code are on the last line used. If you are entering multiple creditors, you must leave a blank space between each creditor name and address.
- If there are no more creditors to be added, click the [Next] button.

Case 08-00003 already contains creditors!

Case number 08-00003 Help Me File

*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

ABC Company
123 Any Street
Columbia, SC 29201

BCA Company
123 Any Street
Columbia, SC 29201

Creditor type Creditor

Creditor committee No Yes

STEP 6 - The TOTAL CREDITORS ENTERED screen displays.

- The total number of creditors added displays.
- Verify number for accuracy.
- Click the [Submit] button.

STEP 7 - The CREDITOR RECEIPT screen displays.

- The information displayed confirms the number of creditors added to the case.

Creditors Receipt

Case Number	03-255
Total Creditors Added to Database	1

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UPLOAD AN AMENDED CREDITOR MATRIX

To upload an amended creditor matrix, only the creditors being added should be saved in a .txt file using the same format as the original matrix. Do not include creditors already listed on the matrix.

STEP 8 - The UPLOAD A FILE screen displays.

- Enter the case number for the appropriate case.
- Click the **[Next]** button.

NOTE: If the system displays that an invalid case number has been entered, click the browser's **[Back]** button and enter the correct number.

STEP 9 - The LOAD CREDITOR INFORMATION screen displays.

- Enter the file path in the **[Browse]** field using either of the two ways listed below:
 - Type in the full path of the directory and filename of the creditor matrix file.
 - Example: a:/creditor.scn

OR

- Use the **[Browse]** feature to navigate to the appropriate folder and file of the creditor matrix. Utilize the following steps:
 - Click on the **[Browse]** button to display the FILE UPLOAD screen.
 - Click in the Look In box and select the appropriate drive name.
 - Change Files of types: to All Files.
 - Select and open the correct folder.
 - Highlight the appropriate matrix with a click of the mouse button.
- Click the **[Next]** button.

STEP 10 - The TOTAL CREDITORS ENTERED screen displays.

- If the total number of creditors entered is not the same as the total number of creditors on the submitted matrix, click the browser's [Back] button and research the error.
- Click the [Submit] button.

STEP 11 - The CREDITOR RECEIPT screen displays.

- The information displayed confirms the number of creditors added to the case.

Creditors Receipt

Case Number	02-135
Total Creditors Added to Database	10

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