UPLOADING A CREDITOR MATRIX
Updated 02/01/2008

A creditor matrix contains creditor names and their mailing address. The creditor matrix must be in a **.txt** file before it can be successfully uploaded. All other file types used in CM/ECF will be in .pdf format.

NOTE: Creditor mailing matrices must be **LEFT JUSTIFIED**. Some bankruptcy software programs automatically center the creditors. When a matrix is submitted with center justification, CM/ECF may cut part or all of an address off at the right margin due to the tabs or spacing from the left margin being included in the total number of characters allowed

NOTE: Please do not use the following special characters in addresses on the matrix,
- ampersand (**&**)
- percent symbol (**%**)
- the "at" symbol (**@**)
- greater and/or less than symbols **< >**
- and avoid any other "special" characters whenever possible.

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) icon.

STEP 3 - The CREDITOR MAINTENANCE screen displays.

- Click on Uploading a creditor matrix file hyperlink.

STEP 4 - 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 5 - The LOAD CREDITOR INFORMATION screen displays.

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

    - Example: a:/creditor.scn

  OR

  o 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. **Reminder:** The creditor matrix must be in a **.txt** file before it can be successfully uploaded.
    - Highlight the appropriate matrix with a click of the mouse button.

- Click the **[Next]** button.

STEP 6 - 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 7 - 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

File A Proof Of Claim Return To Creditor Maintenance Menu