

## How To Upload a Creditor Matrix into the CM-ECF Application Attorney Procedure

These instructions show you how to upload a creditor information to the CM-ECF system.

**The creditor matrix must be in a .txt file before it can be successfully uploaded.**

Refer to the procedure **How To Convert A Creditor Matrix To A .TXT file.**

**STEP 1** Access the **CM-ECF** database then left click on the Bankruptcy hypertext link on the **CM-ECF Main Menu Bar**.

◆ The **BANKRUPTCY EVENTS** menu displays. (See Figure 1)



Figure 1

◆ Left click on the Creditor Maintenance hypertext link.

**STEP 2** The **CREDITOR MAINTENANCE** screen displays (See Figure 2.)



Figure 2

- ◆ Left click on the Upload a creditor Matrix hypertext link.

**STEP 3** The **UPLOAD A FILE METHOD** screen displays (See Figure 3.)

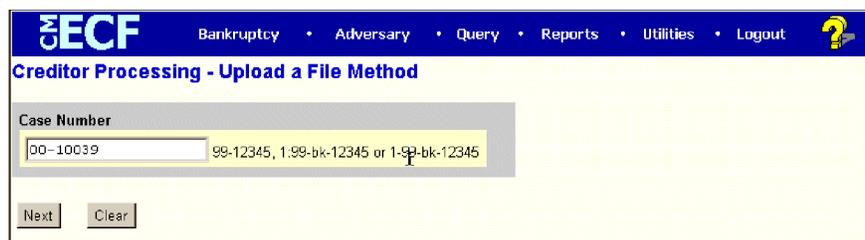


Figure 3

- ◆ Left click in the **Case Number** box.
- ◆ Key the case number in yy-nnnnn format.
- ◆ Click [**Next**] to continue.

**STEP 4** The **LOAD CREDITOR INFORMATION** screen displays (See Figure 4.)

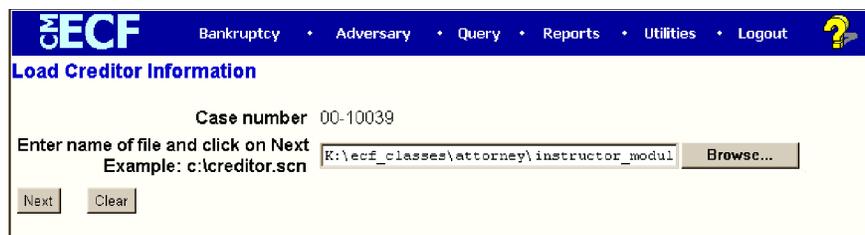


Figure 4

- ◆ Key the correct path description in the **Save in** box. -OR-
- ◆ Browse to find and select the correct file name.

- ! Click on the **Browse...** button to display the **FILE UPLOAD** screen.
  - ! Change **look in:** box to the appropriate drive name.
  - ! Change **Files of types:** to Text (\*.txt)
  - ! Select and open the correct folder.
  - ! Highlight the appropriate matrix with one right click of the mouse button.
  - ! If necessary, select **Open** on the drop down menu with left click, for viewing and verification.
  - ! Close the matrix by clicking on “X” in the upper right-hand corner.
  - ! If changes were made, say **Yes** at “Do you want to save changes?”
  - ! Click on the **[Open]** button to attach the matrix to the bankruptcy case.
- ◆ Left click **[Next]** to continue.

**STEP 5** The **TOTAL CREDITORS ENTERED** screen displays (See Figure 5.)



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- ◆ If the total number of creditors entered is the same as the total number of creditors on the submitted matrix, click **[Submit]** to continue.

**NOTE:** If the total number of creditors entered is **NOT** the same as the total number of creditors on the submitted matrix, left click on one of the hypertext links on the CM-ECF main menu bar to exit the creditor entry process, then review the creditor matrix for formatting problems.

**STEP 6** If you click the **Submit** button, the **CREDITOR RECEIPT** screen displays (See Figure 6.)



**ECF** Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

### Creditors Receipt

Case Number	00-10039
Total Creditors Added to Database	1

[File A Proof Of Claim](#)

[Return To Creditor Maintenance Menu](#)

**Figure 6**

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

**STEP 7** To continue:

- ◆ Left click the Return to Creditor Maintenance Menu hypertext link to continue uploading matrixes to other cases.
- ◆ Left click the **File a Proof of Claim** hypertext link to file a proof of claim in a case.
- ◆ Left click on one of the hypertext links on the CM-ECF main menu bar to exit the creditor entry process.