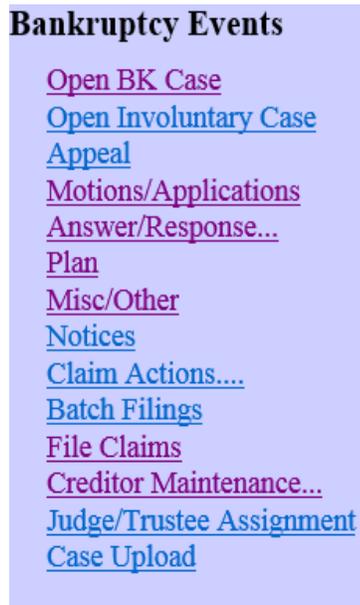

How to Add Creditors

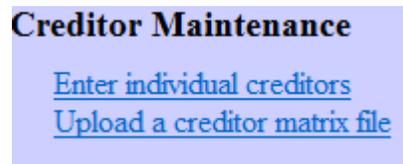
Step 1 Click **Bankruptcy** on the Main Menu Bar.



Step 2 Select **Creditor Maintenance**



Step 3 Click on **Enter individual creditors**



Step 4 Enter the case number in yy-nnnnn format and click **Next**. Check the case name and number to be sure it is the correct case.

Step 5 At the **Add Creditor(s)** screen enter the name and address of the creditor(s) being added to the case, leaving at least one per space creditor's address. When you have entered the last creditor, click **Next**.

FORMAT for adding creditors is as follows:

Name: XYZ Mortgage Company
Address 1: c/o Joe Lawyer, Esq.
Address 2: P.O. Box 25
Address 3: Boston, MA 02114
Address 4:
Address 5:

Note: Do not change Creditor Committee default.

Add Creditor(s)

Case 12-10007 already contains creditors!

Case number 12-10007 Norman Stubbs and Emma Stubbs

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
XYZ Mortgage Company
c/o Joe Lawyer, Esq.
P.O. Box 25
Boston, MA 02114
Belden Jewelers

Creditor type Creditor

Creditor committee No Yes Entity

Next Clear

Step 6 The next screen displays the number of creditors that will be added to the database during this transaction.

Add Creditor(s)

Total Creditors Entered 1

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.
Have you redacted?

Submit

Step 7 Click **Submit** and you will get the receipt of creditors added to the case.

Creditors Receipt

Case Number	1:11-bk-10007
Total Creditors Added to Database	1

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