How to Upload a Creditor Matrix

The List of Creditors must be in text format, usually a .txt file, before it can be successfully uploaded.

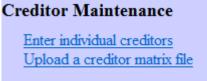**Step 1**   Click **Bankruptcy** on the Main Menu Bar.

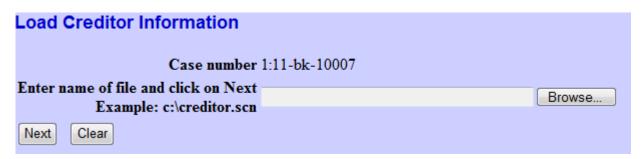**Step 2**   Select the **Creditor Maintenance** Category.

Bankruptcy Events

Open BK Case
Open Involuntary Case
Appeal
Motions/Applications
Answer/Response...
Plan
Misc/Other
Notices
Claim Actions....
Batch Filings
File Claims
Creditor Maintenance...
Judge/Trustee Assignment
Case Upload

Step 3   Click on **Upload a Creditor Matrix file** hyperlink.

Creditor Maintenance

Enter individual creditors
Upload a creditor matrix file

Step 4   Enter the **case number** and Click Next.

Creditor Processing - Upload a File Method

Case Number

Step 5   Browse and attach your Creditor Matrix and Click **Next**.

Load Creditor Information

Case number 1:11-bk-10007

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

[Next] [Clear]

Note: This file must be in a .txt format.

• For quality assurance, right-click with the mouse and select Open from the pick-list that is displayed.

• Verify that this is the correct matrix file for this case. If correct, double-click the .txt file to select it or click on Open button to attach the matrix file to the bankruptcy case.

Step 6   The **TOTAL CREDITORS ENTERED** screen appears.

• If the total number of creditors entered is not the same as the total number of creditors on the submitted matrix, click the browser Back button and research the error.

• If the total number of creditors displayed is correct, click on the **Submit** button.

Total Creditors Entered 37

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   The **CREDITOR RECEIPT** screen appears.

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

Creditors Receipt

Case Number	4:12-bk-40001
Total Creditors Added to Database	37

File A Proof Of Claim
Return To Creditor Maintenance Menu

Note: The Creditor Matrix must also be filed as a pdf. (Local Rule 1007-1(a))