Uploading a Creditor Matrix

For Attorneys

The following instructions will guide you through the process of uploading creditor information (.txt file) to the Electronic Case Filing (ECF) system. A creditor matrix should be uploaded for each case immediately following the electronic case opening.

STEP 1 Select **Bankruptcy** from the **Main Menu** and click on **Creditor Maintenance** from the ***Bankruptcy Events*** menu. **(See Figure 1.)**

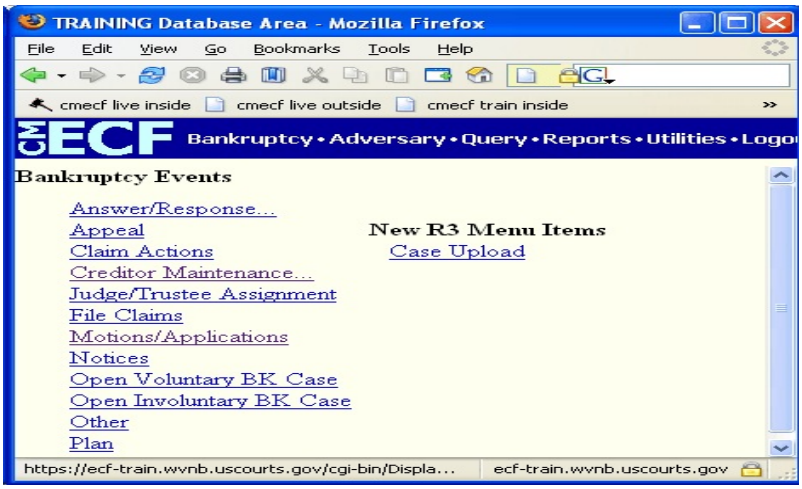

Figure 1

STEP 2 Select **Upload a creditor matrix file** from the ***Creditor Maintenance*** menu. **(See Figure 2.)**

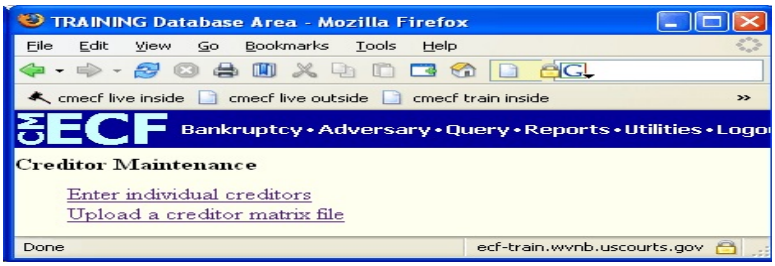

Figure 2

STEP 3 The **Creditor Processing - Upload a File Method** screen appears. Enter the bankruptcy case number. **(See Figure 3.)**

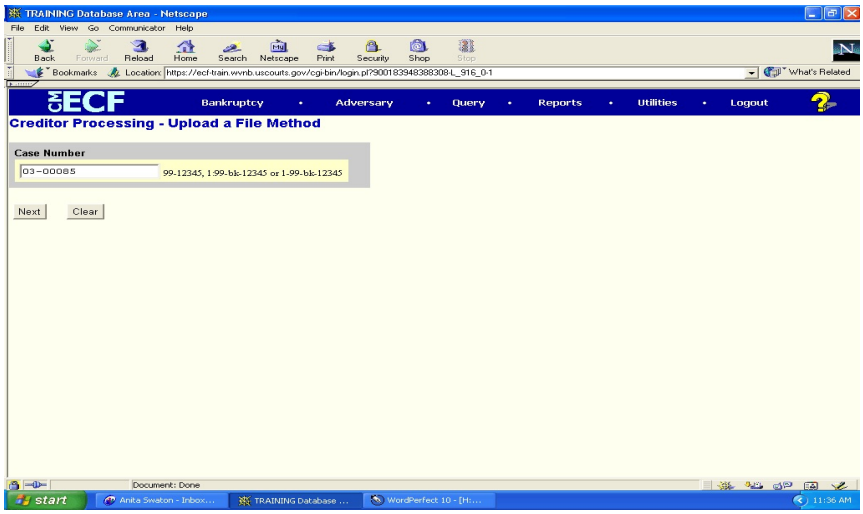

Figure 3

♦ Click **[Next]** to continue.

STEP 4 The **Load Creditor Information** screen appears. **(See Figure 4a.)**

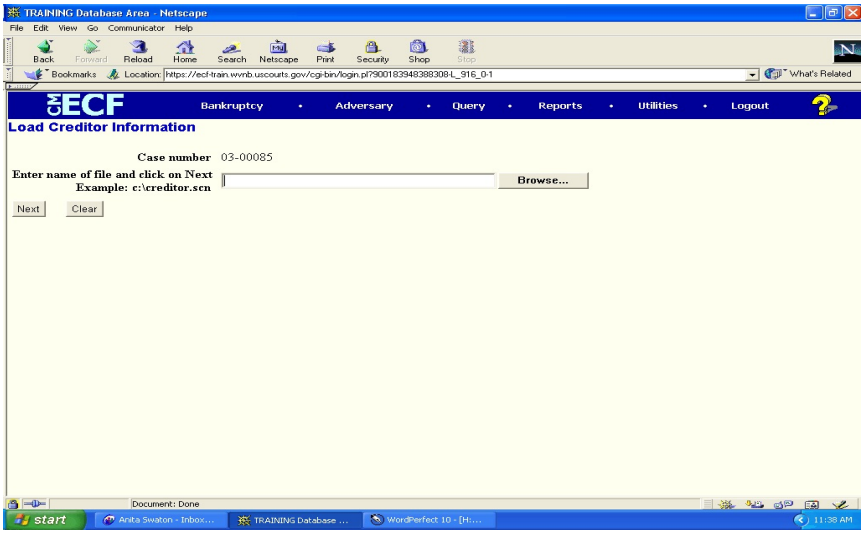

Figure 4a

- Verify the case number displayed.

- If the case number is incorrect, click the **[Back]** button to re-enter the case number.

  NOTE: If the system prompts that you have entered an invalid case number, click the browser **[Back]** button to try again. You may use the browser **[Back]** button at any time during this process to verify former screens until the final submission.

- Type in the full path of the folder (directory) and filename where the creditor matrix file is located.

OR

- Use **[Browse]** to navigate to the appropriate folder and select the creditor matrix file. To do this:

  - Click the **[Browse]** button to display the **File Upload** screen.

  - Change **Files of type:** to *All Files (**).*

  - Click in the **Look In** box, and select the appropriate drive name.

  - Double-click on the correct folder name to open the folder.

- Double-click to the appropriate filename to select the matrix.

  NOTE: For quality assurance, with the matrix filename highlighted, you may right click and select **Open** on the drop down menu. This will allow you to view and verify the matrix file chosen as correct.

- Close the matrix by clicking the **"X"** in the upper right-hand corner.

- If changes were made, choose *Yes* when prompted *"Do you want to save changes?"*.

- Click the **[Open]** button in the **File Upload** screen to associate the matrix file to the bankruptcy case.

(See Figure 4b.)

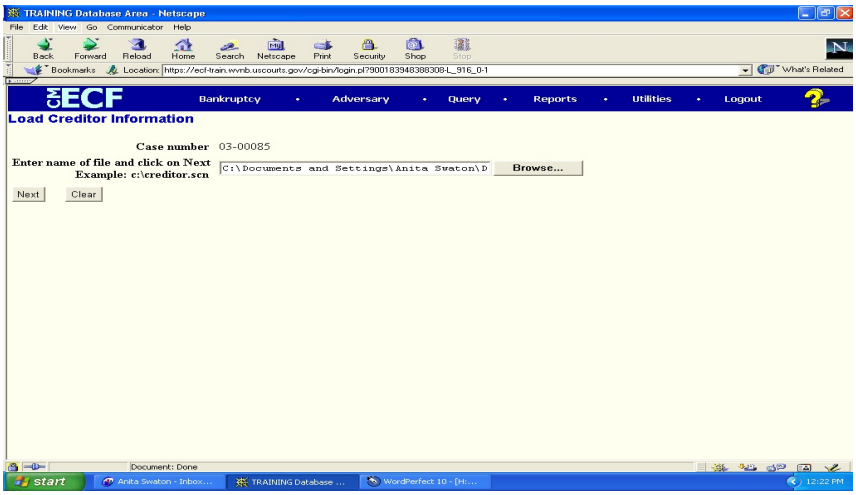

Figure 4b

- Click **[Next]** to continue.

STEP 5 The **Total Creditors Entered** screen displays. **(See Figure 5.)**

- The total number of creditors shown on this screen must be the

same as the number of creditors shown on the paper matrix which was imaged and included with the electronically-filed petition. If the Total Creditors Entered amount is correct, click **[Submit]** to finalize the transfer of creditors.

- If the creditor total is incorrect, return to **Step 1** to begin again.

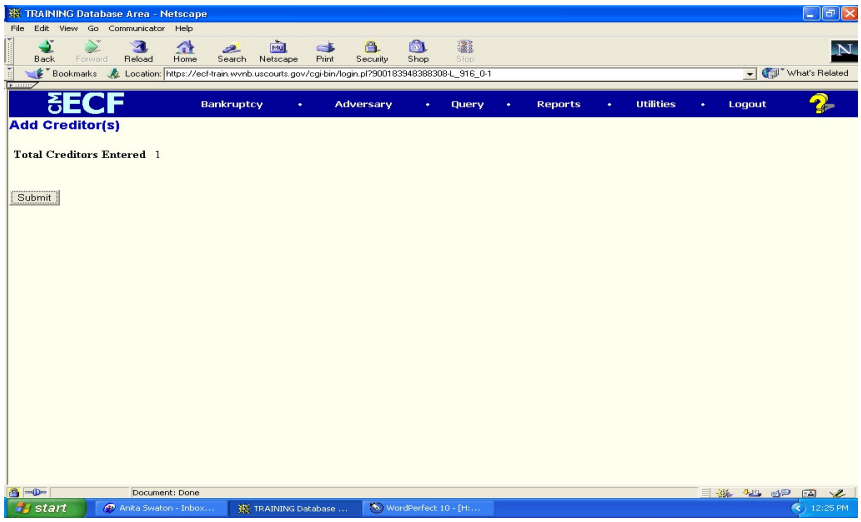

Figure 5

STEP 6 The **Creditors Receipt** screen appears. **(See Figure 6.)**

- The case number and total number of creditors added to the database are confirmed.

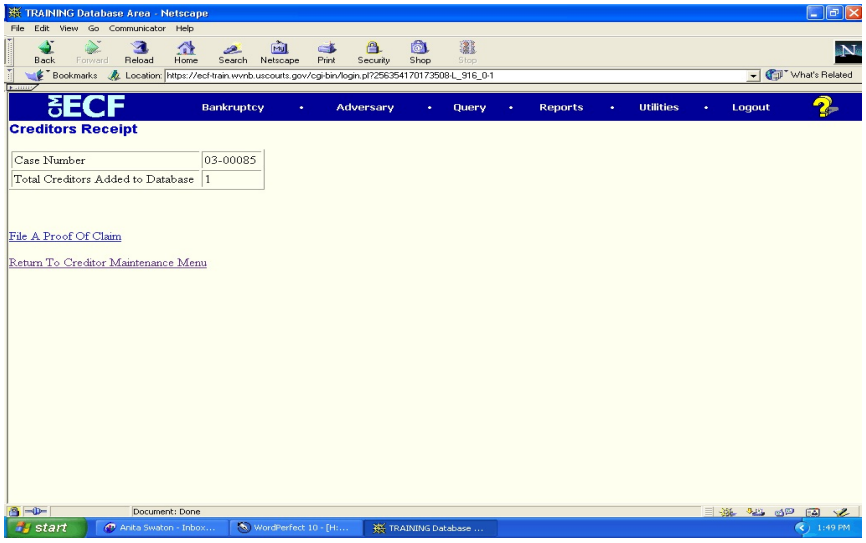

Figure 6

- Click the **Return To Creditor Maintenance Menu** hypertext link if you have additional creditor matrices to upload for other new bankruptcy filings, and repeat steps 3 - 5 for each additional creditor matrix.