INSTRUCTIONS ON HOW TO UPLOAD A CREDITORS' MATRIX ON CM/ECF

I)   Create a creditors' matrix file for uploading.

1. Open a word processing program. (Microsoft Word, WordPerfect, or Notepad)
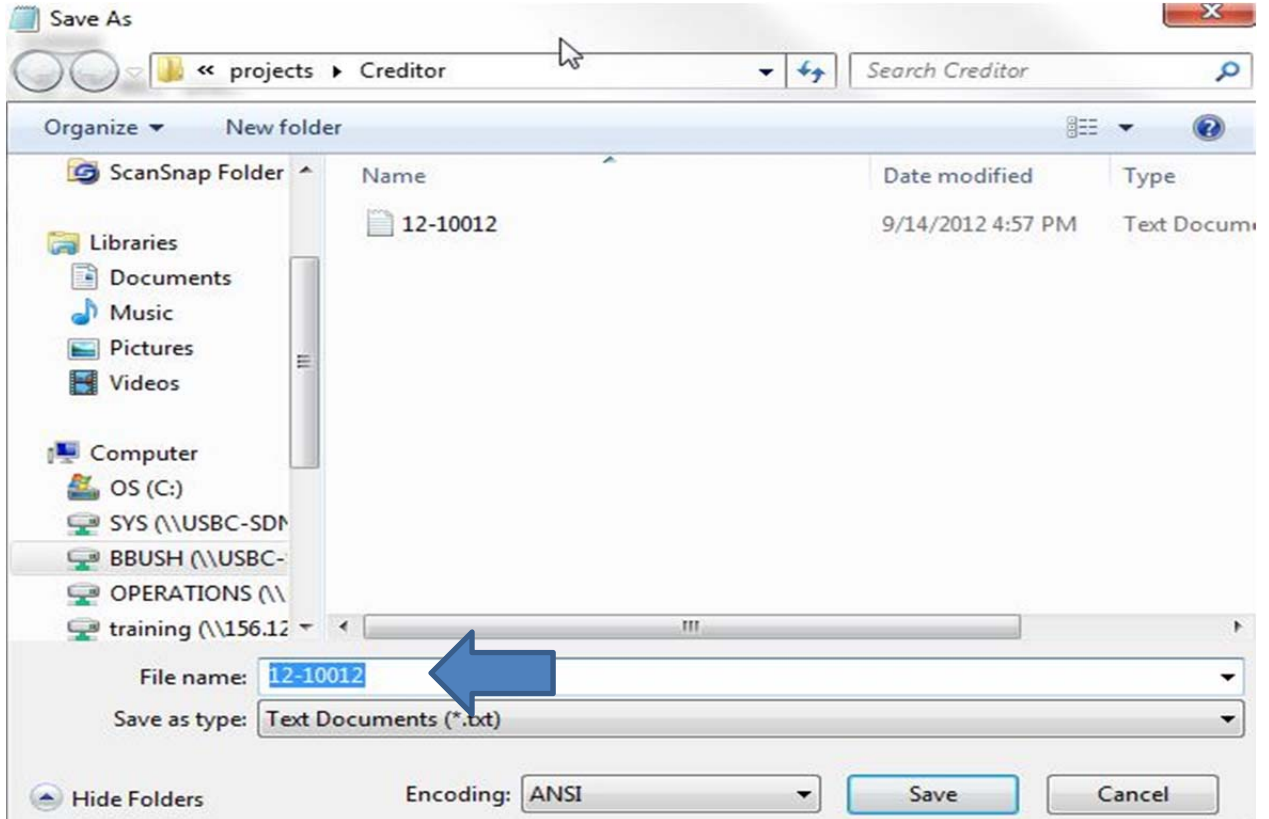2. All typed information should be justified to the left.

3. Type the case number on the first line.
4. The first line of each creditor address should be the creditor name and the last line should be the City, State, and Zip code. A space should separate each creditor address.
5. Save the file in a text only format.

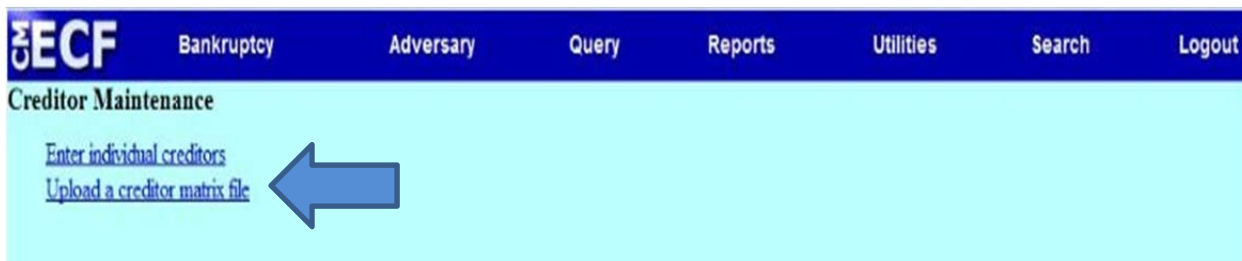II)   Upload the created creditors' matrix file.

1. Log into CM/ECF.
2. Click on Bankruptcy.

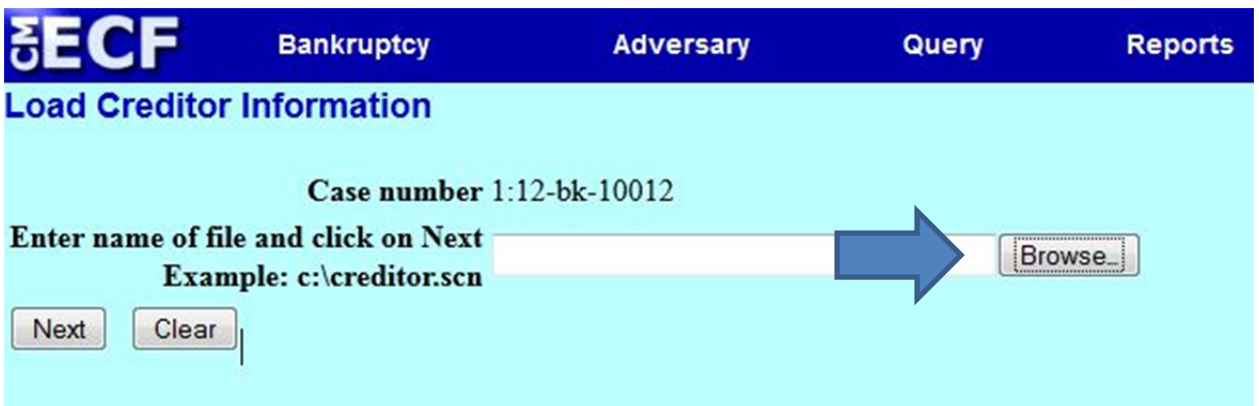3. Under Bankruptcy Events, click on Creditor Maintenance.

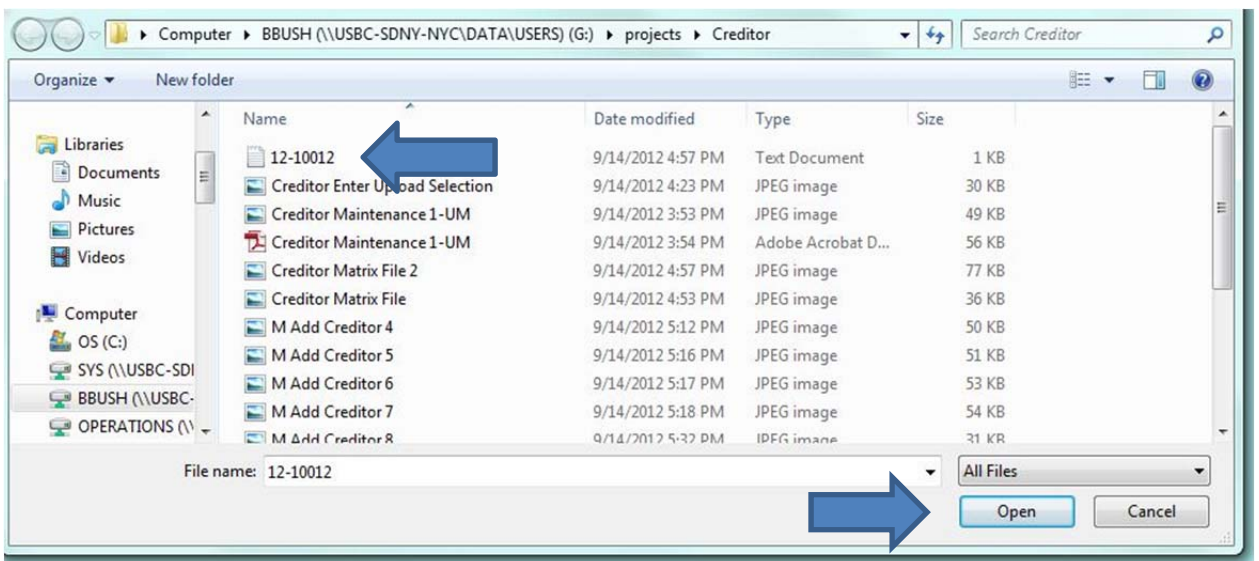4. Click on Upload a creditor matrix file.

5. Type in the case number, click Next.

6. Click Browse to search for the drive where the creditors' matrix was saved.

7. Select the saved creditors' matrix file.

8. The directory path will appear, click Next.

9. Review that the number for Total Creditors Entered is accurate, click Submit.

10. The Creditors Receipt will appear confirming the entry of creditors into the database.