Upload List of Creditors/Matrix

When uploading a list of creditors/matrix, the list must be uploaded in .txt format. (Example: JonesMatrix.txt)

If adding/modifying/deleting creditors on the list of creditors/matrix that has been previously uploaded you must file a cover sheet to amend the list of creditors.

STEP	ACTION
1	Click or Hover on **Bankruptcy** on the CM/ECF blue menu bar.
2	Select **Creditor Maintenance** from the list of Bankruptcy events.
3	Select **Upload list of creditors file**.
4	Type in the Case Number and click [Next].
5	Click [Browse]
6	This step has several parts. 1. Select the location of the applicable list of creditors/matrix. 2. When the applicable list of creditors/matrix is found; right click on the file, open and verify the file is correct. 3. Once verified, click [Open] from the choose file window to associate the list of creditors/matrix (.txt document) and click [Next].
7	Click [Next] from the Load Creditor Information screen.
8	Click [Submit] on the "Total Creditors Entered" screen. *Note:* *Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.*
9	Creditors Receipt displays. Transaction completed.