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## 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 <b>Bankruptcy</b> on the CM/ECF blue menu bar.
2	Select <b>Creditor Maintenance</b> from the list of Bankruptcy events.
3	Select <b>Upload list of creditors file</b> .
4	Type in the Case Number and click [Next].
5	Click [Browse]
6	This step has several parts. <ol style="list-style-type: none"><li>1. Select the location of the applicable list of creditors/matrix.</li><li>2. When the applicable list of creditors/matrix is found; right click on the file, open and verify the file is correct.</li><li>3. Once verified, click [Open] from the choose file window to associate the list of creditors/matrix (.txt document) and click [Next].</li></ol>
7	Click [Next] from the Load Creditor Information screen.
8	Click [Submit] on the "Total Creditors Entered" screen.  <i>Note: Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.</i>
9	Creditors Receipt displays. Transaction completed.