

## Supplemental Matrix

A supplemental matrix is usually submitted upon the filing of amended schedules D, E or F where creditors not previously listed are being added. The supplemental matrix must contain **only** the added creditors and should not reflect the creditor names and addresses previously uploaded at case filing.

**Step 1** Click Bankruptcy from the ECF main menu bar. See figure 1



**Figure 1**

**Step 2** The **Bankruptcy Events** screen displays. See figure 2



**Figure 2**

◆ Click the Other hyperlink.

**Step 3** The **Case Number** screen displays. See figure 3

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Miscellaneous

Case Number

05-60004 99-12345, 1:99-bk-12345 or 1-99-bk-12345

Next Clear

**Figure 3**

- ◆ Enter the case number in *yy-nnnnn* format.
- ◆ Click **Next** to continue.

**Step 4** The **Document Selection** screen displays. See figure 4

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Miscellaneous

[05-60004 Arlene Jones](#)

Type: bk Chapter: 7 v Office: 6 (Hammond)

Assets: n

Stipulation of Facts  
Suggestion of Death  
Summary of Schedules  
Supplemental Creditor Matrix & Verification (Fee)  
Support Brief/Memo  
Support Document  
Tabulation of Ballots  
Tax Documents

Next Clear

**Figure 4**

- ◆ Select **Supplemental Creditor Matrix & Verification (Fee)** from the pick-list and click **Next** to continue.

**Step 5** The **Joint Filing** screen appears next. See figure 5

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**Miscellaneous:**

[05-60004 Arlene Jones](#)

Type: bk Chapter: 7 v Office: 6 (Hammond)

Assets: n

Joint filing with other attorney(s).

### Figure 5

- ◆ Unless you are filing this supplemental matrix jointly with another attorney, accept the default as an un-checked box and click **Next** to continue.

**Step 6** The **Select the Party** screen displays. See figure 6

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**Miscellaneous:**

[05-60004 Arlene Jones](#)

Type: bk Chapter: 7 v Office: 6 (Hammond)

Assets: n

**Select the Party:**

Gargula, Nancy J. [U.S. Trustee]  
Jones, Arlene [Debtor]

[Add/Create New Party](#)

### Figure 6

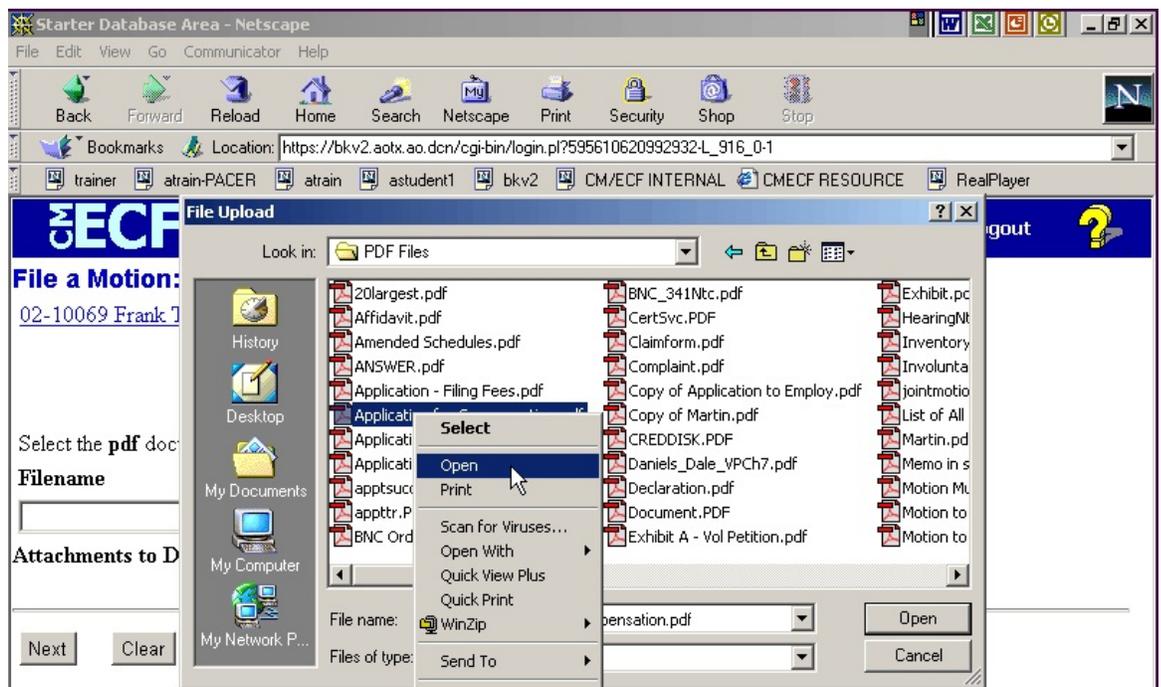
- ◆ Locate and select the debtor(s) in the **Select the Party** window.
- ◆ Click **Next** to continue.

**Step 7** The **PDF Document Selection** screen displays. See figure 7a



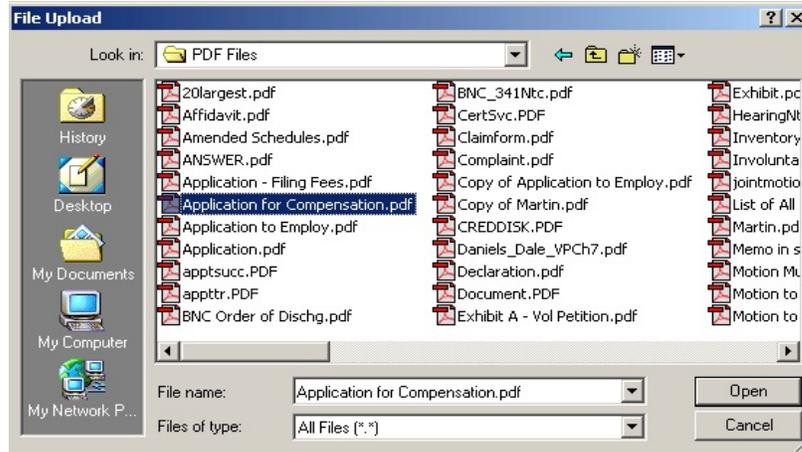
**Figure 7a**

- ◆ Click Browse then navigate to the directory where the appropriate PDF file is located.
  - To make certain you are about to associate the correct PDF file for this entry, right click on the filename with your mouse and select **Open**. (See figure 7b)



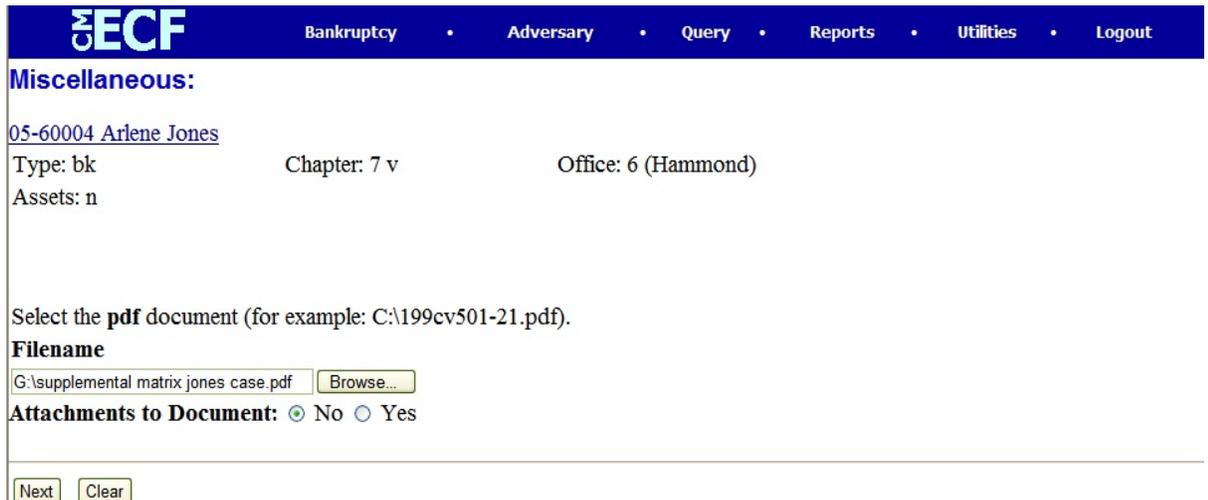
**Figure 7b**

- This will launch the Adobe Acrobat Reader which will display the contents of the imaged document. Verify that the document is correct.
- Close the Adobe application if that is the correct file, click **[Open]** on the FILE UPLOAD dialogue box. (See Figure 7c)



**Figure 7c**

- The **PDF DOCUMENT SELECTION** screen will then show the pathway to the PDF file. (See Figure 7d)



**Figure 7d**

- Click **[Next]**.

**Step 8** The **Add New Creditor(s)** screen will display. See figure 8

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**Miscellaneous:**

[05-60004 Arlene Jones](#)

Type: bk Chapter: 7 v Office: 6 (Hammond)

Assets: n

**Case 05-60004 already contains creditors!**

**Add new creditor(s)**

**Figure 8**

- ◆ Since the case already has creditors, the warning “Case 05-60004 already contains creditors!” will display.
- ◆ If the supplemental matrix you are filing contains additional creditors not already included on the matrix in this case, click to place a ✓ in the **Add new creditor(s)** box and click NEXT to continue.

**Step 9** The next screen will give you the opportunity to add creditors to the creditor database for this case. See figure 9

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**Miscellaneous:**

05-60004 Arlene Jones

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Assets: n

*Name may be 50 characters. Address may be 5 lines, 40 characters each.  
More than one creditor may be entered. Separate creditors with a blank line.*

**Name and Address**

Smith and Smith Hardware  
448 S. Sally St.  
Marietta, GA 44774

Rocks and Sand Unlimited  
992 N. Shady Ave.

**Creditor type** Creditor

**Creditor committee**  No  Yes

**Figure 9**

- ◆ Enter the additional creditors in the **Name and Address** box formatted like the example above. Put one blank line between each creditor's address.
- ◆ Leave the **Creditor type** and **Creditor committee** settings to the default and click NEXT to continue.

**Step 10** The **Filing Fee** screen will display. See figure 10

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**Miscellaneous:**

[05-60004 Arlene Jones](#)

Type: bk Chapter: 7 v Office: 6 (Hammond)

Assets: n

**Leave the receipt field BLANK if you are paying via the Internet**

**Enter N/A in the receipt field if this is a non-fee event**

Receipt #:  Fee: \$26

**Figure 10**

- ◆ Leave the Receipt # field blank and click NEXT to continue.

**Step 11** The **Certificate of Service** screen appears. See figure 11

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**Miscellaneous:**

[05-60004 Arlene Jones](#)

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Assets: n

With or Without Certificate of Service?

**Figure 11**

- ◆ In the field at the end of the question, enter the correct response:
  - **With** = The pleading is accompanied by a certificate of service.
  - **Without** = The pleading is not accompanied by a certificate of service.

**Step 12** A **Docket Text** screen will appear. See figure 11

The screenshot shows the ECF interface with a blue header containing the ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the header, the text "Miscellaneous:" is displayed. Underneath, the case number "05-60004 Arlene Jones" is shown, followed by "Type: bk", "Chapter: 7 v", and "Office: 6 (Hammond)". Below that, "Assets: n" is listed. A grey box contains the text "Docket Text: Modify as Appropriate." Below this, a yellow box contains a dropdown menu with a downward arrow, followed by the text "Supplement to List of Creditors & Verification." and a small input field. Below the yellow box, the text "Amount \$26 Filed by Debtor Arlene Jones With Certificate of Service. (Miller, William)" is displayed. At the bottom of the form, there are two buttons: "Next" and "Clear".

**Figure 12**

- ◆ A blank docket text box is presented for entering additional text, if needed.

**Step 13** The **Final Docket Text** screen is then displayed. See figure 13

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**Miscellaneous:**

05-60004 Arlene Jones  
 Type: bk Chapter: 7 v Office: 6 (Hammond)  
 Assets: n

**Docket Text: Final Text**  
**Supplement to List of Creditors & Verification. . Fee Amount \$26 Filed by Debtor Arlene Jones With Certificate of Service. (Miller, William)**

**Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.**

Next Clear

**Figure 13**

- ◆ Proof this screen carefully! No further editing is allowed after this screen.
- ◆ If any part of this docket text is incorrect, click the browser **Back** button to return to the screen you need to correct. Then process the screens again with the respective **Next** and/or **Submit** buttons.
- ◆ If docket text is correct, click NEXT to continue.

**Step 14** The **Electronic Payment** screen displays. See figure 14

Electronic Payment - Microsoft Internet Explorer

2006-11-08 10:28:44 Supplemental Creditor Matrix & Verification (Fee)(05-60004) [misc,supcma] \$ 26.00  
 ( 26.00)

**Total:**  
**\$26.00**

Pay Now Continue Filing

**Figure 14**

- ◆ ECF will keep track of fees due. At this screen, click either **Pay Now** or **Continue Filing**. For this exercise, choose **Pay Now**. All accumulated filing fees will be paid via the internet at this time.
  - If **Continue Filing** is chosen, the payment box (figure 14) will disappear, which allows you to continue with other filings until your filing session is complete.
  - When your filing session is complete, click **Utilities** on the CM/ECF main menu bar and click on **Internet Payments Due** (See figure 15 below). You can either view the tally of fees accumulated, or click **Pay Now**.
  - A history of internet payments is also available by clicking **Utilities** on the CM/ECF main menu bar and clicking **Internet Payment History** (See figure 15 below). This report displays a history of payments made via the internet in any given date range.

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Utilities

**Your Account**

- [Change Your PACER Account](#)
- [Internet Payment History](#)
- [Internet Payments Due](#)
- [Maintain Your ECF Account](#)
- [Review Billing History](#)
- [View PACER Account Information](#)
- [View Your Transaction Log](#)

**Miscellaneous**

- [Mailings...](#)
- [Verify a Document](#)
- [Court Information](#)
- [Docket Case Register Receipts](#)

**Edit Data**

- [Edit Claims](#)

**Figure 15**

**Step 15** The **Notice of Electronic Filing** screen will display. See figure 16

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**Miscellaneous:**

[05-60004 Arlene Jones](#)

Type: bk Chapter: 7 v Office: 6 (Hammond)

Assets: n

**U.S. Bankruptcy Court**

**Northern District of Indiana (Test Database)**

Notice of Electronic Filing

The following transaction was received from Miller, William entered on 11/8/2006 at 10:28 AM CST and filed on 11/8/2006

**Case Name:** Arlene Jones

**Case Number:** [05-60004](#)

**Document Number:** [3](#)

**Docket Text:**

Supplement to List of Creditors & Verification. . Fee Amount \$26 Filed by Debtor Arlene Jones With Certificate of Service. (Mill William)

The following document(s) are associated with this transaction:

**Document description:** Main Document

**Figure 16**

- ◆ The **Notice of Electronic Filing** is the verification that the filing has been sent electronically to the court's database and is now an official court document.