

## Uploading a Creditor Matrix

A creditor matrix contains the names and addresses of creditors. This information is used for noticing and also for filings claims, when applicable. The creditor matrix must be in a text (.txt) format before it can be uploaded. Refer to the procedure, **How To Convert A Creditor Matrix To a .txt File**. All other file types in ECF are PDF files.

**Step 1** Click the [Bankruptcy](#) link from the main menu bar. (See Figure 1)



**Figure 1**

**Step 2** The **Bankruptcy Events** screen displays. (See Figure 2)



**Figure 2**

◆ Click on the [Creditor Maintenance](#) link.

**Step 3** The **Creditor Maintenance** screen displays. (See Figure 3)



**Figure 3**

- ◆ Click the Upload a creditor matrix file link.

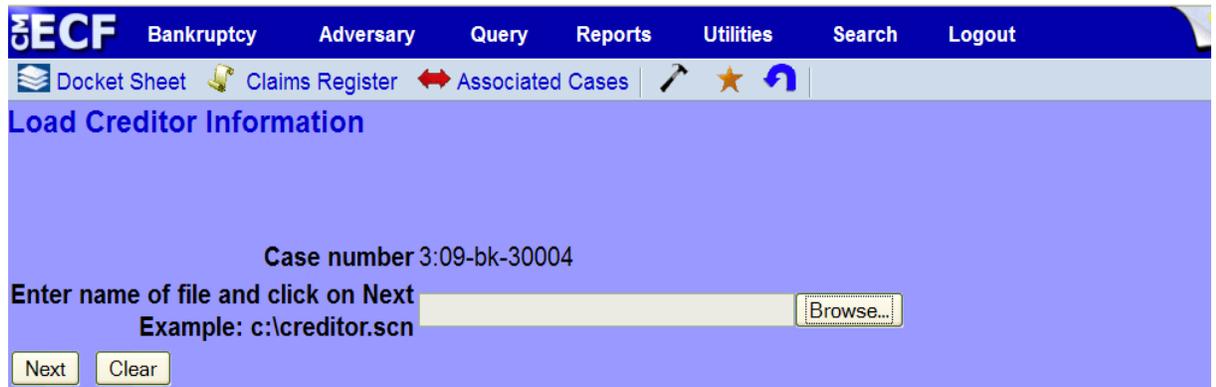
**Step 4** The **Creditor Processing - Upload a File Method** screen displays. (See Figure 4)



**Figure 4**

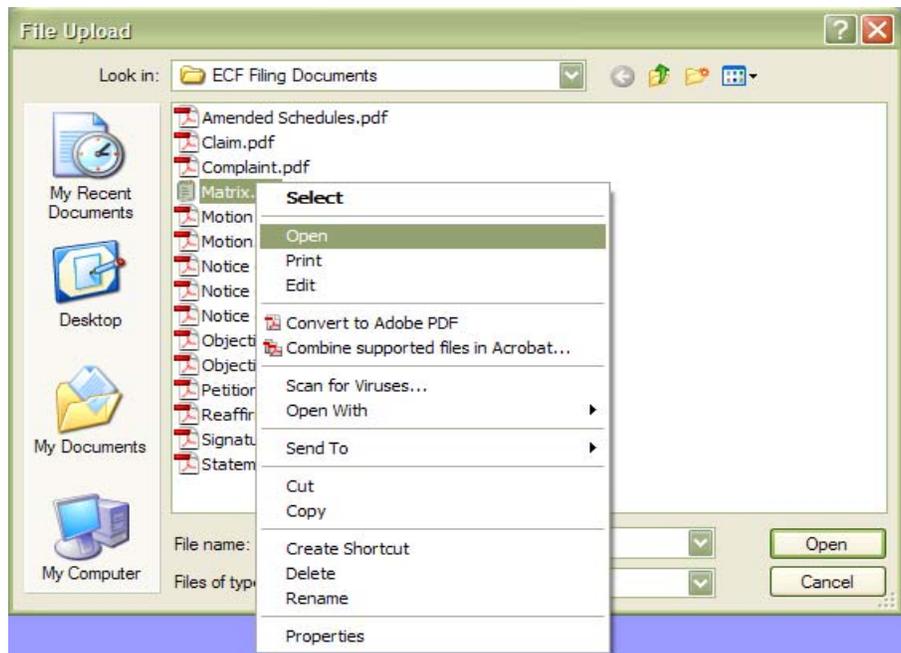
- ◆ Enter the case number and click **Next** to continue.

**Step 5** The **Load Creditor Information** screen will display. (See Figure 5)



**Figure 5**

- ◆ Click the **Browse** button, then navigate to the directory where the PDF file is located and select it with your mouse.
  - To make certain you are about to associate the correct .txt, right click on the filename with your mouse and select **Open**. (See Figure 5b)



**Figure 5b**

- This will launch Notepad which will display the contents of the file. Verify that the document is correct.

- Close Notepad and click **Open** on the file upload dialogue box. (See Figure 5c)

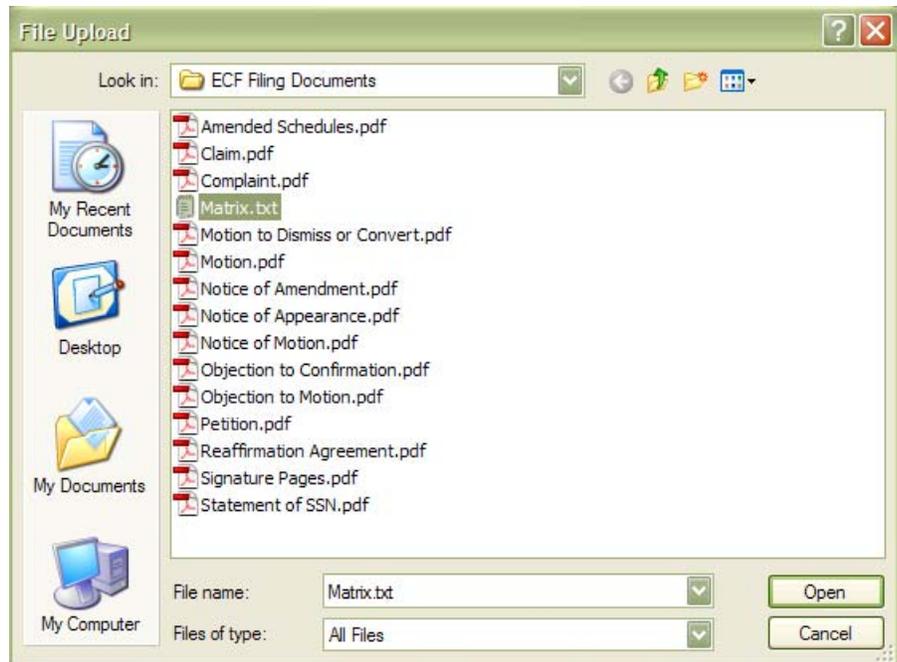


Figure 5c

- The **Load Creditor Information** screen will then show the pathway to the .txt file. (See Figure 5d)

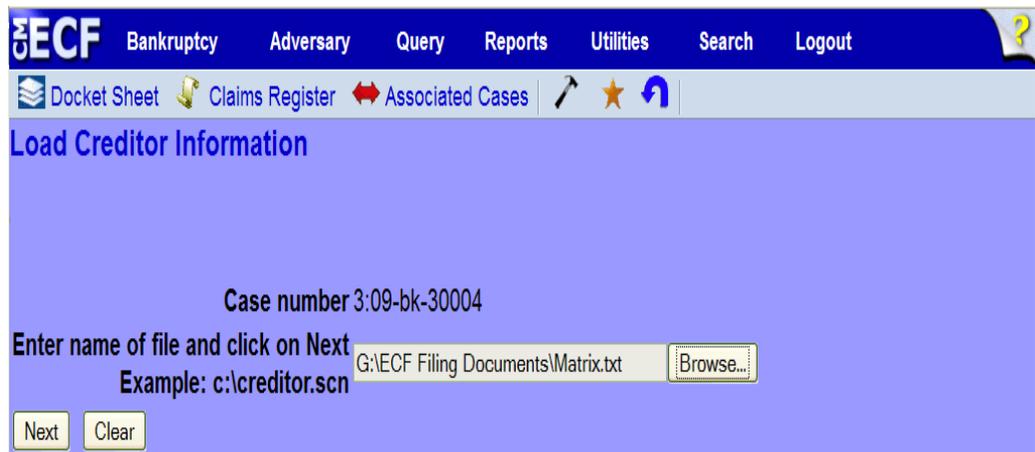


Figure 5d

- Click **Next** to continue.

**Step 6** The **Total Creditors Entered** screen appears. (See Figure 6)



**Figure 6**

- ◆ If the total number of creditors entered is not the same as the total number of creditors on the submitted matrix, do not click **Submit**. Click the browser **Back** button and research the error or abort the upload by clicking the Bankruptcy link from the main menu bar, research the error and begin uploading the creditors again by going back to **Step 1** of these instructions.
- If the total number of creditors displayed is correct, click **Submit** to continue.

**Step 7** The **Creditors Receipt** screen displays. (See Figure 7)



**Figure 7**

- The information displayed confirms the number of creditors uploaded to the case.
  - Click the Return to Creditor Maintenance Menu link to upload matrices for other cases.
  - OR
  - Click the File a Proof Of Claim link to file a proof of claim.
  - OR
  - Click any of the links from the main menu bar.