

Uploading A Creditor Matrix

A creditor matrix contains the names and mailing addresses of creditors. The creditor matrix must be in an ASCII text file before it can be successfully uploaded. Refer to the procedure **Creating A Matrix** for instructions on how to save a file as ASCII text. All other file types within ECF will be PDF files. The process of uploading an ASCII text file is listed below.

- STEP 1** After accessing the ECF system using a web browser, click on the **Bankruptcy** hypertext link. (See Figure 1.)



Figure 1

- STEP 2** The **BANKRUPTCY EVENTS** screen displays.

- Click on **Creditor Maintenance**.

- STEP 3** The **CREDITOR MAINTENANCE** screen displays.

- Click on **Upload A Creditor Matrix File**.

- STEP 4** The **UPLOAD A FILE** screen displays.

- Enter the case number in YY-NNNNN format.
- Click the **[Next]** button to continue.

- **NOTE:** You can not proceed if you get the error message that says “This case number already has creditors see system administrator”. If the error is a wrong case number then click the **[Back]** button and enter the correct number. If the case number is correct then contact the court’s system administrator for further instructions.

- STEP 5** The **LOAD CREDITOR INFORMATION** screen displays.

- Use the Browse feature to navigate to the appropriate creditor matrix

file. To do this:

- ▶ Click on the **[Browse]** button to display the **FILE UPLOAD** screen.
 - ▶ Click on the **Look In** box and select the appropriate drive name, folder and/or document.
 - ▶ Change Files of types: to Text (*.txt) or **All Files**.
 - ▶ Highlight the appropriate matrix with a click of the mouse button.
- **NOTE:** For quality assurance, select Open on the drop down menu with a right click, for viewing and verification.
- ▶ Close the matrix by clicking on “**X**” in the upper right-hand corner.
- **NOTE:** Corrections to the matrix may be done once you have opened the document.
- Click on the **[Open]** button to upload the .txt file to the bankruptcy case.
 - Click on the **[Next]** button to continue.

STEP 6 The **TOTAL CREDITORS ENTERED** screen appears.

- If the total number of creditors entered is not the same as the total number of creditors on the matrix, click the browser’s **[Back]** button and research the error.
- Click the **[Submit]** button.

STEP 7 The **CREDITOR RECEIPT** screen displays.

- The information displayed confirms the number of creditors added to the case.

STEP 8 Click on the [Return to Creditor Maintenance Menu](#) link to add creditors for additional cases. If there are no other matrices to add, select Logout or select another option on the **Main Menu Bar**.