

GUIDE TO UPLOADING A CREDITOR MAILING LIST TO CM/ECF

*NOTE: You will follow this procedure only **if you are not** using the case upload feature in your bankruptcy software. When case upload is used, the creditors are automatically uploaded to CM/ECF.*

1. The creditor mailing list contains the names and addresses of all creditors in the bankruptcy case. **REFER TO GENERAL ORDER DATED MARCH 28, 2002.** The list must be converted to a text (.txt) file prior to uploading.

To upload the creditor mailing list, go to:

- Bankruptcy
- Creditor Maintenance
- Upload a creditor matrix file
- Enter the case number
- Click Next

2. The **LOAD CREDITOR INFORMATION** screen displays.

Use the Browse feature to navigate to the directory and file you saved as the creditor mailing list (.txt) file. To do this:

- Click on the **Browse** button to display the **FILE UPLOAD** screen.
- Click in the **Look In** box and select the appropriate drive name.
- Change **Files of types:** to Text (*.txt) or All Files.
- Highlight the appropriate text file with a click of the mouse. For quality assurance, right-click with the mouse and select **Open**.
- Verify that this is the correct creditor mailing list file for this bankruptcy case. Close or minimize NotePad clicking on "X" in the upper right-hand corner.
- If correct, double-click the highlighted .txt file or click on **Open** to upload the creditor mailing list file to the bankruptcy case.
- Click Next.

3. The **TOTAL CREDITORS ENTERED** screen displays.

If the total number of creditors entered is not the same as the total number of creditors on the submitted mailing list, click the browser's **Back** button and research the error. If the total number of creditors displayed is correct, click on **Submit**.

Note: You are allowed one opportunity to upload creditors. If you upload an incorrect or incomplete creditor list, you will be required to file an amendment to the mailing list to make any corrections or additions.

4. The **CREDITOR RECEIPT** screen displays. This information confirms the number of creditors uploaded to the bankruptcy case in CM/ECF.