

## **GUIDE TO UPLOADING A CREDITOR MAILING LIST TO CM/ECF**

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. 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 mailing list of creditors 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.
- ☐ Navigate to the folder where the creditor mailing list is saved as a .txt file.
- ☐ Highlight the appropriate .txt 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 CM/ECF.
- ☐ 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 Submit.

Note: You are allowed one opportunity to upload creditors. If you upload an incorrect or incomplete creditor mailing 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.