FORMAT FOR A
CREDITOR MATRIX

The following instructions will guide you to correctly format a creditor matrix and save it as a .txt file.

A creditor matrix contains each creditor's name and mailing address. This information is used for noticing. The creditor matrix must be in an ASCII file format with an appropriate text extension such as .txt before it can be successfully uploaded into the CM/ECF system.

Suggested Creditor Matrix Specifications

▸ The name and address of each creditor must be five (5) lines or less.

▸ Type (no handwriting or script type) matrices on plain white paper (no letterhead). Use regular mixed capitalization - do not type in all caps. Use font 10 or 12.

▸ Each address block may contain no more than 5 lines of 40 characters or less including blank spaces.

▸ Do not provide alternate addresses for the same creditor in the same address block.

▸ Names and addresses should be left justified in a single column (flush against the left margin with no leading blank spaces).   Maintain margin of at least one inch from edges.

▸ Nine digit ZIP codes must be typed with a hyphen separating the two groups of digits.

▸ City, state and ZIP code must be on the last line. Use standard, 2-character postal abbreviations for state codes (GA, FL, NY, etc).

▸ Each creditor name/address must be separated by at least two blank lines.

▸ Do not include case numbers, debtor, debtor's attorney or US Trustee's name/address, page numbers, page titles, account numbers,ATTN lines, symbols, stray marks, headers, footers, etc.

TO SAVE THE CREDITOR MATRIX FILE WITH A ".txt" EXTENSION

▸ After creating the creditor matrix in WordPerfect or Microsoft Word, open the file. Click on **File** on the toolbar to display the drop-down list.

▸ Click **Save As** in the drop-down list.

▸ If using WordPerfect, do the following:

Click the drop-down menu arrow in the **File Type** box and select the file type ASCII DOS Text.

▸ If using Microsoft Word, do the following:

Click the drop-down menu arrow in the **Save As Type** box and select the file type Text Files (*.txt) or Text Only (*.txt).

▸ Enter the file name in the File Name: box. (The system provides the same file name with a .txt extension; however, you may wish to re-name it to specifically identify your matrix. Be sure to keep the .txt extension.)

▸ Click the [Save] button.

UPLOAD A CREDITOR MATRIX

A creditor matrix contains creditor names and their mailing address. The creditor matrix must be in a .txt file before it can be successfully uploaded. All other file types used in CM/ECF will be in .pdf format. The steps used in uploading the .txt file with the list of creditors is as follows:

Step 1 -   Click on the **Bankruptcy** hyperlink on the blue CM/ECF Main Menu Bar.

Step 2 - The BANKRUPTCY EVENTS CATEGORY screen displays

Click on the **Creditor Maintenance** hyperlink.

The Creditor Maintenance screen displays.

Creditor Maintenance

Enter individual creditors
Upload a creditor matrix file

Click on the **Upload a creditor matrix** file hyperlink.

Step 3 - The UPLOAD A FILE METHOD screen displays.

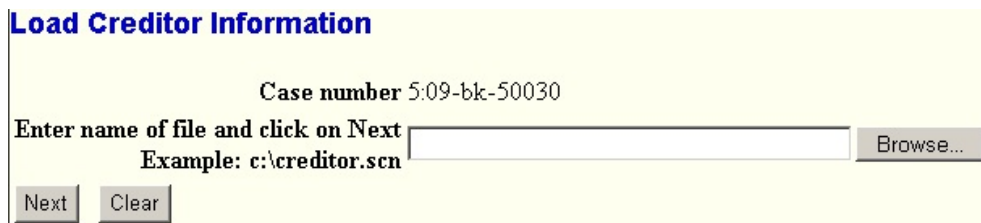**Creditor Processing - Upload a File Method**

Case Number

5:09-bk-50030

Next   Clear

Enter the case number for the appropriate case.
Click the [Next] button.

NOTE: If the system displays that an invalid case number has been entered, click the browser's [Back] button and enter the correct number.

Step 4 - The LOAD CREDITOR INFORMATION screen displays.

Load Creditor Information

Case number 5:09-bk-50030
Enter name of file and click on Next
Example: c:\creditor.scn   Browse...
Next   Clear

Enter the file path in the field by using the [Browse] feature to navigate to the appropriate directory and file of the creditor matrix.
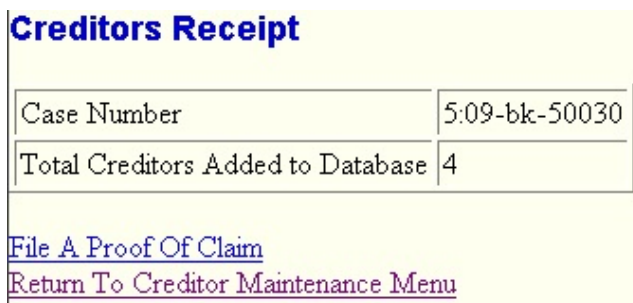
Click the [Next] button.

Step 5 - The TOTAL CREDITORS ENTERED screen displays.

Total Creditors Entered 4

Submit

If the total number of creditors entered is not the same as the total number of creditors on the submitted matrix, click the browser's [Back] button and research the error.

Click the [Submit] button.

Step 6 - The CREDITORS RECEIPT screen displays.

Creditors Receipt

Case Number	5:09-bk-50030
Total Creditors Added to Database	4

File A Proof Of Claim
Return To Creditor Maintenance Menu

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

Click on RETURN TO CREDITOR MAINTENANCE menu hyperlink to continue and repeat steps for each creditor matrix.

If there are no other matrices to add, select **Logout** or select another option on the blue CM/ECF Main Menu Bar.