

Creditor Maintenance

In CM/ECF the creditor matrix is uploaded into the system as a text (.txt) file. Creditors submitted from the matrix are stored in a separate database from other parties to the case and these records are used for noticing and proofs of claims. Another CM/ECF module illustrates uploading the matrix.

Special processing is required for maintaining these records.

Creditor records can be individually added, amended, or deleted. The following steps illustrate how these records are managed within the creditor database.

- STEP 1** To access the creditor database, click **Bankruptcy** on the CM/ECF Main Menu. (See Figure 1.)



Figure 1

- STEP 2** The **BANKRUPTCY EVENTS** screen displays. (See Figure 2.) Your screen may appear different. Menu selections are assigned by user permissions and vary by types of users.

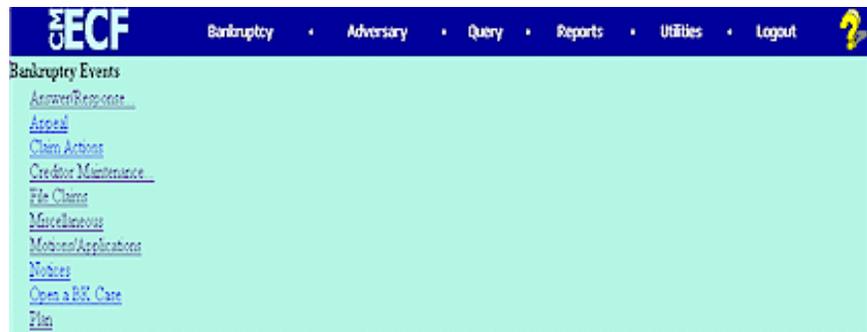


Figure 2

- ◆ Click the Creditor Maintenance hyperlink.

- STEP 3** The **CREDITOR MAINTENANCE** menu will then display.
(See Figure 3.)

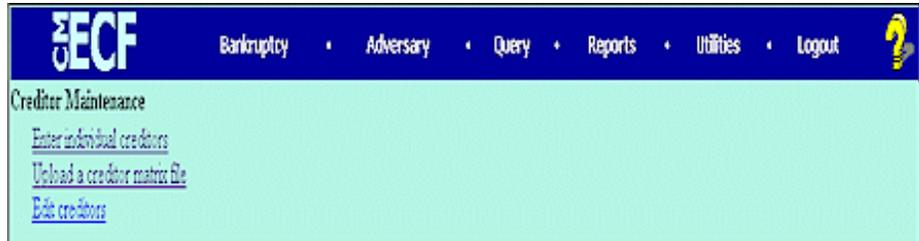


Figure 3

- ◆ Select the Enter Individual Creditors hyperlink to show how a new creditor can be added to the creditor database.
- ◆ To edit or delete creditors, proceed to **STEP 8**.

- STEP 4** The **CASE NUMBER** screen is the next screen in this process.
(See Figure 4.)



Figure 4

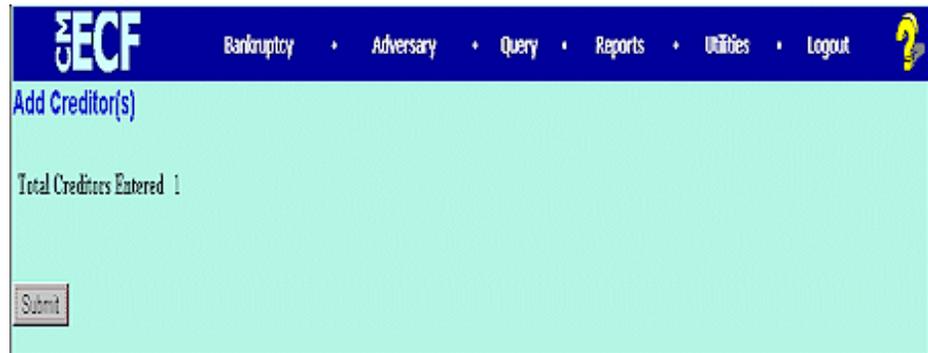
- ◆ Enter the **Case Number** in the format yy-nnnn, including the hyphen.
- ◆ Click [**Next**] to continue.

STEP 5 The **CREDITOR INFORMATION** screen displays. (See Figure 5.)

Figure 5

- ◆ Enter the creditor name and address information as if you were addressing an envelope, using separate lines as appropriate for street, building, suite number, etc.
 - Use **[Tab]** or the mouse to advance to the next field.
- ◆ **Creditor Type** defaults to “Creditor”.
- ◆ If the creditor being added is a member of the creditor committee, click the **[Yes]** button after the **Creditor Committee** button.
- ◆ If you have multiple creditors to add, accept the default of **[Continue to Enter]** button and then click **[Next]** to continue.
 - When you have entered the final creditor, click the **[Last Entry]** button, then click **[Next]** to continue.
 - If you have only one creditor to add, click the **[Last Entry]** button then click **[Next]** to continue.

STEP 6 The **TOTAL CREDITORS** screen will appear. (See Figure 6.)



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Add Creditor(s)

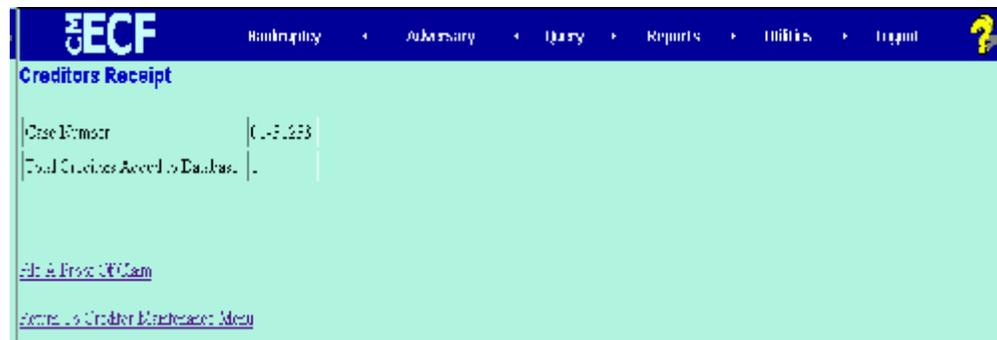
Total Creditors Entered: 1

Submit

Figure 6

- ◆ Verify the number of creditors you have entered.
- ◆ If the number is not correct, click the browser **[Back]** button to investigate your entries. Otherwise, click **[Submit]** to continue.

STEP 7 The **CREDITORS RECEIPT** screen will then display.
(See Figure 7.)



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Creditors Receipt

Case Number	04-3,223
Total Creditors Added to Database	-

[File & Print CF/Case](#)

[Return to Creditor Maintenance Menu](#)

Figure 7

This screen confirms the number of creditor records that have been added to the creditor database. The example in STEP 7 shows just one creditor added in this manner.

When claims are filed in CM/ECF, they are attached to the specific creditor record of the claimant.

The Proof of Claim module is accessible on this screen so a claim can be added to this new creditor in one continuous operation. There are instructions for filing claims in another lesson.

- ◆ Click [Return to Creditor Maintenance Menu](#) to continue creditor processing. STEP 8 illustrates the steps and screens involved in editing (modifying or deleting) creditor records.

STEP 8 To edit or delete individual creditors, select [Edit Creditors](#) on the **CREDITOR MAINTENANCE** menu screen. (See Figure 8.)

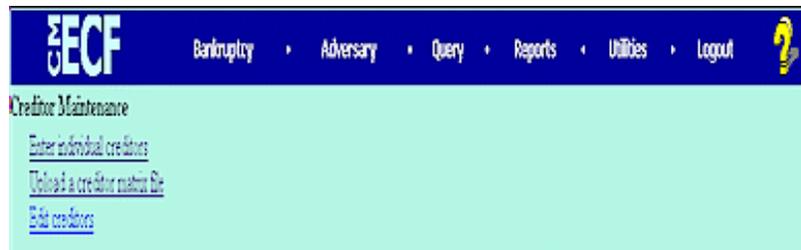


Figure 8

- STEP 9** The **CREDITOR SEARCH** screen appears so you can identify which creditor you wish to work with. (See Figure 9.)



Figure 9

For either editing or deleting, creditor records must first be found and retrieved from the creditor database. The **Enter Name of Creditor** field allows you to enter search criteria to locate the creditor you wish to modify or delete. Entering “Finance” as a significant word search clue would find all creditors with “Finance” anywhere within the name.

- ◆ Select **Edit a creditor** and click **[Next]** to continue.

Search Hints:

- ! Searching is case sensitive. (Smith not smith)
- ! Include punctuation. (O'Brien), (Zeta-Jones)
- ! Partial names can be entered (Smi)
- ! Significant words in names are effective. (Radio for Northwest Radiology and Radio Shack)
- ! Try alternate search clues if your first search is not successful
- ! Wild cards are not required.

- STEP 10** The **SEARCH RESULTS** screen for the search clue of Sears appears below (See Figure 10a.)

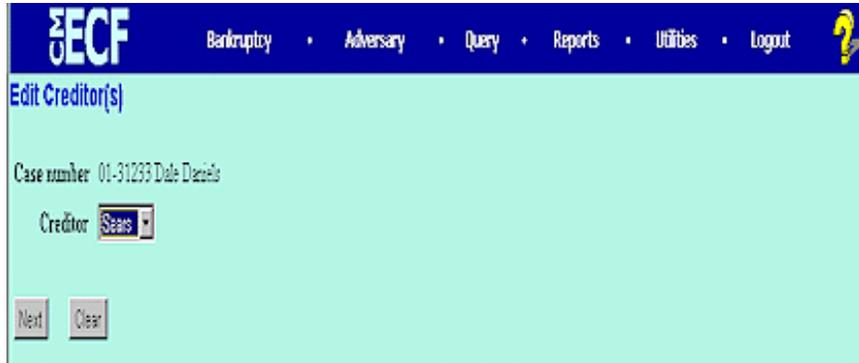


Figure 10a

- ◆ Highlight the creditor filing the claim and click **[Next]**.

NOTE: If no search criteria are entered in the search window, all creditors belonging to the case will appear on the next screen. To view and scroll the entire list, click and hold the mouse on the creditor name window.

- STEP 11** When the record is displayed on the **EDIT CREDITOR** screen, (See Figure 11), make the appropriate corrections or amendments and click [**Submit**].

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Edit Creditor(s)

Case number 01-31233 Dale Daniels

Name Fears

Address 1 601 West Broadway

Address 2 Louisville, Kentucky 40003

Address 3

Address 4

Address 5

Type Creditor

Creditor committee No Yes

Submit Clear

Figure 11

- STEP 12** A screen will then appear with the message, "Modify Completed!" (See Figure 12.)



Figure 12

STEP 13 Search for GMAC from the **EDIT CREDITORS** screen (See Figure 13a.)

Figure 13a

◆ Matches to the creditor search will then be listed. (See Figure 13b.)

Figure 13b

- ◆ Caution! This is the last screen before the creditor is deleted. (See **Figure 13c**)



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Delete Creditor(s)

Case number 01-31233 Dale Daniels

GMAC
601 West Broadway
Louisville, Ky 40202

Press Submit button to continue with delete.

Figure 13c

- ◆ Verify that this is indeed the correct record to delete and then click **[Submit]**.
- ◆ The message “Delete Completed!” will appear to confirm that this creditor is no longer on the case record.
- ◆ To continue editing creditors, click the [Edit Creditor](#) hyperlink.
- ◆ To perform another operation in CM/ECF, select another menu option from the Main Menu Bar.