# 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.
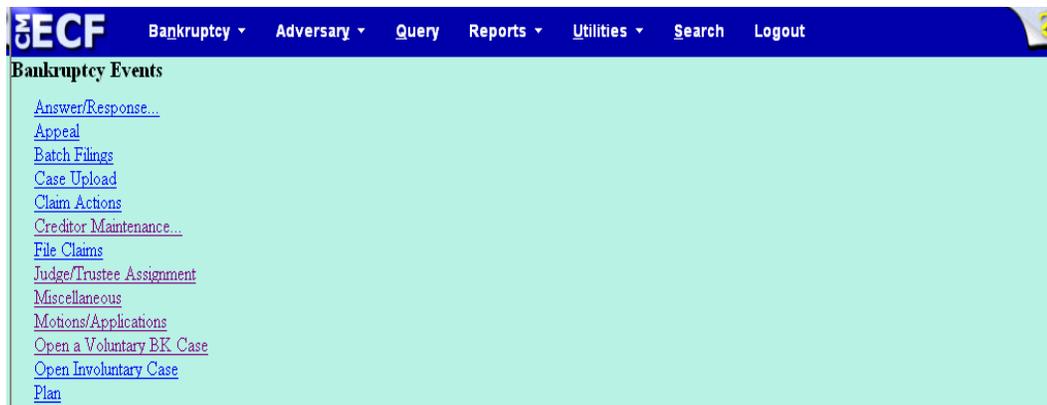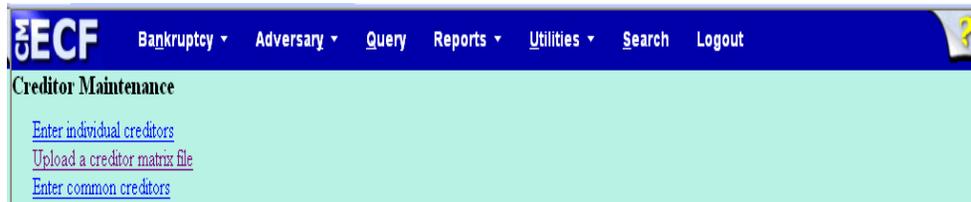


**Figure 2**

◆

Click the Creditor Maintenance hyperlink.
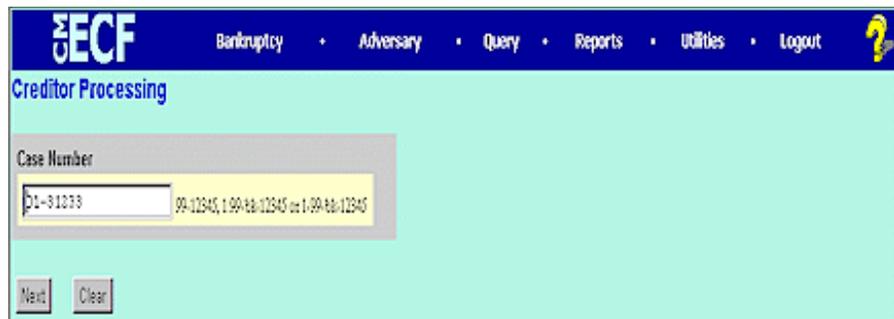
**STEP 3**        The **CREDITOR MAINTENANCE** menu will then display.
                 **(See Figure 3.)**



**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.)**

**Add Creditor(s)**

Case 08-30011 already contains creditors!

Case number 08-30011 A. Bald KYWB Eagle and Harp E. Eagle
*Name may be 50 characters. Address may be 5 lines, 40 characters each.*
*More than one creditor may be entered. Separate creditors with a blank line.*

Name and Address [                    ]

Creditor type [Creditor ▾]
Creditor committee ⊙ No ○ Yes     Entity ☐
[Next]  [Clear]

**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.

◆        **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. By
          selecting **[Yes]**, the **Entity** button will automatically be selected.

◆        If you have multiple creditors to add, separate each creditor with a
          blank line.

          •        When you have entered the final creditor(s), click **[Next]** to
                    continue.

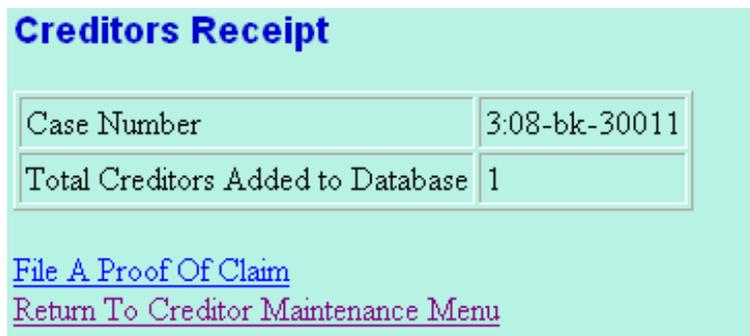**STEP 6**          The **TOTAL CREDITORS** screen will appear. **(See Figure 6.)**
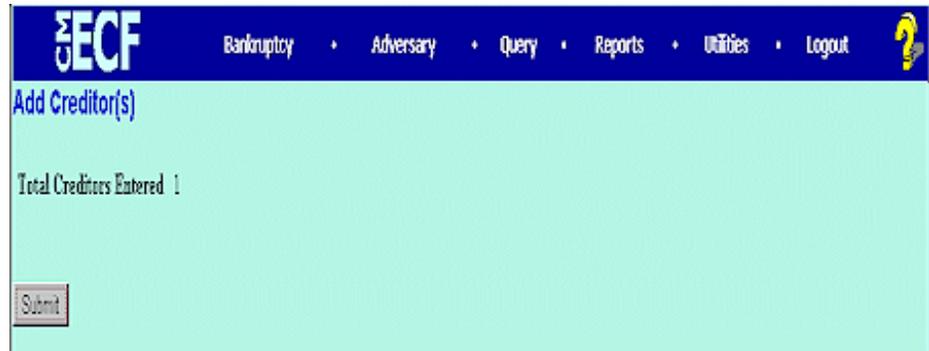


**Figure 6**

◆         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.)**



**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.