

U. S. Bankruptcy Court, Western District of Texas  
**CM/ECF DOCKETING PROCEDURE**  
**For Attorneys**  
**UPLOADING A CREDITOR MATRIX**

These instructions show you how to upload a creditor information to the CM-ECF system.

**NOTE:** The creditor matrix must be in ASCII text format (\*.txt) in order to be uploaded.

**PROCEDURE**

**STEP 1** Access the **CM-ECF** database then left click on the **Bankruptcy** hypertext link on the **CM-ECF MAIN MENU BAR**. When the **BANKRUPTCY EVENTS SCREEN** displays, click on the **Creditor Maintenance** hypertext link (See Figure 1.)



**Figure 1**

**STEP 2** When the **CREDITOR MAINTENANCE SCREEN** displays, click on the **Upload a creditor Matrix** hypertext link.(See Figure 2.)



**Figure 2**

**STEP 3** The **UPLOAD A FILE METHOD SCREEN** displays (See Figure 3.)

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The screenshot shows the ECF system interface. At the top, there is a navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. The main heading is "Creditor Processing - Upload a File Method". Below this, there is a "Case Number" label and a text input field containing "00-10039". To the right of the input field, there is a hint: "99-12345, 1:99-bk-12345 or 1-99-bk-12345". Below the input field are two buttons: "Next" and "Clear".

Figure 3

Click in the **Case Number** box and key the case number in yy-nnnnn format, then Click [**Next**] to continue.

STEP 4 The **LOAD CREDITOR INFORMATION** screen displays (See Figure 4.)

The screenshot shows the ECF system interface. At the top, there is a navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. The main heading is "Load Creditor Information". Below this, there is a "Case number" label and the value "00-10039". Below that, there is a label "Enter name of file and click on Next" and an example: "Example: c:\creditor.scn". To the right of the example is a text input field containing "K:\ecf\_classes\attorney\instructor\_modul" and a "Browse..." button. Below the input field are two buttons: "Next" and "Clear".

Figure 4

Browse to find and select the correct file name, then Click [**Next**] to continue.

STEP 5 The **TOTAL CREDITORS ENTERED** screen displays (See Figure 5.)

The screenshot shows the ECF system interface. At the top, there is a navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. The main heading is "Add Creditor(s)". Below this, there is a label "Total Creditors Entered" and the value "1". Below the label are three buttons: "Submit", "Commit", and "Clear".

Figure 5

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- A. If the total number of creditors entered is the same as the total number of creditors on the submitted matrix, Click [**Commit**] to continue.
- B. If the total number of creditors entered is NOT the same as the total number of creditors on the submitted matrix:
1. Click on one of the hypertext links on the **CM-ECF MAIN MENU BAR** to exit the creditor entry process.
  2. Review the creditor matrix for formatting problems.

STEP 6 When you click the **Commit** button, the **CREDITOR RECEIPT SCREEN** appears (See **Figure 6**.)

Case Number	00-10039
Total Creditors Added to Database	1

[File A Proof Of Claim](#)

[Return To Creditor Maintenance Menu](#)

**Figure 6**

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

NOTE: You can Click the [Return to Creditor Maintenance Menu](#) hypertext link to continue uploading matrixes to other cases or Click the **File a Proof of Claim** hypertext link to file a proof of claim in a case.

STEP 7 Click one of the hypertext links on the **CM-ECF MAIN MENU BAR** to exit the creditor entry process.