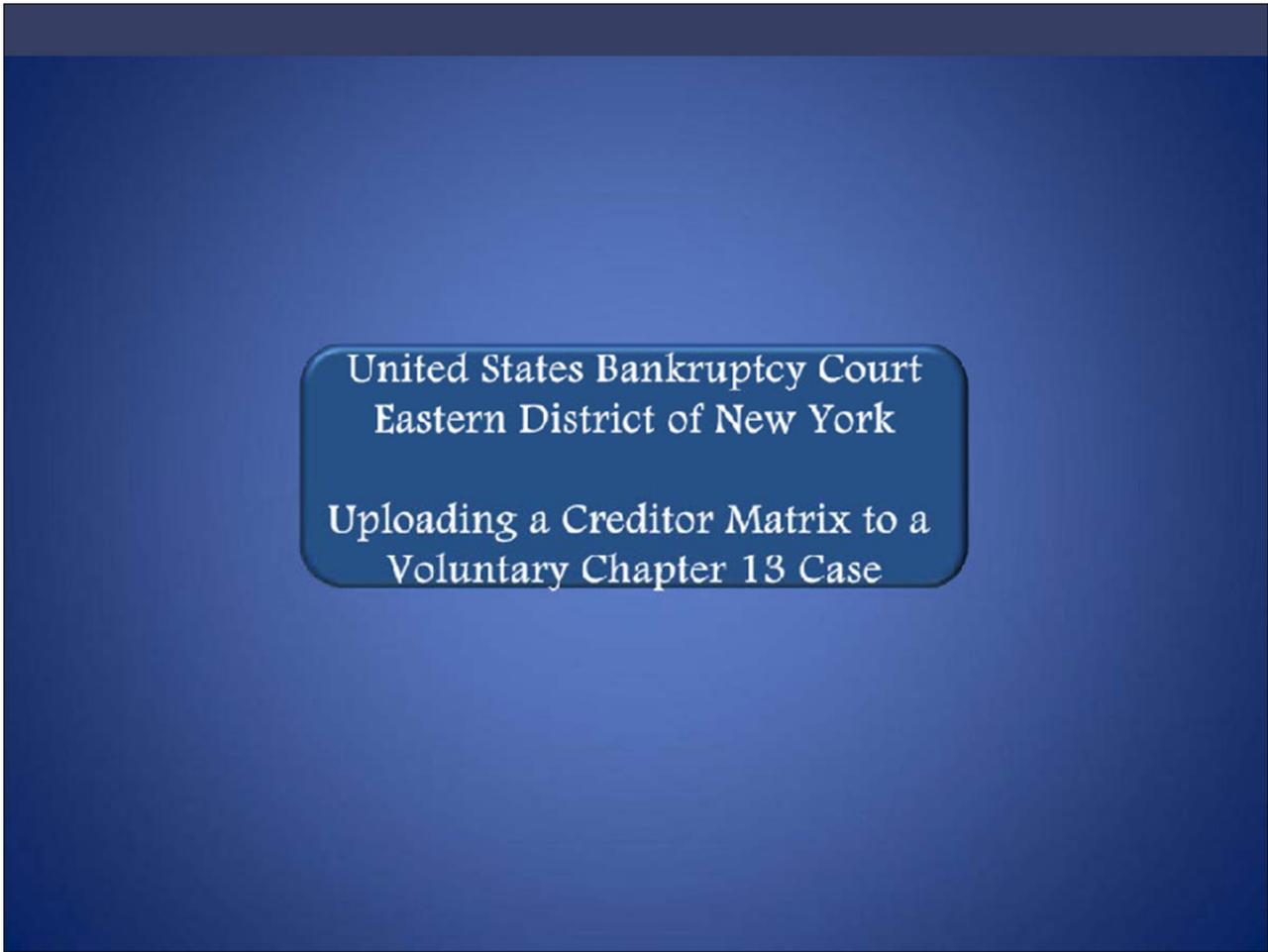


Uploading a Creditor Matrix to a Voluntary Chapter 13 Case

Slide 1 - Welcome



Welcome to the United States Bankruptcy Court Eastern District of New York's lesson on Uploading a Creditor Matrix to a Voluntary Chapter 13 Case.

Uploading a Creditor Matrix to a Voluntary Chapter 13 Case

Slide 2 - Navigation Instructions

UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF NEW YORK
Hon. Carla E. Craig, Chief Judge Robert A. Gavin Jr., Clerk of Court

Navigation Instructions

Table of Contents:

Use the Table of Contents (TOC) to jump to different sections of the module. You can open it and close it with either:

The arrow in the top left corner of the screen,  **Table of Contents**

Or

The TOC button in the Navigation bar. 

Playback Controls:

Playback controls are located at the bottom of the screen. They may be used to move forward or back, or to rewind to the beginning of the lesson. The playback controls also include a pause/play button toggle. 

You can turn the audio on or off by clicking the speaker icon. 

Additional Information:

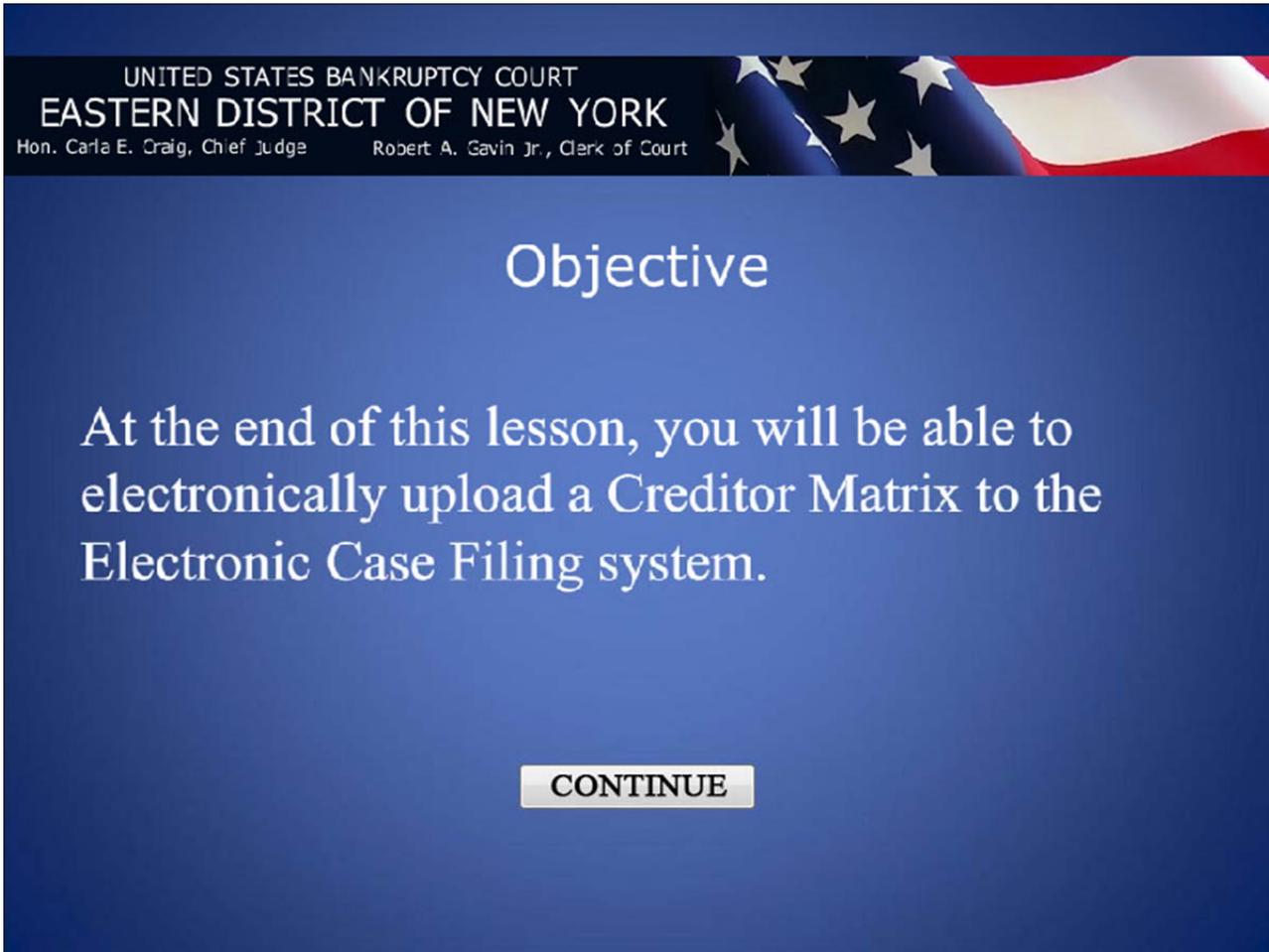
Additional information on this module will be displayed when the filer clicks on the “i”. 

Additional filing information is displayed when the mouse hovers over the tip star icon. 

Select **START** when you are ready to begin.

START

Slide 3 - Objective



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Objective

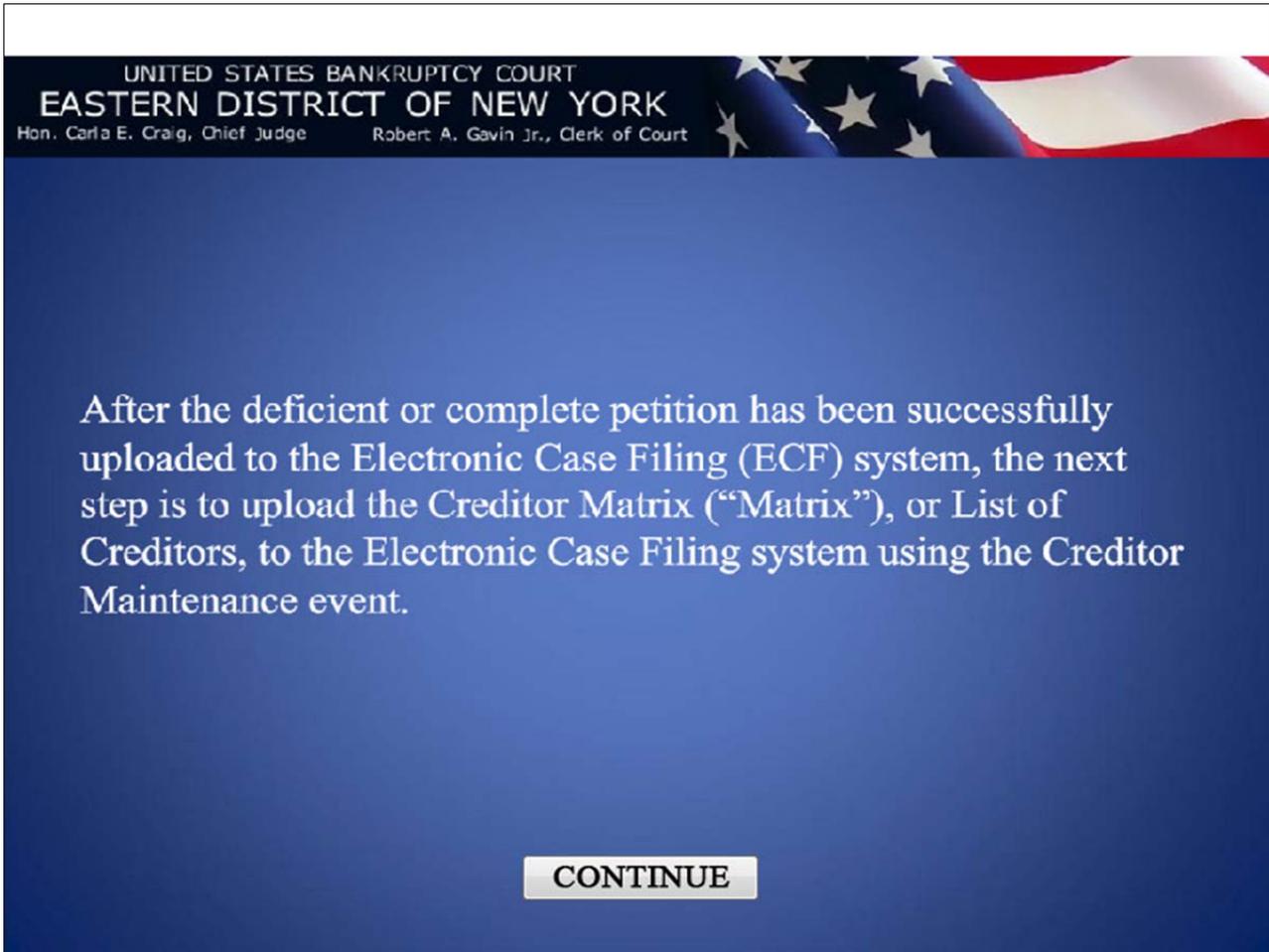
At the end of this lesson, you will be able to electronically upload a Creditor Matrix to the Electronic Case Filing system.

CONTINUE

The slide features a dark blue background with a white American flag graphic on the right side. The text is white and centered. A 'CONTINUE' button is located at the bottom center.

Uploading a Creditor Matrix to a Voluntary Chapter 13 Case

Slide 4

The slide features a dark blue background with a white header bar at the top. The header bar contains the text "UNITED STATES BANKRUPTCY COURT" and "EASTERN DISTRICT OF NEW YORK" in white, with the names of the Chief Judge and Clerk of Court below. To the right of the text is a partial image of the American flag. The main body of the slide is a solid dark blue color with white text. At the bottom center, there is a white rectangular button with the word "CONTINUE" in black capital letters.

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After the deficient or complete petition has been successfully uploaded to the Electronic Case Filing (ECF) system, the next step is to upload the Creditor Matrix (“Matrix”), or List of Creditors, to the Electronic Case Filing system using the Creditor Maintenance event.

CONTINUE

Uploading a Creditor Matrix to a Voluntary Chapter 13 Case

Slide 5

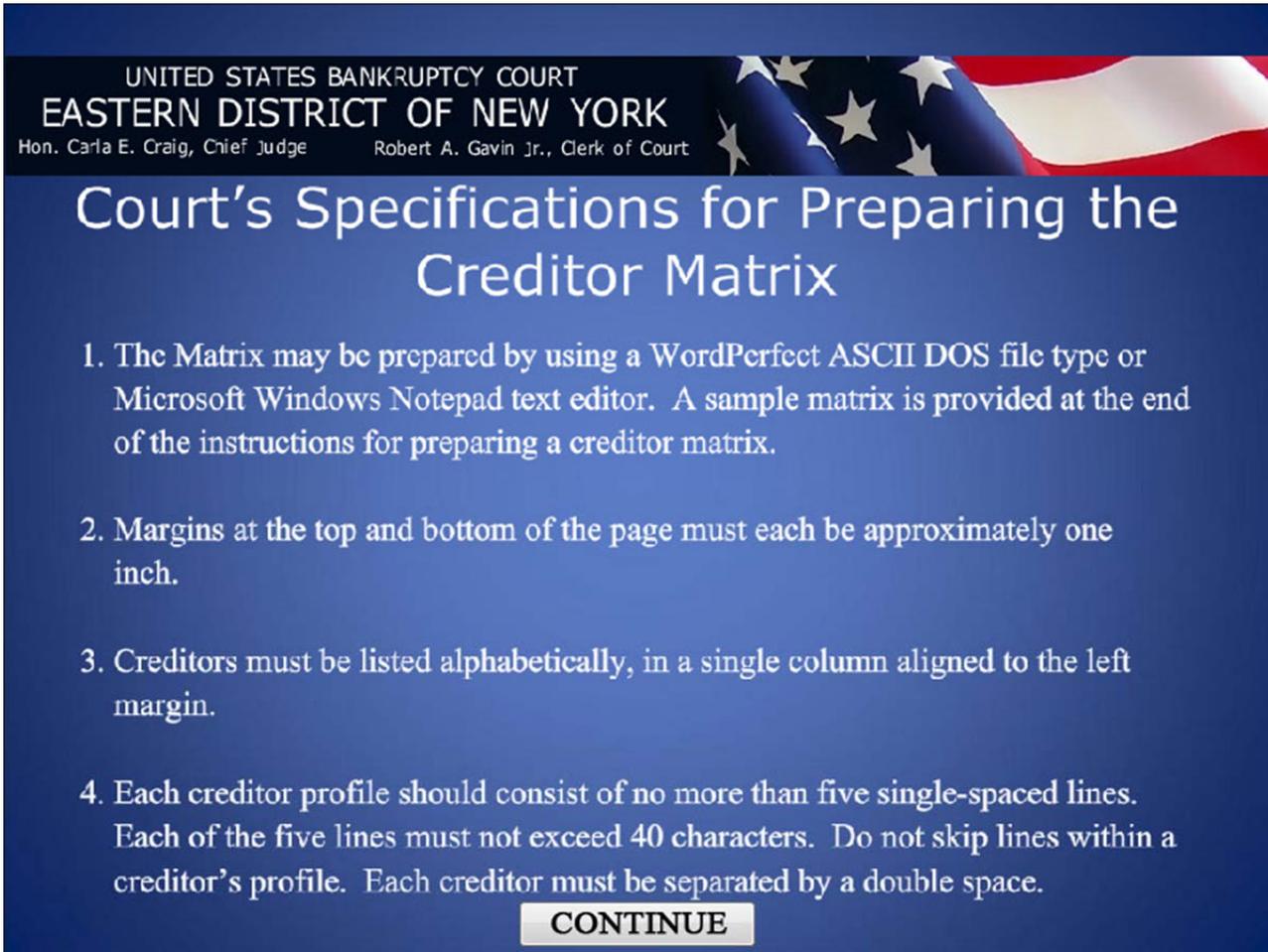
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The Creditor Matrix is the list of the names and complete addresses of the debtor's creditors prepared as a text file with a [.txt] extension. In addition to the Creditor Matrix being uploaded to the Electronic Case Filing system, a [.pdf] version of the List of Creditors must be included with the petition. The Clerk's Office uses the matrix to send out notices. For this reason, the matrix must have the correct information and be prepared in accordance with the Court's specifications.

CONTINUE

Slide 6 - Court's Specifications for Preparing the Creditor Matrix



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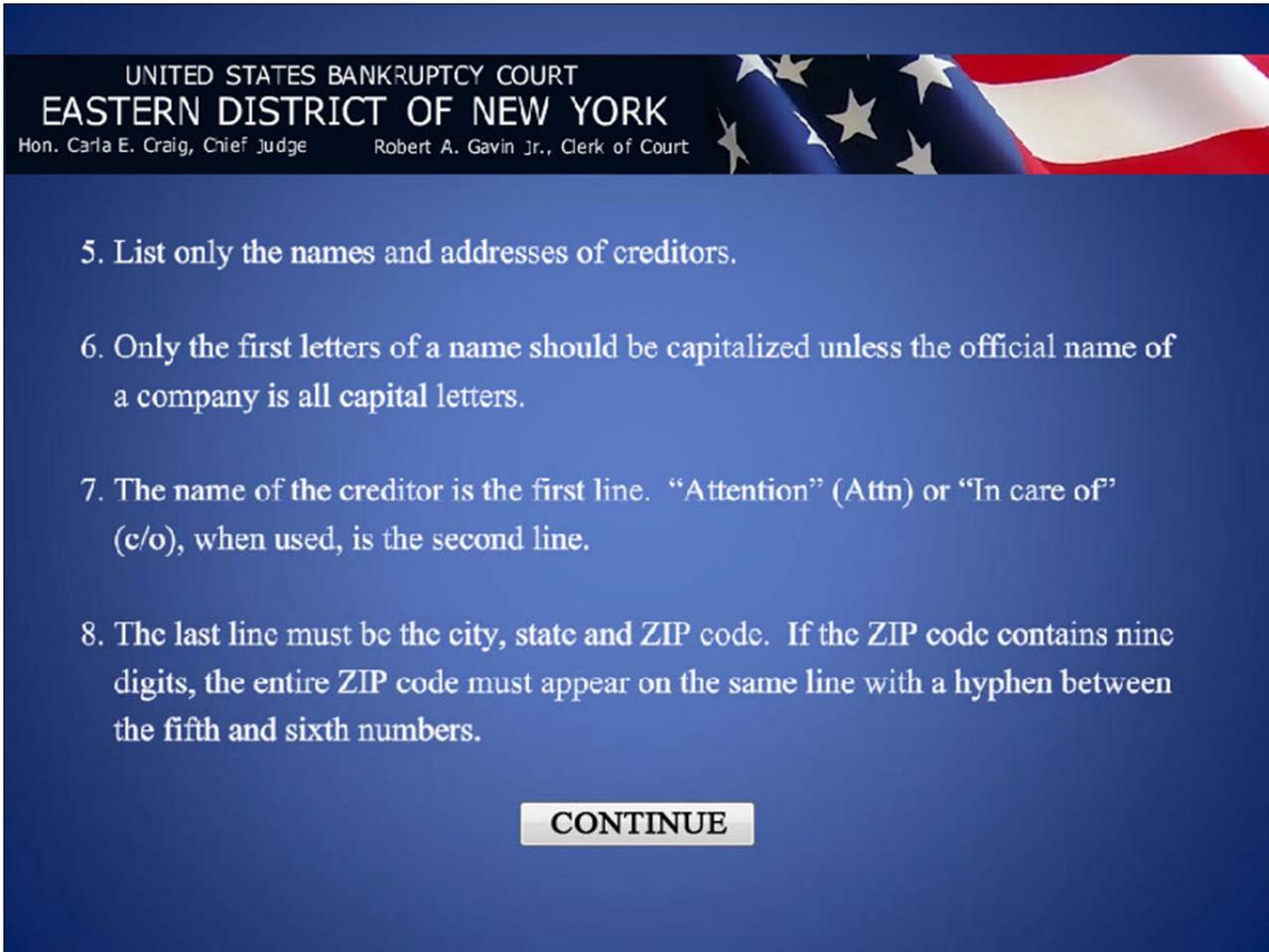
Court's Specifications for Preparing the Creditor Matrix

1. The Matrix may be prepared by using a WordPerfect ASCII DOS file type or Microsoft Windows Notepad text editor. A sample matrix is provided at the end of the instructions for preparing a creditor matrix.
2. Margins at the top and bottom of the page must each be approximately one inch.
3. Creditors must be listed alphabetically, in a single column aligned to the left margin.
4. Each creditor profile should consist of no more than five single-spaced lines. Each of the five lines must not exceed 40 characters. Do not skip lines within a creditor's profile. Each creditor must be separated by a double space.

CONTINUE

Uploading a Creditor Matrix to a Voluntary Chapter 13 Case

Slide 7 - Specifications, cont'd



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5. List only the names and addresses of creditors.

6. Only the first letters of a name should be capitalized unless the official name of a company is all capital letters.

7. The name of the creditor is the first line. "Attention" (Attn) or "In care of" (c/o), when used, is the second line.

8. The last line must be the city, state and ZIP code. If the ZIP code contains nine digits, the entire ZIP code must appear on the same line with a hyphen between the fifth and sixth numbers.

CONTINUE

Uploading a Creditor Matrix to a Voluntary Chapter 13 Case

Slide 8 - Specifications, cont'd

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9. If a case has 1,000 or more creditors, bring this to the attention of the Clerk's Office.
10. Do not include the names of the debtor, debtor's attorney, U.S. Trustee, Panel Trustee or Judge.
11. Do not include case numbers, headers, footers, page numbers, account numbers or any other special characters such as !@#\$%^&*()= {} [] \~?.,'

CONTINUE

Uploading a Creditor Matrix to a Voluntary Chapter 13 Case

Slide 9



UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF NEW YORK
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Jane Doe
321 Elm Street
Central Islip, NY 11722

John Doe
123 Broadway
New York, NY 10001

CONTINUE

In this lesson, we will upload the creditor matrix that you see on this screen. Notice that it lists the complete names and addresses of two (2) creditors.

Uploading a Creditor Matrix to a Voluntary Chapter 13 Case

Slide 10 - ECF main menu

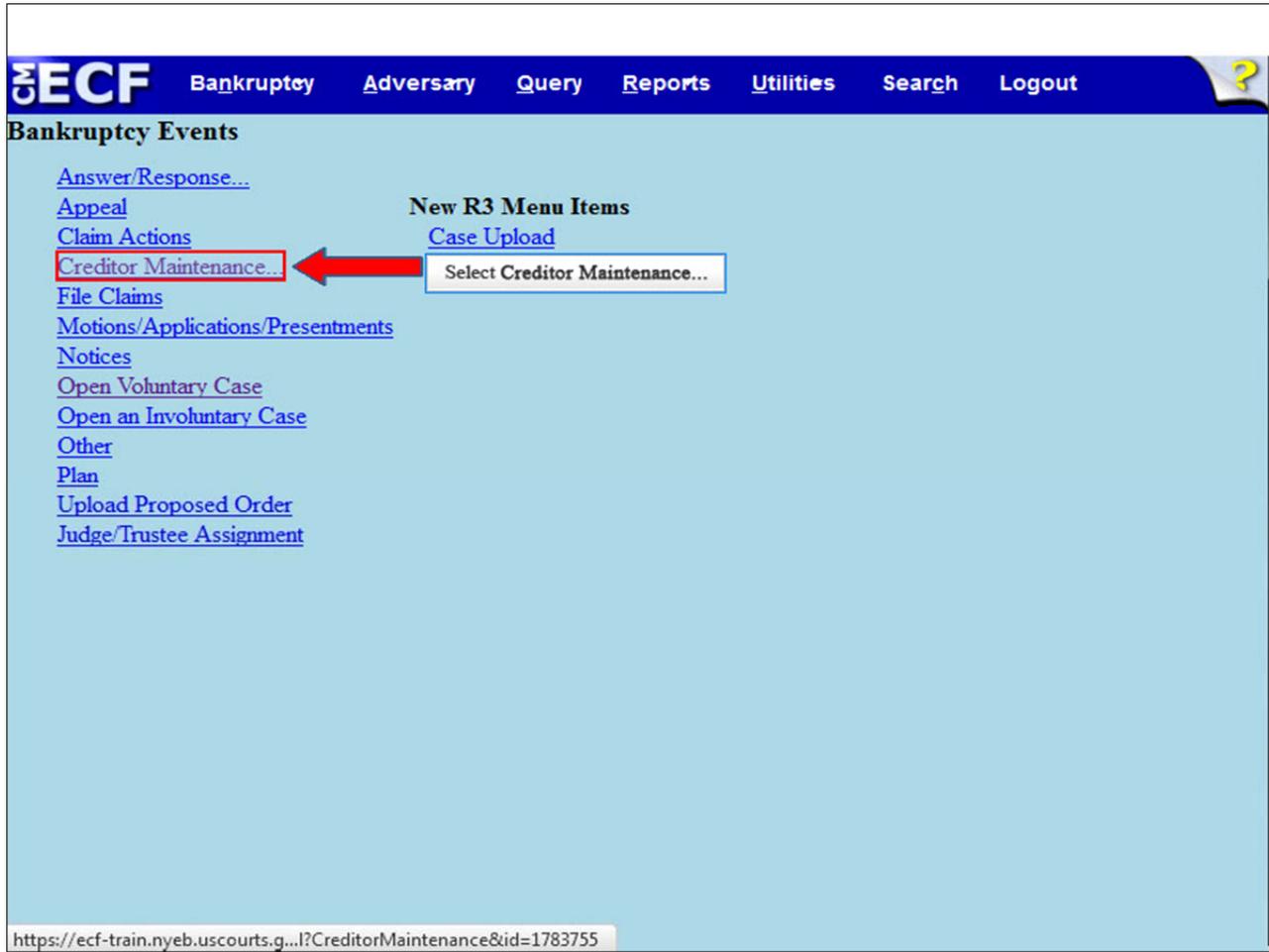


The screenshot shows the CM/ECF main menu for the U.S. Bankruptcy Court Eastern District of New York. The menu bar at the top includes the following items: **Bankruptcy** (highlighted with a red box and a tooltip that says "Select Bankruptcy"), Adversary, Query, Reports, Utilities, Search, and Logout. Below the menu bar is the court's seal, which features an eagle with a shield, holding an olive branch and arrows, with the text "UNITED STATES BANKRUPTCY COURT" and "EASTERN DISTRICT OF NEW YORK" around it. Below the seal, the text reads: "U.S. Bankruptcy Court Eastern District of New York Official Court Electronic Document Filing System". A blue box contains the following text: "PLEASE NOTE: CM/ECF is unavailable every weekday morning between 5:30 a.m. and 5:45 a.m. We apologize for any inconvenience." Below this, a paragraph states: "This facility is for Official Court Business only. Activity to and from this site is logged. Document filings on this system are subject to Federal Rule of Civil Procedure 11 and Federal Rule of Bankruptcy Procedure 9011. Evidence of unauthorized or criminal activity will be forwarded to the appropriate law enforcement officials under 18USC 152 and 3571." At the bottom, a welcome message reads: "Welcome to the U.S. Bankruptcy Court for the Eastern District of New York Electronic Document Filing System. This service is for attorneys and firms participating in the electronic filing system."

From the CM/ECF menu bar, select **Bankruptcy**.

Uploading a Creditor Matrix to a Voluntary Chapter 13 Case

Slide 11 - Bankruptcy Events

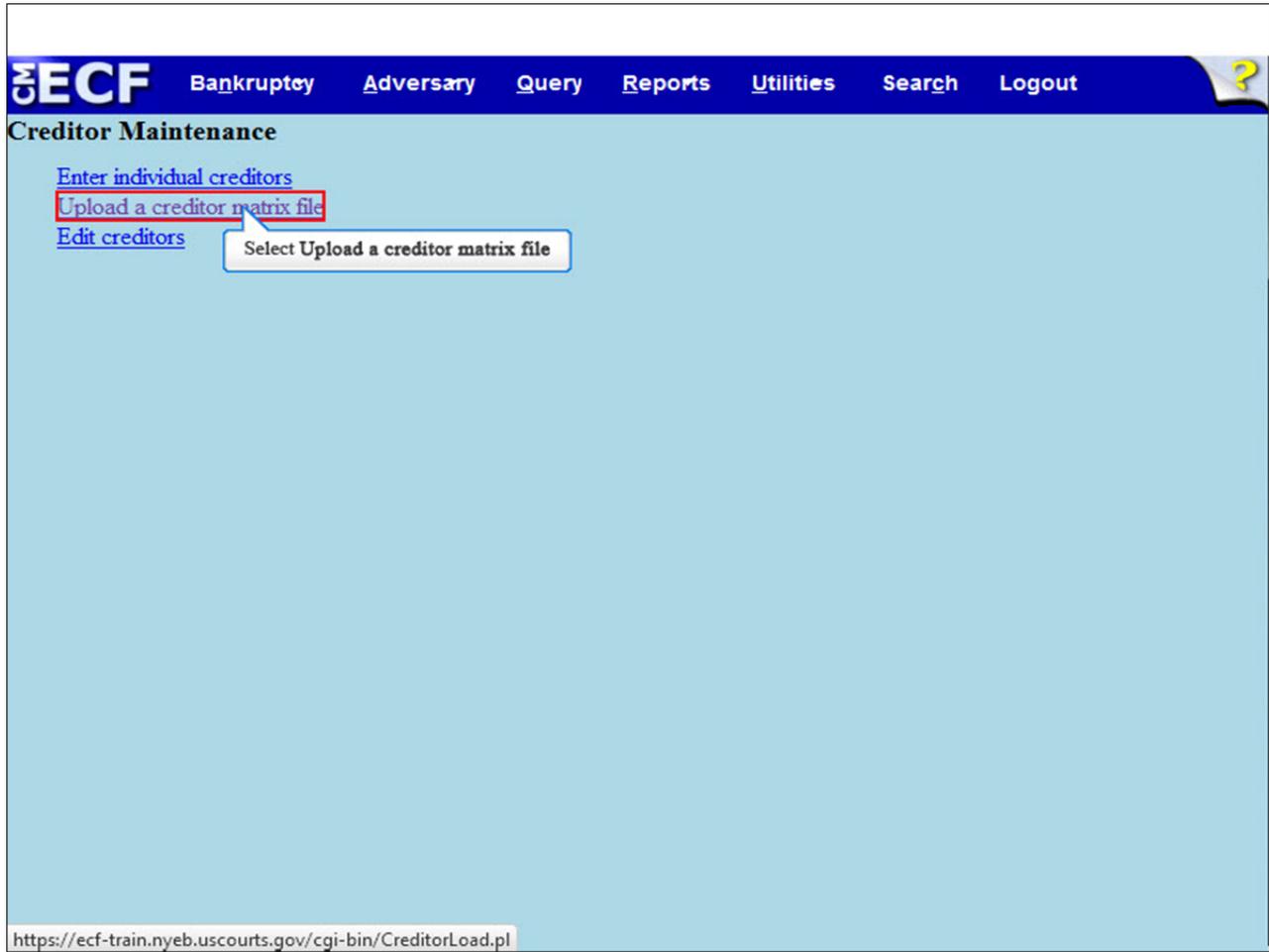


The screenshot displays the ECF (Electronic Case Filing) interface for Bankruptcy Events. The top navigation bar includes links for Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. The main content area is titled "Bankruptcy Events" and lists various actions such as Answer/Response..., Appeal, Claim Actions, Creditor Maintenance..., File Claims, Motions/Applications/Presentments, Notices, Open Voluntary Case, Open an Involuntary Case, Other, Plan, Upload Proposed Order, and Judge/Trustee Assignment. A red box highlights the "Creditor Maintenance..." link, and a red arrow points from it to a button labeled "Select Creditor Maintenance...". Above this button, the text "New R3 Menu Items" and "Case Upload" are visible. The URL at the bottom of the page is <https://ecf-train.nyeb.uscourts.g.../CreditorMaintenance&id=1783755>.

From the **Bankruptcy Events** screen, select **Creditor Maintenance**.

Uploading a Creditor Matrix to a Voluntary Chapter 13 Case

Slide 12 - Creditor Maintenance



From **Creditor Maintenance**, select **Upload a creditor matrix file**.

Uploading a Creditor Matrix to a Voluntary Chapter 13 Case

Slide 13 - Input case number

The screenshot shows a web interface for ECF (Electronic Case Filing). The top navigation bar includes links for Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. The main heading is 'Creditor Processing - Upload a File Method'. A form field labeled 'Case Number' contains the text '8:12-bk-70028'. Below this field are two buttons: 'Next' and 'Clear'. A tooltip is visible over the 'Next' button, displaying the text 'Select Next'.

Type in your case number if it is not already there, and select **Next** to continue.

Uploading a Creditor Matrix to a Voluntary Chapter 13 Case

Slide 14 - Load Creditor Information

ECF Bankruptcy Adversary Query Reports Utilities Search Logout ?

Load Creditor Information

Case number 8:12-bk-70028

Enter name of file and click on Next
Example: c:\creditor.scn

Next Clear

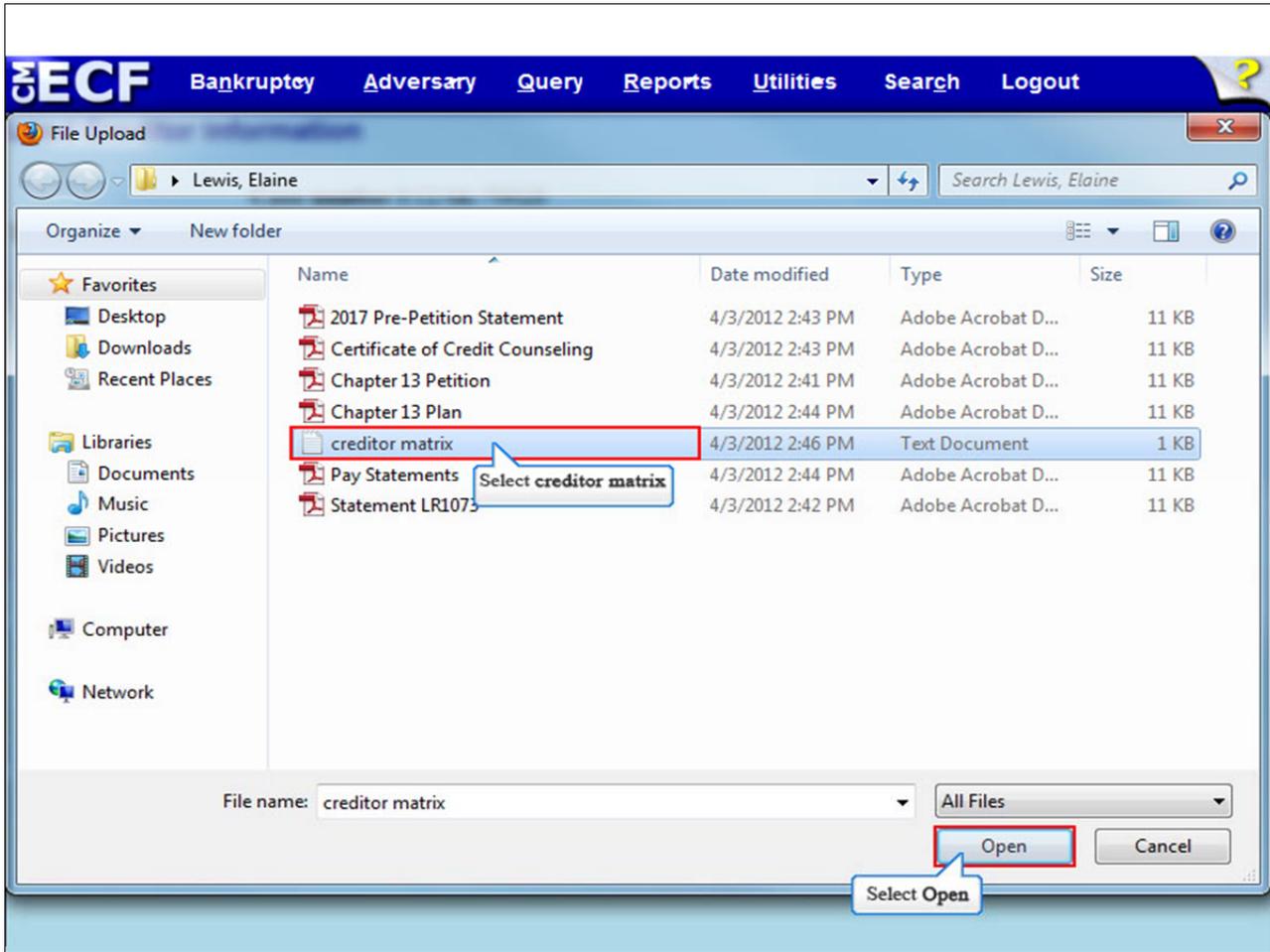
Browse...

Select Browse...

Select **Browse...** to upload the matrix .txt file.

Uploading a Creditor Matrix to a Voluntary Chapter 13 Case

Slide 15 - File Upload



The **File Upload** screen appears. Select the **creditor matrix** file, and then select **Open** to upload the matrix.

TIP: Before uploading the matrix, right click the highlighted file to verify the form and number of creditors.

Uploading a Creditor Matrix to a Voluntary Chapter 13 Case

Slide 16

ECF Bankruptcy Adversary Query Reports Utilities Search Logout ?

Load Creditor Information

Case number 8:12-bk-70028

Enter name of file and click on Next
Example: c:\creditor.scn \\nyeb.circ2.dcn\ci-data-vol6\vol6\smarcus\ [Browse...]

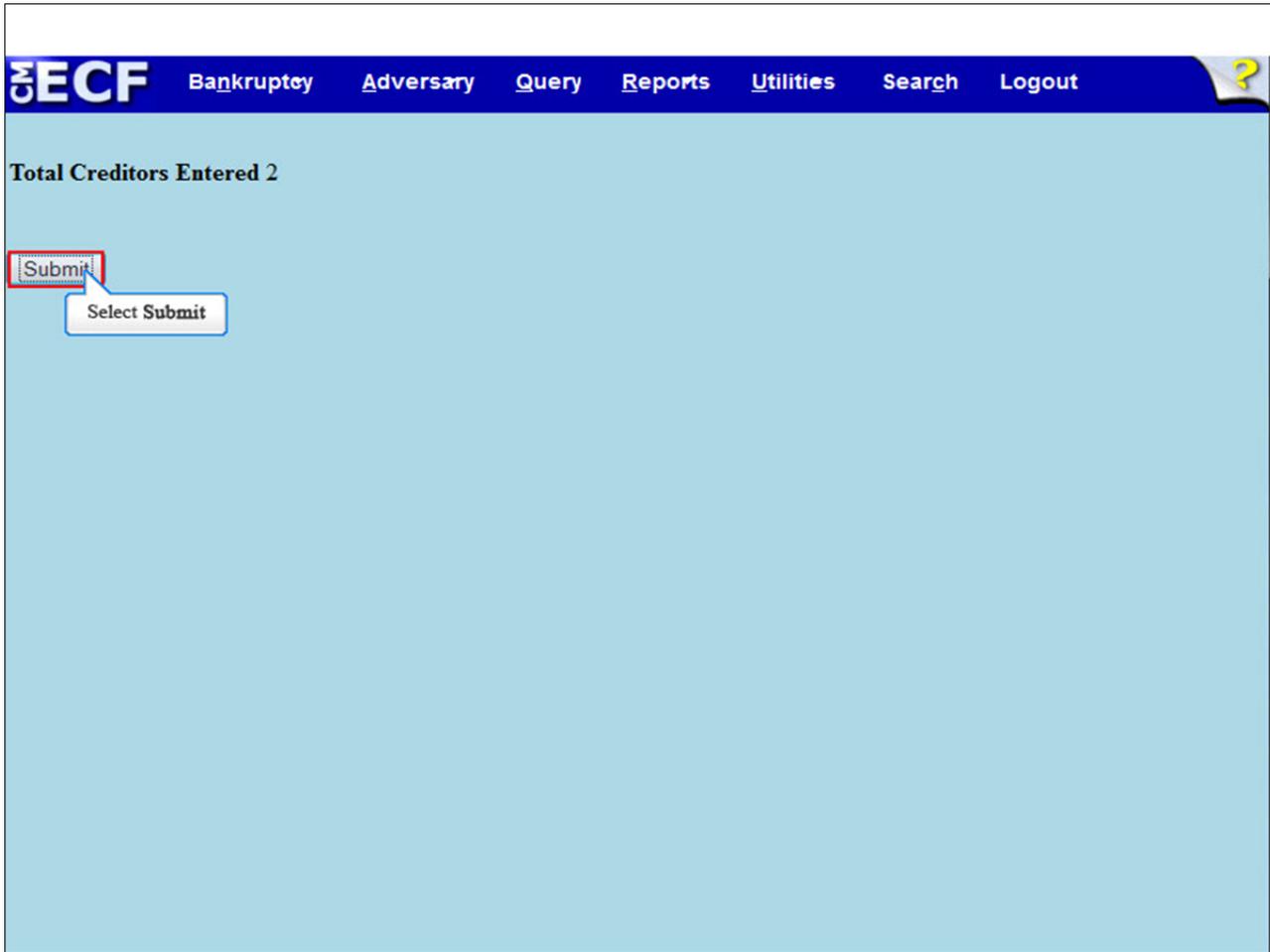
Next Clear

Select Next

The file name appears in the Filename box. Select **Next** to continue.

Uploading a Creditor Matrix to a Voluntary Chapter 13 Case

Slide 17 - Total Creditors Entered



The screenshot displays the ECF (Electronic Case Filing) interface. At the top, a blue navigation bar contains the ECF logo and several menu items: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. A yellow question mark icon is visible in the top right corner of the navigation bar. Below the navigation bar, the main content area has a light blue background. The text 'Total Creditors Entered 2' is displayed in the upper left. A red-bordered box highlights a 'Submit' button. A callout box with a blue border and white background points to the 'Submit' button, containing the text 'Select Submit'.

This screen tells us that two creditors are about to be uploaded to the case. Verify the creditor count information. If the total is incorrect, do not submit. Review the matrix and make any appropriate correction. If the creditor count is correct, select **Submit**.

Uploading a Creditor Matrix to a Voluntary Chapter 13 Case

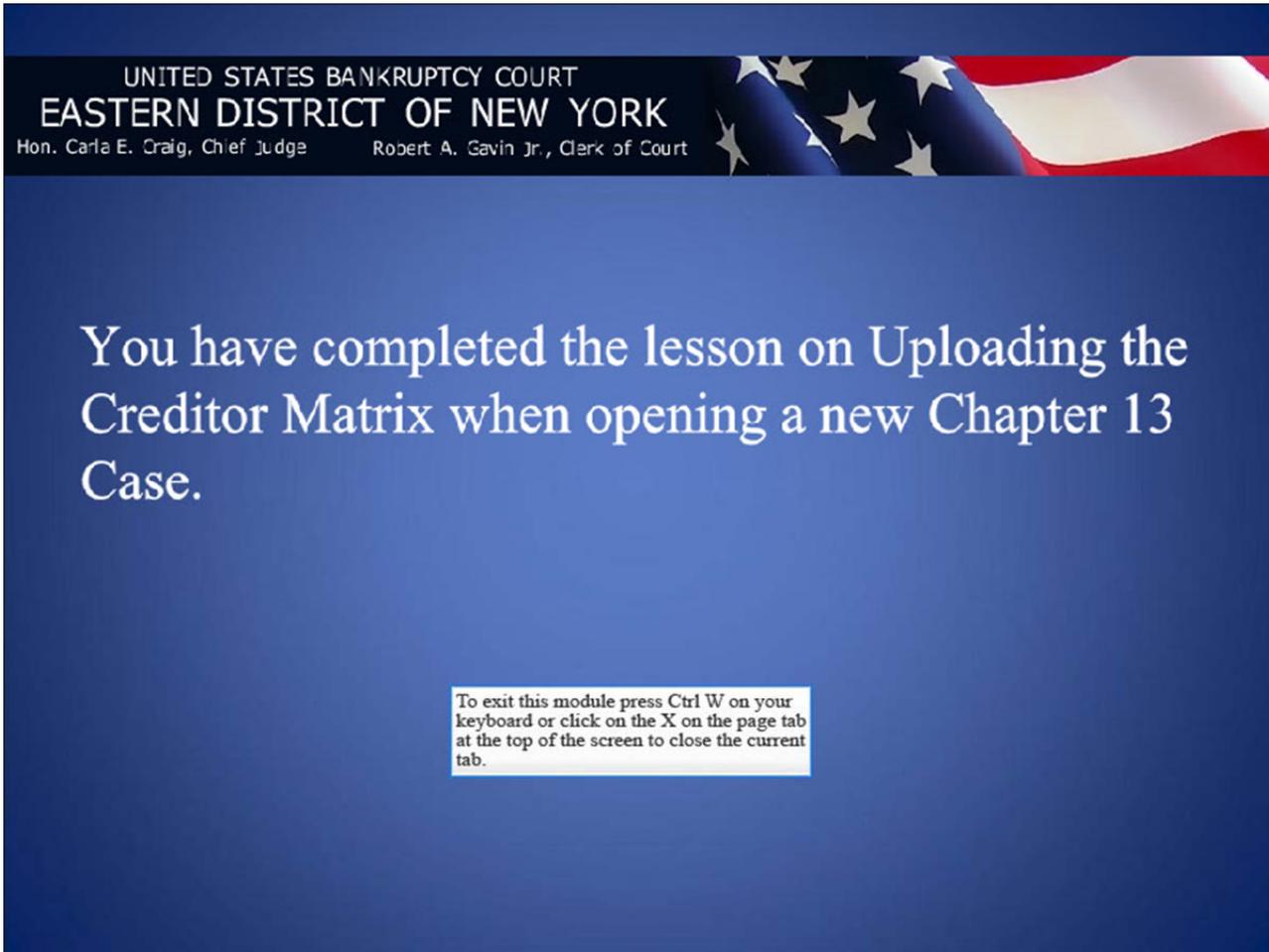
Slide 18 - Creditors Receipt

Creditors Receipt	
Case Number	8:12-bk-70028
Total Creditors Added to Database	2

[File A Proof Of Claim](#)
[Return To Creditor Maintenance Menu](#)

The **Creditors Receipt** appears. Review the receipt to confirm the total creditors uploaded to the case. If an error has been made, such as the creditor matrix being uploaded to the wrong case, call the Help Desk immediately. For Brooklyn, call 347-394-1700 and press 6, and for Central Islip, call 631-712-6200 and press 6. Once the creditors have been uploaded, only the Clerk's Office staff may add, edit or delete creditors from a case.

Slide 19 - Summary



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You have completed the lesson on Uploading the Creditor Matrix when opening a new Chapter 13 Case.

To exit this module press Ctrl W on your keyboard or click on the X on the page tab at the top of the screen to close the current tab.