

How to Convert a Creditor Matrix to a .txt File

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 and also for claims information when applicable. 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 cannot be more than 5 lines. If a record is more than 5 lines, the 6th line will be combined with line 5 and the 7th or 8th lines will be truncated.
- ◆ Each line may contain no more than 40 characters including blanks.
- ◆ Names and addresses should be left justified.
- ◆ Spaces in the first position of a line will cause an exception report for that creditor record.
- ◆ Special characters such as ~, ½ or ^ will cause problems. The #, C/O and & characters have not been reported to cause errors.
- ◆ Account numbers or "attention" lines should be placed on the second line of the name/address.
- ◆ City, state and ZIP code must be on the last line.
- ◆ Nine digit ZIP codes must be typed with a hyphen separating the two groups of digits.
- ◆ All states must be two-letter abbreviations.
- ◆ Each creditor must be separated by at least one blank line.
- ◆ Do not include page numbers, headers, footers, etc.

To Save the Creditor Matrix File with a .txt Extension

STEP 1 After creating the creditor list in WordPerfect or Microsoft Word, open the file. Click on **File** in the WordPerfect or Microsoft Word toolbar to display the drop down list. (See Figure 1.)



Figure 1

STEP 2 Click **Save As** in the drop down list. (See Figure 2.)

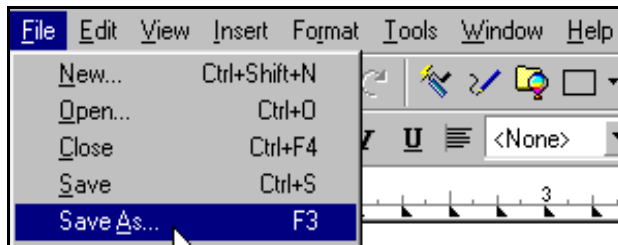


Figure 2

If in Microsoft Word, Skip to Step 4.

If in WordPerfect:

STEP 3 Click the drop down menu arrow in the **File Type** box. (See Figure 3.)

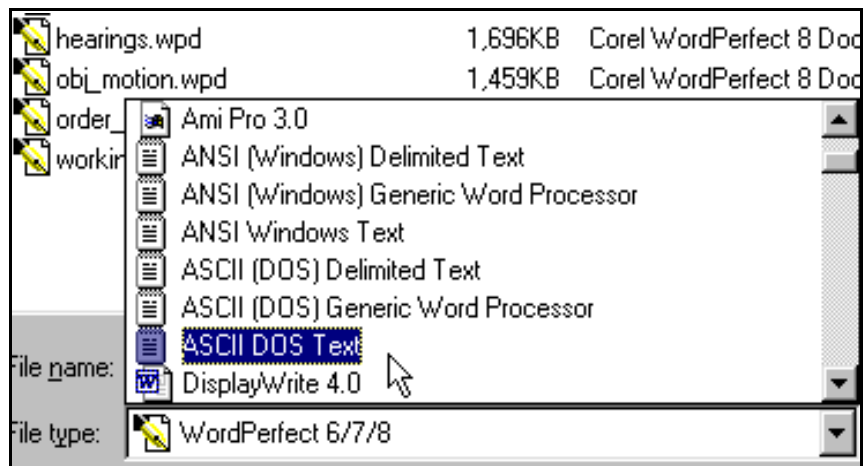


Figure 3

- ◆ Select the file type **ASCII DOS Text**.

STEP 4 If in Microsoft Word:

- ◆ Click on the drop down box arrow in the **Save As Type** box. (See Figure 4.)

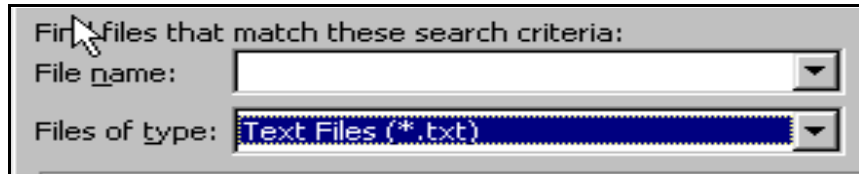


Figure 4

- ◆ Select the file type of **Text Files (*.txt)** or **Text Only (*.txt)**.

STEP 5 Enter the file name in the **File Name:** box. (The system provides the same file name with a .txt extension.)

STEP 6 Click the **[Save]** button.

Uploading a Creditor Matrix

A creditor matrix contains the names and addresses of creditors. This information is used for noticing and also for claims information, when applicable. The creditor matrix must be in an ASCII text format, usually a .txt file, before it can be successfully uploaded. Refer to the procedure, **How To Convert A Creditor Matrix To A .txt File**. All **other** file types within CM/ECF will be portable document format (PDF) files. The process of uploading a list of creditors .txt file is described below.

- STEP 1** After accessing the CM/ECF system using the Netscape Navigator web browser, click on the [Bankruptcy](#) hypertext link. (See Figure 1.)



Figure 1

- STEP 2** The **BANKRUPTCY EVENTS** screen displays. (See Figure 2.)



Figure 2

- ◆ Click on the [Creditor Maintenance](#) hyperlink.

NOTE: Bankruptcy Events menu selections will vary according to permission levels. Attorneys will not have all the items listed above or on the next screen.

STEP 3 The **CREDITOR MAINTENANCE** screen displays. (See Figure 3.)

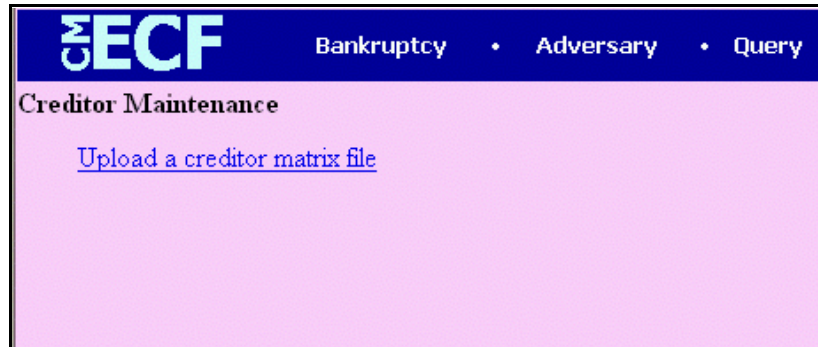


Figure 3

- ◆ Click on Upload a creditor matrix file hyperlink.

STEP 4 The **UPLOAD A FILE** screen displays. (See Figure 4.)

The screenshot shows the "Creditor Processing - Upload a File Method" screen. At the top, there is a blue navigation bar with the ECF logo on the left and the words "Bankruptcy", "Adversary", "Query", "Reports", "Utilities", and "Logout" separated by dots on the right. Below the navigation bar, the page title "Creditor Processing - Upload a File Method" is displayed. Underneath the title, there is a form with a "Case Number" label. The input field contains "00-10122" and has a placeholder text "99-12345, 1-99-bk-12345 or 1-99-bk-12345". Below the input field, there are two buttons: "Next" and "Clear".

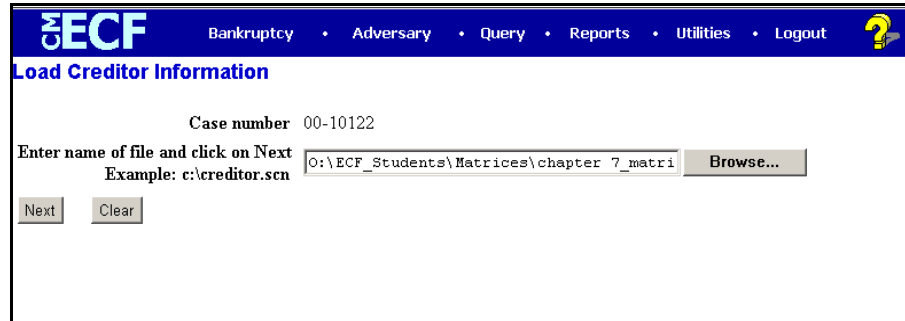
Figure 4

- ◆ Enter the case number in yy-nnnnn format, including the hyphen.

NOTE: If the system prompts that you have entered an invalid case number, click the browser's **[Back]** button and enter the correct number.

- ◆ Click the **[Next]** button to continue.

STEP 5 The **LOAD CREDITOR INFORMATION** screen will display. (See Figure 5a.)



The screenshot shows the 'Load Creditor Information' screen. At the top, there is a navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar, the title 'Load Creditor Information' is displayed. The main content area shows 'Case number 00-10122'. Below this, there is a text input field with the placeholder text 'Enter name of file and click on Next' and an example path 'Example: c:\creditor.scn'. The input field contains the path 'O:\ECF_Students\Matrices\chapter 7_matri' and is followed by a 'Browse...' button. Below the input field are 'Next' and 'Clear' buttons.

Figure 5a

Use the Browse feature to navigate to the appropriate directory and file of the creditor matrix file. To do this:

- Click on the **[Browse]** button to display the **FILE UPLOAD** screen.
- Click in the **Look In** box and select the appropriate drive name.
- Change **Files of types:** to Text (*.txt) or All Files.
- Highlight the appropriate text file with a click of the mouse.
- For quality assurance, right-click with the mouse and select **Open** from the pick-list that is displayed. (See Figure 5b.)

Verify that this is the correct matrix file for this case. Close or minimize the Adobe Acrobat reader by clicking on "X" in the upper right-hand corner.

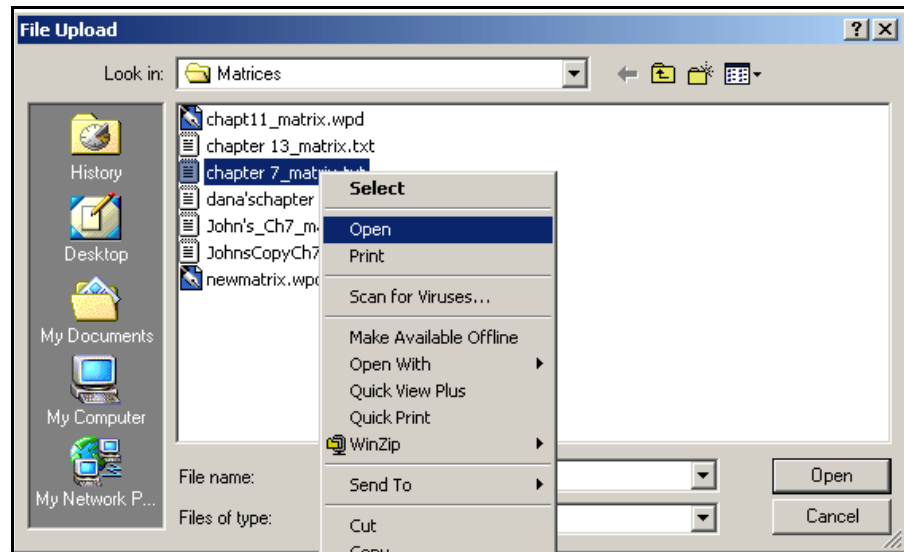


Figure 5b

- If correct, double-click the PDF file to select it or click on the **[Open]** button to attach the matrix file to the bankruptcy case.

- ◆ Click on the **[Next]** button to continue.

STEP 6 The **TOTAL CREDITORS ENTERED** screen appears.
(See Figure 6.)



Figure 6

- ◆ 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.
- ◆ If the total number of creditors displayed is correct, click on the **[Submit]** button.

STEP 7 The **CREDITOR RECEIPT** screen displays. (See Figure 7.)



Creditors Receipt	
Case Number	00-10122
Total Creditors Added to Database	54

[File A Proof Of Claim](#)

[Return To Creditor Maintenance Menu](#)

Figure 7

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

STEP 8 Click on the [Return to Creditor Maintenance Menu](#) hyperlink to continue and repeat steps 4 - 6 for each creditor matrix. If there are no other matrices to add, select **Logout** or select another option on the Main Menu Bar.

NOTE: Creditor Mailing Matrix available via Utilities/Mailings.

The Creditor Mailing Matrix is also available thru PACER.

Attorney users will have the opportunity to upload the creditor matrix **one** time.

Any additional modifications to the creditor matrix will normally be handled by court personnel. ie: new disk (will append), add creditor, edit creditor