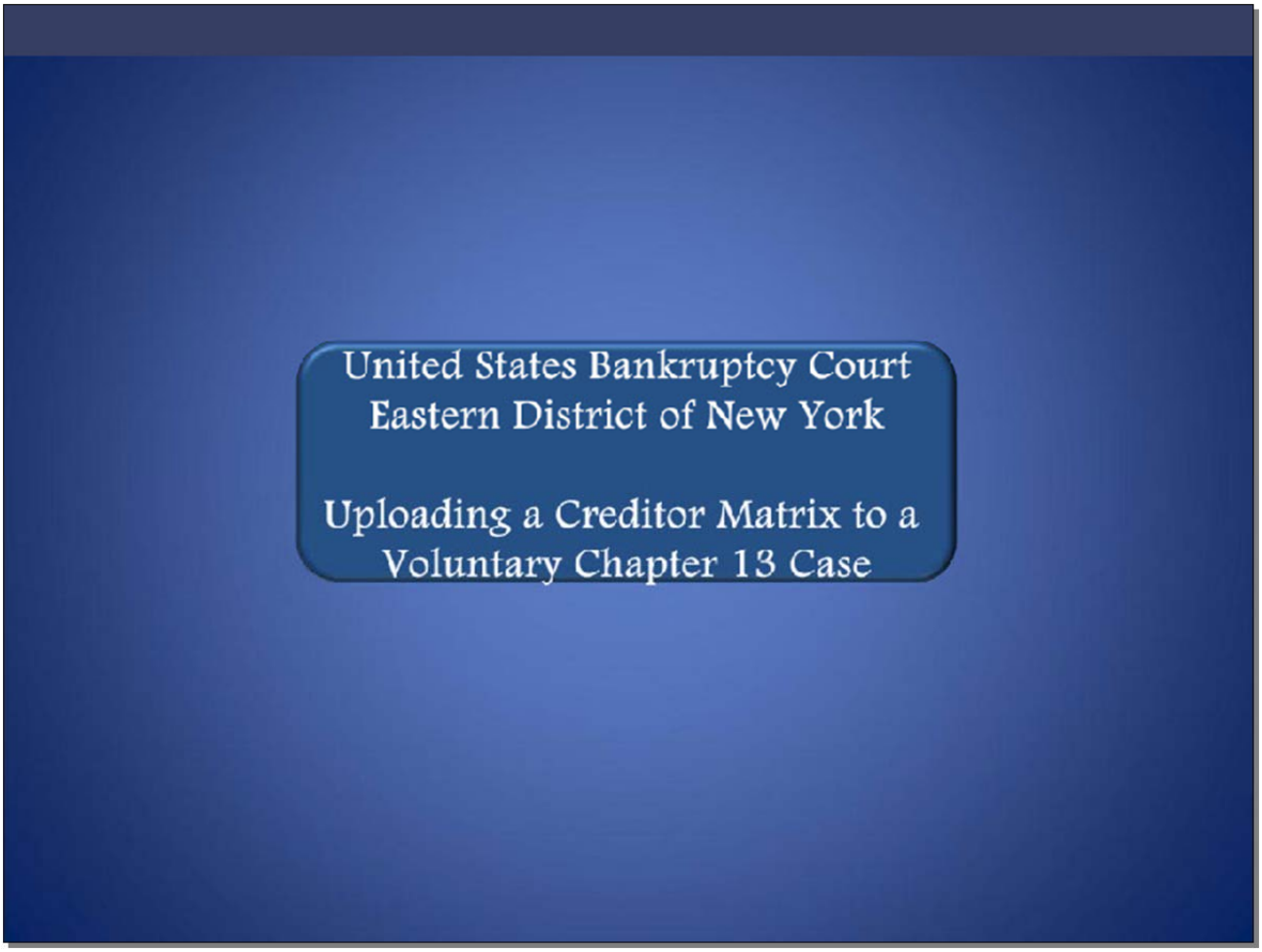
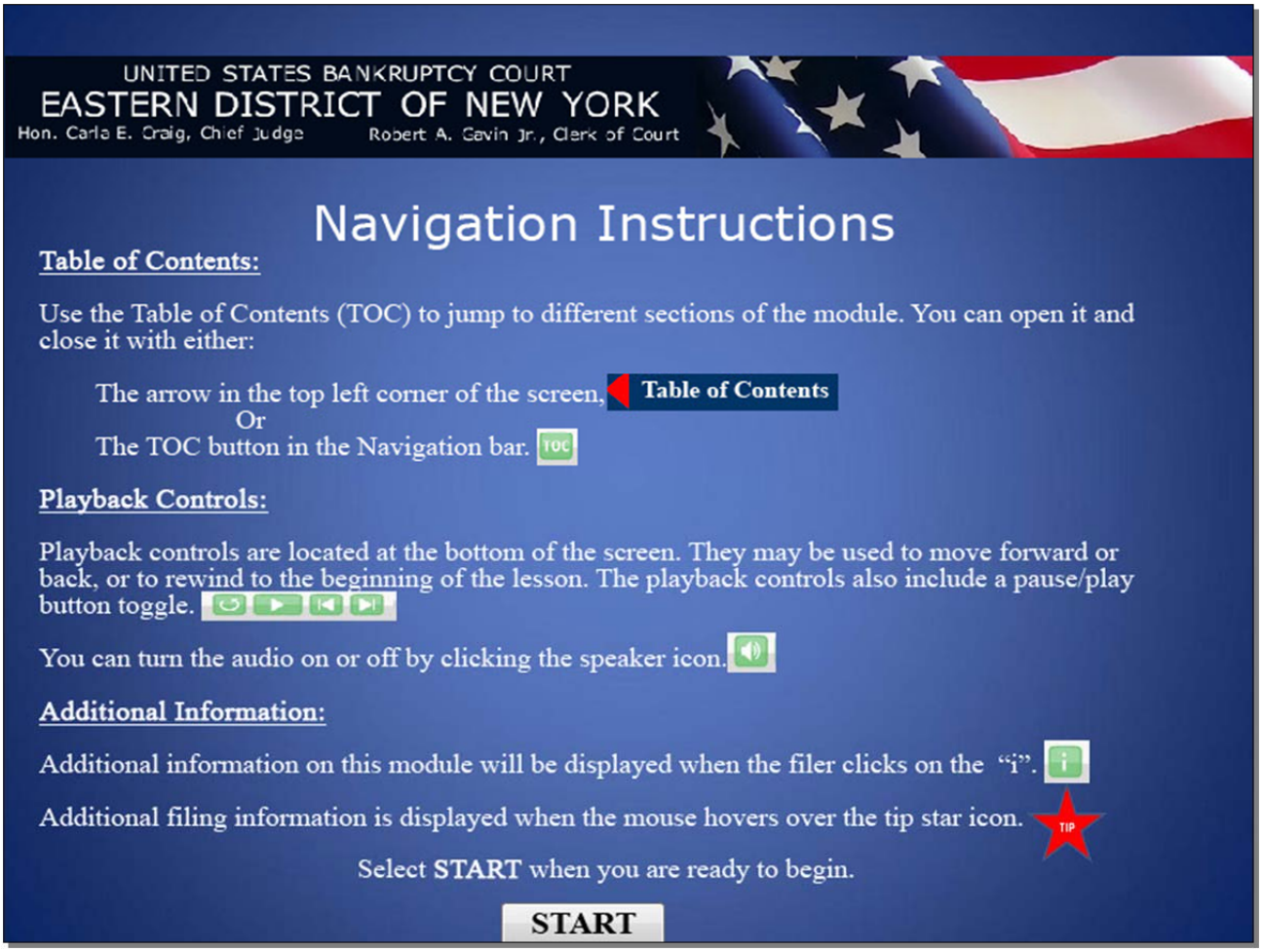
Slide 1 - Welcome

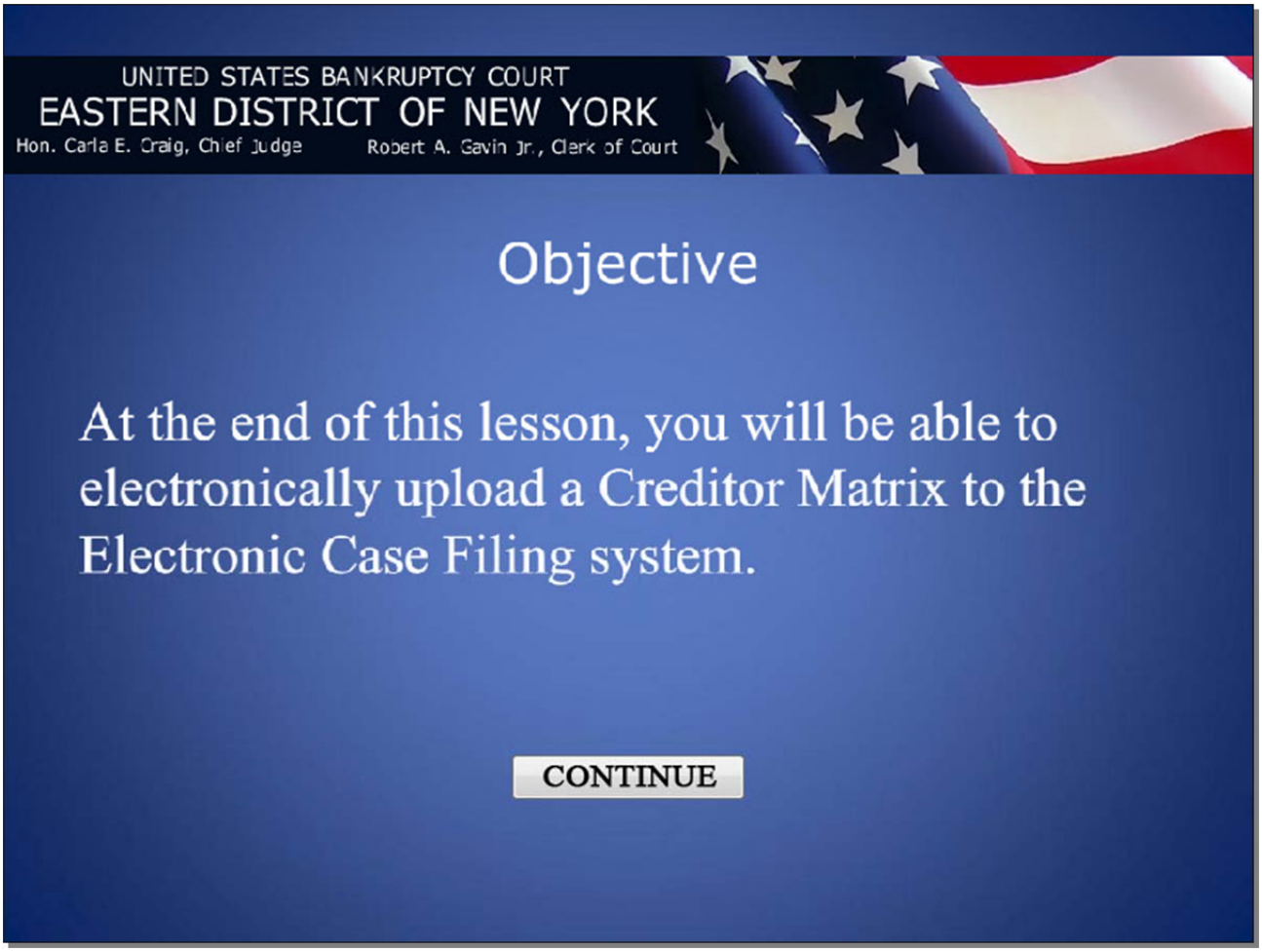


Welcome to the United States Bankruptcy Court Eastern District of New York's lesson on Uploading a Creditor Matrix to a Voluntary Chapter 13 Case.

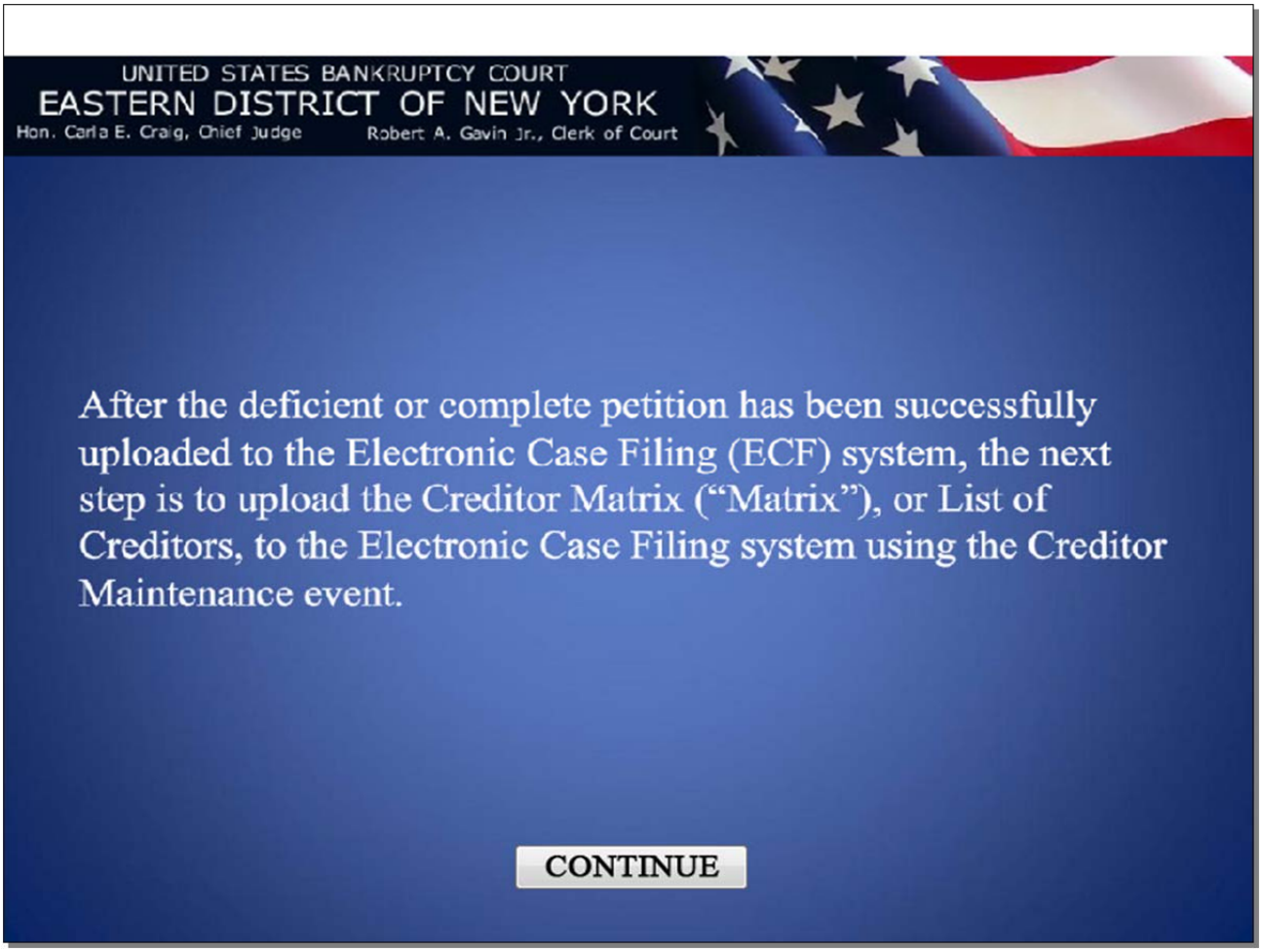
Slide 2 - Navigation Instructions



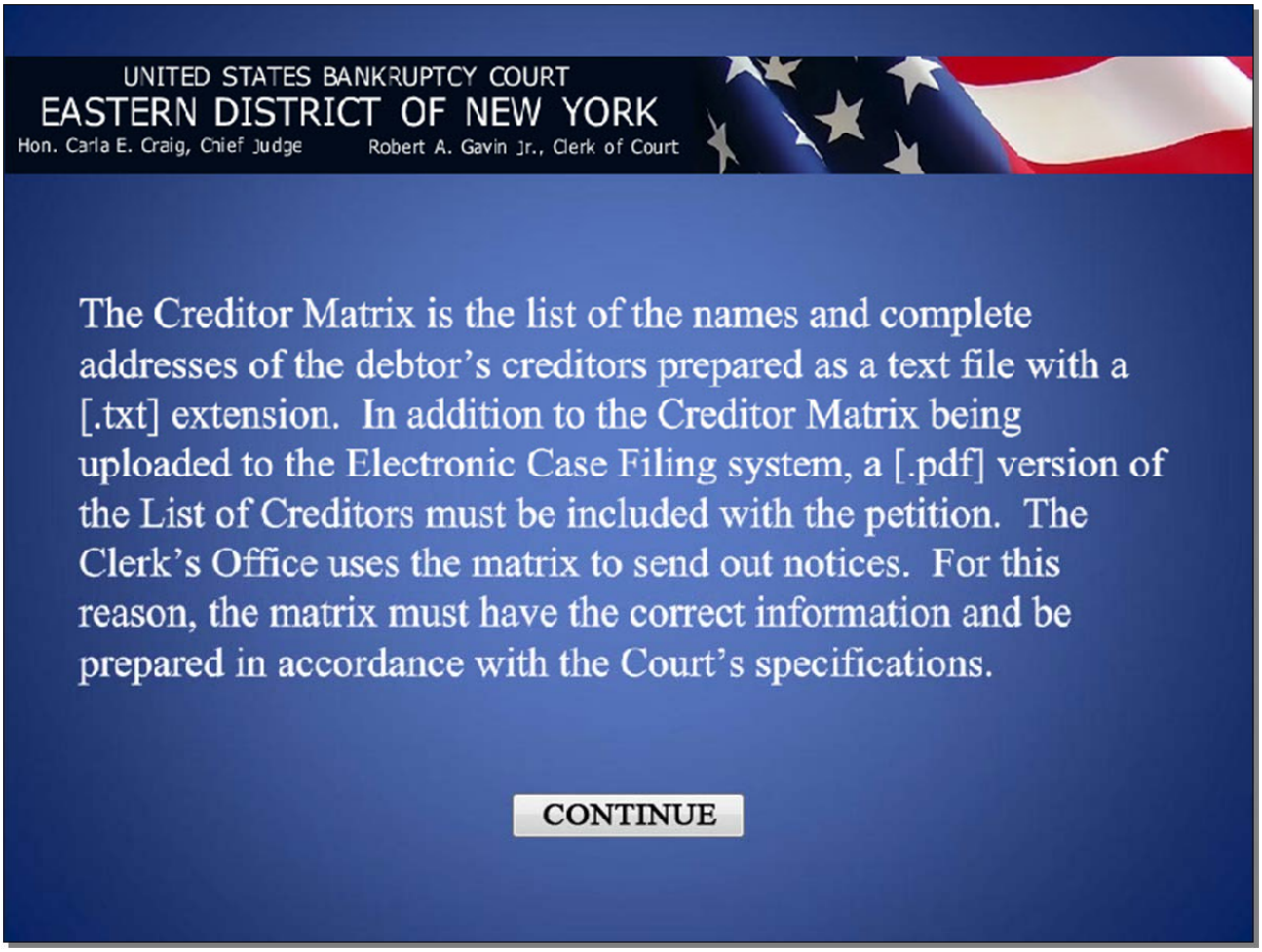
Slide 3 - Objective



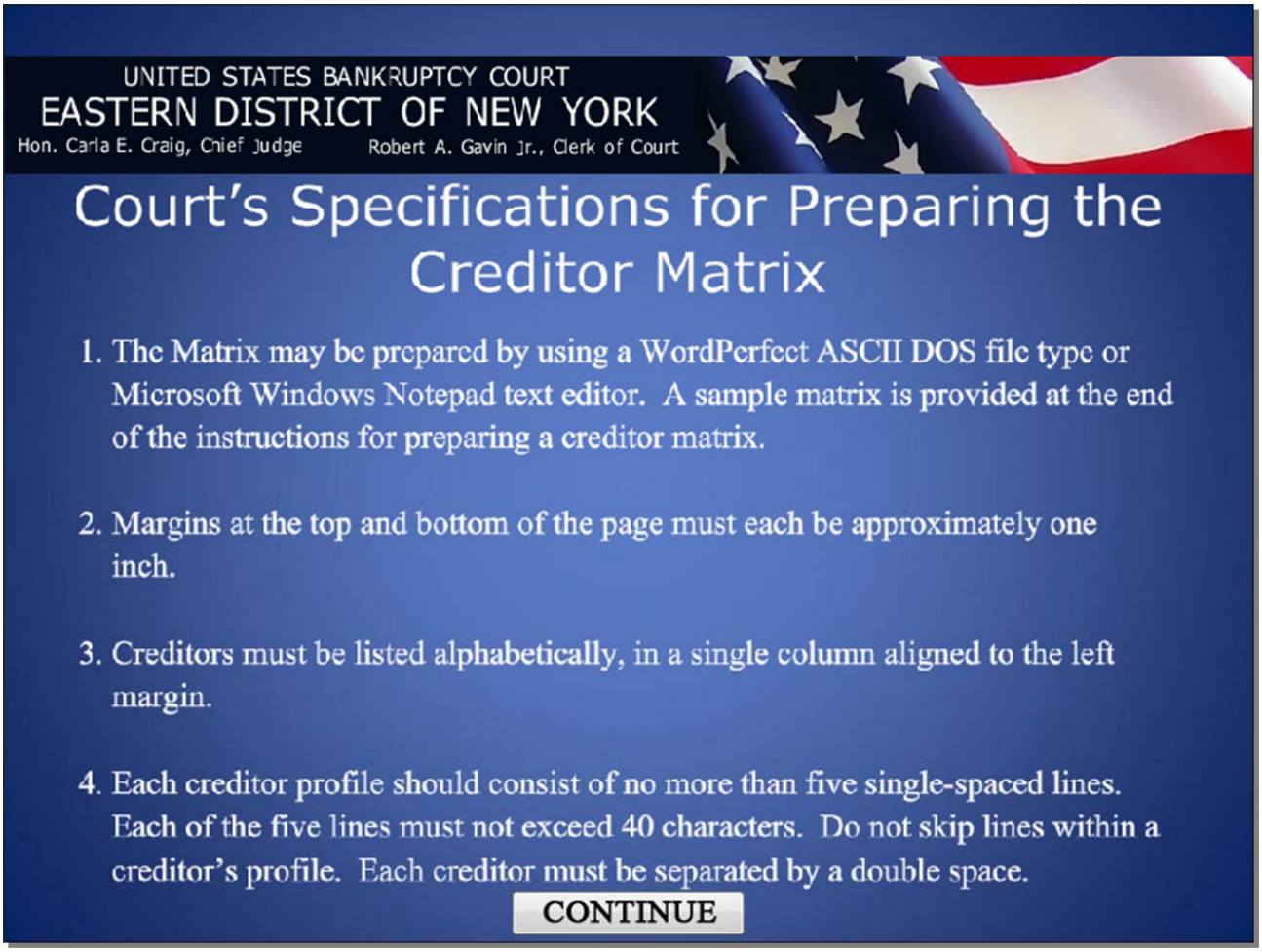
Slide 4


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

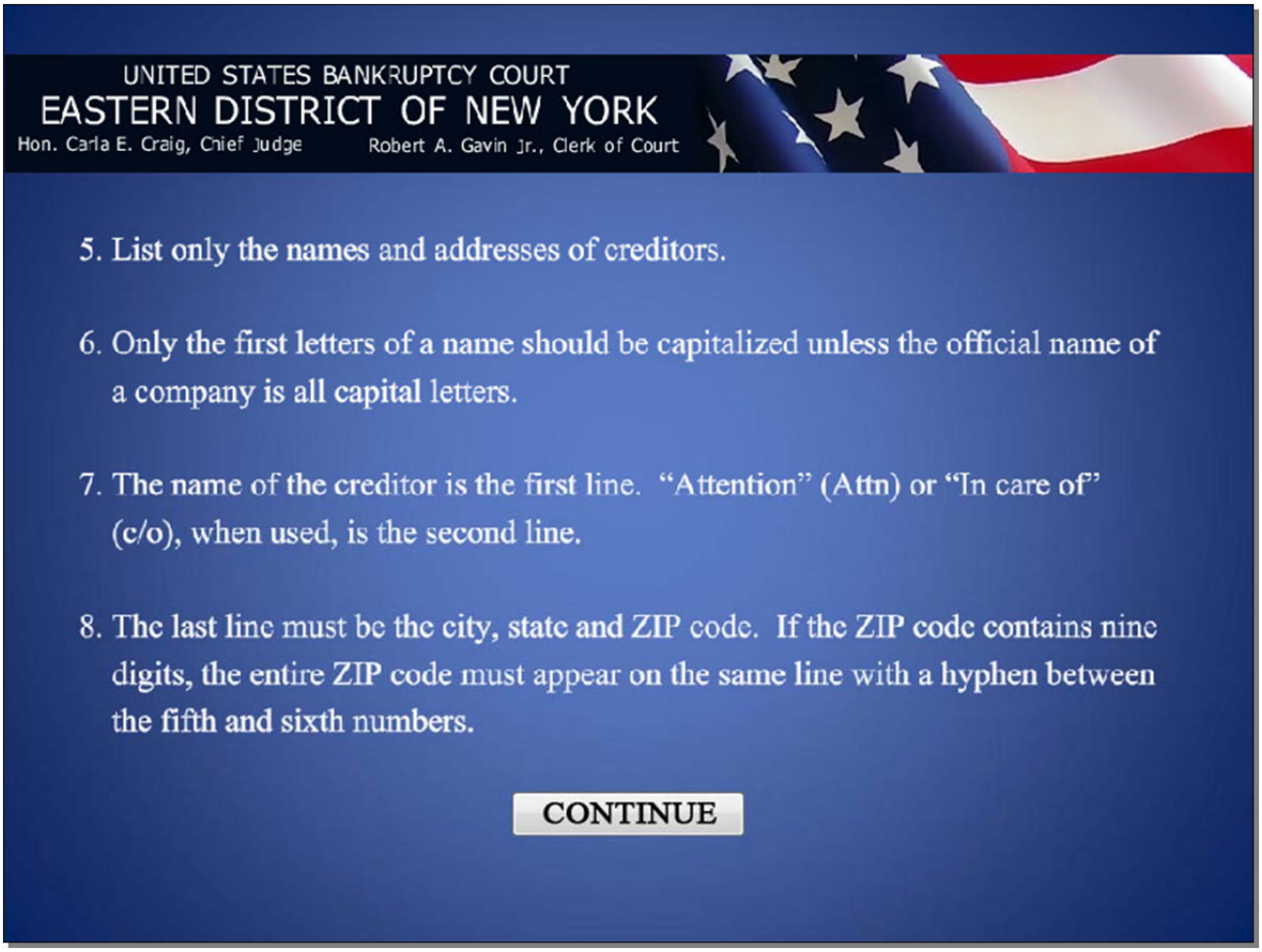
Slide 5


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

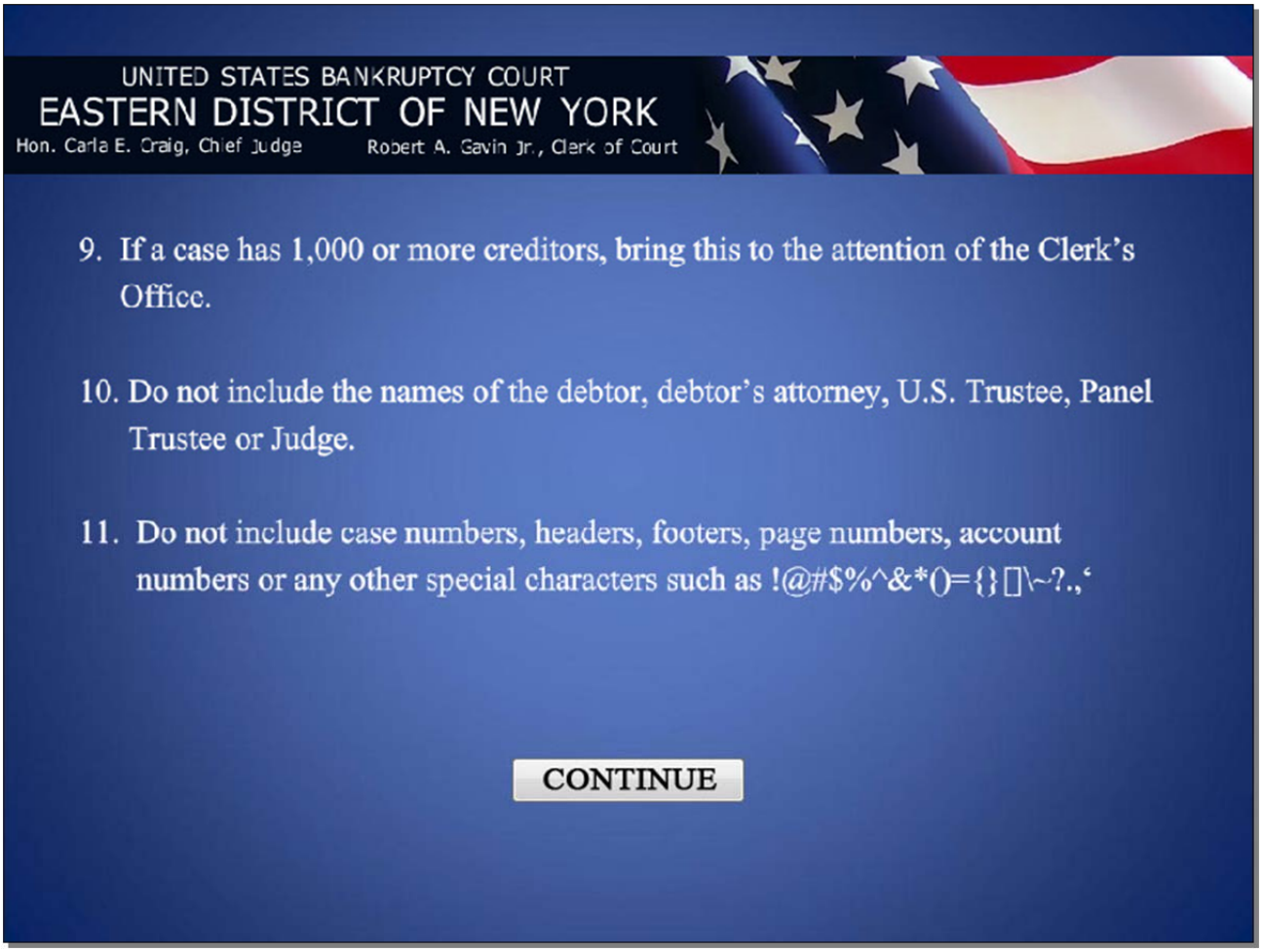
Slide 6 - Court's Specifications for Preparing the Creditor Matrix



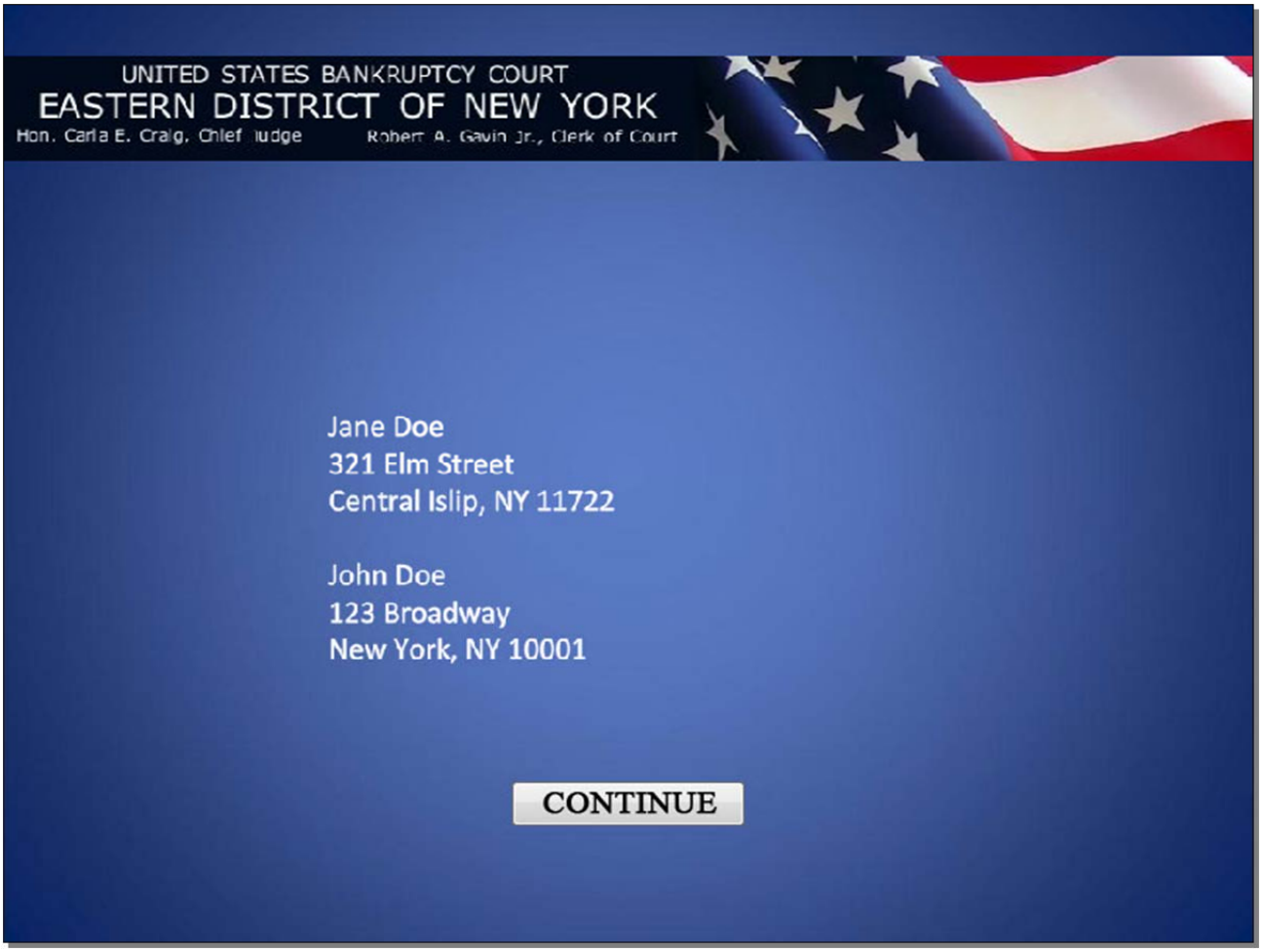
Slide 7 - Specifications, cont'd



Slide 8 - Specifications, cont'd



Slide 9

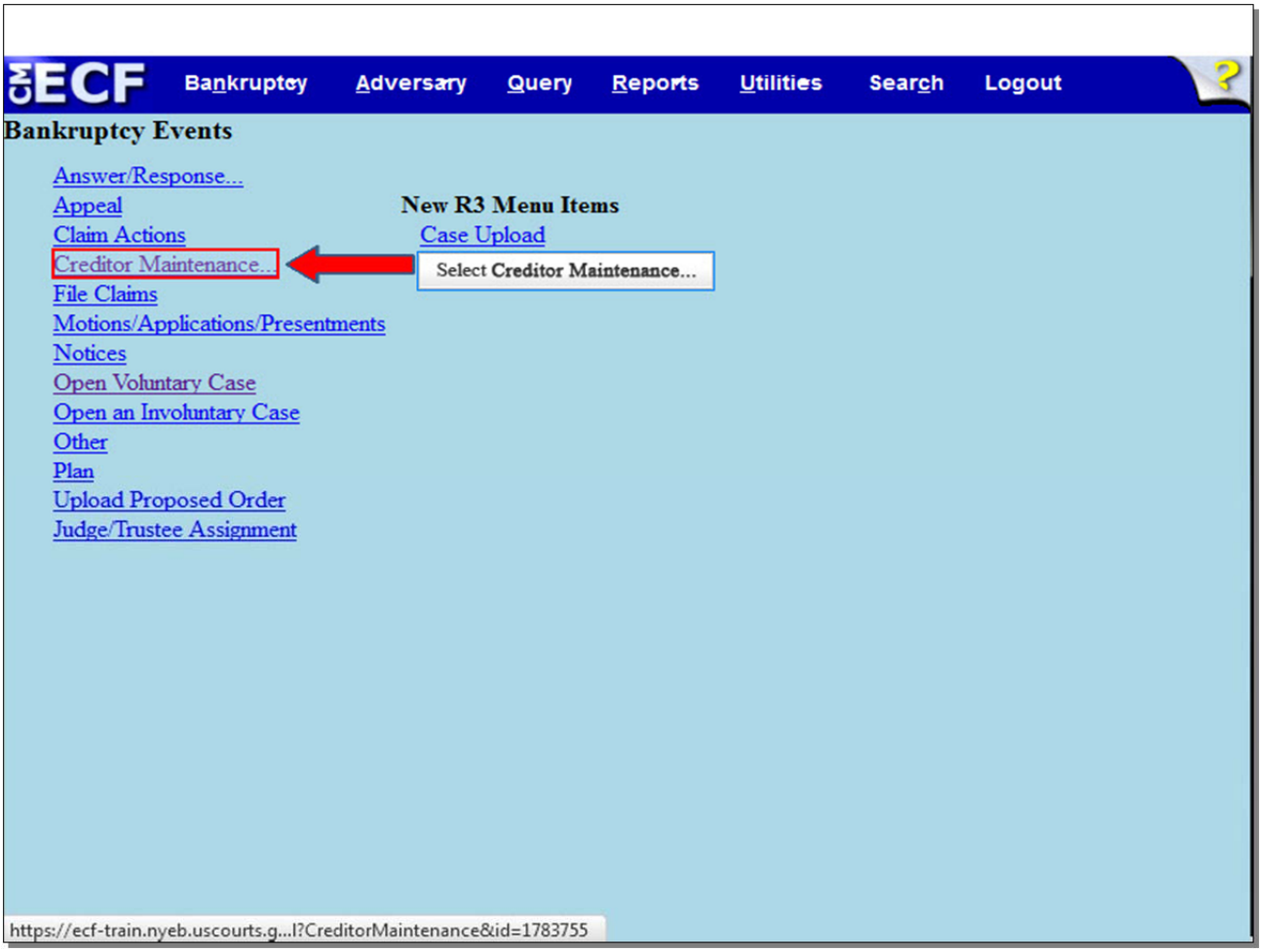


In this lesson, we will upload the creditor matrix that you see on this screen. Notice that it lists the complete names and addresses of two (2) creditors.

Slide 10 - ECF main menu

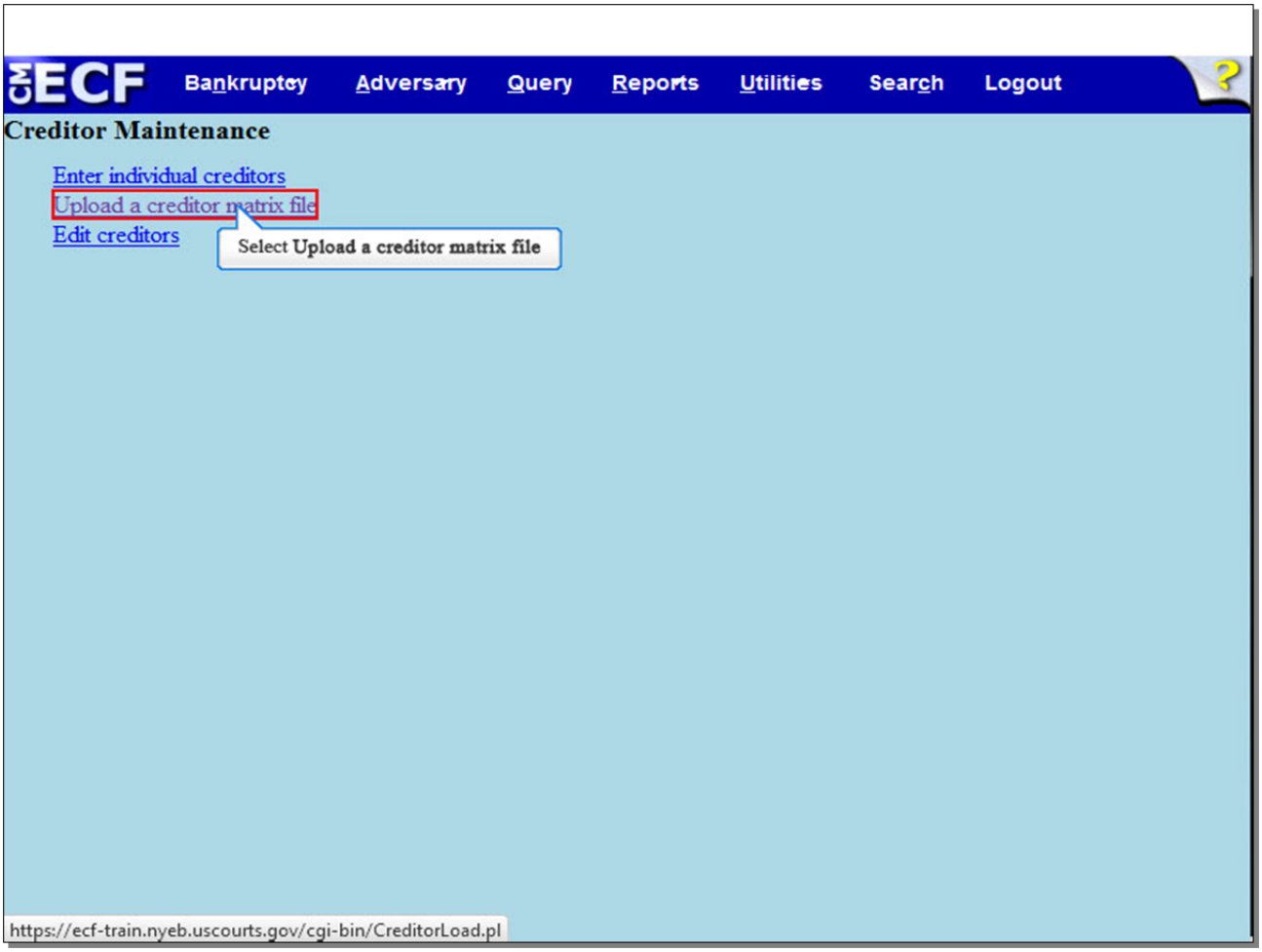
From the CM/ECF menu bar, select **Bankruptcy**.

Slide 11 - Bankruptcy Events



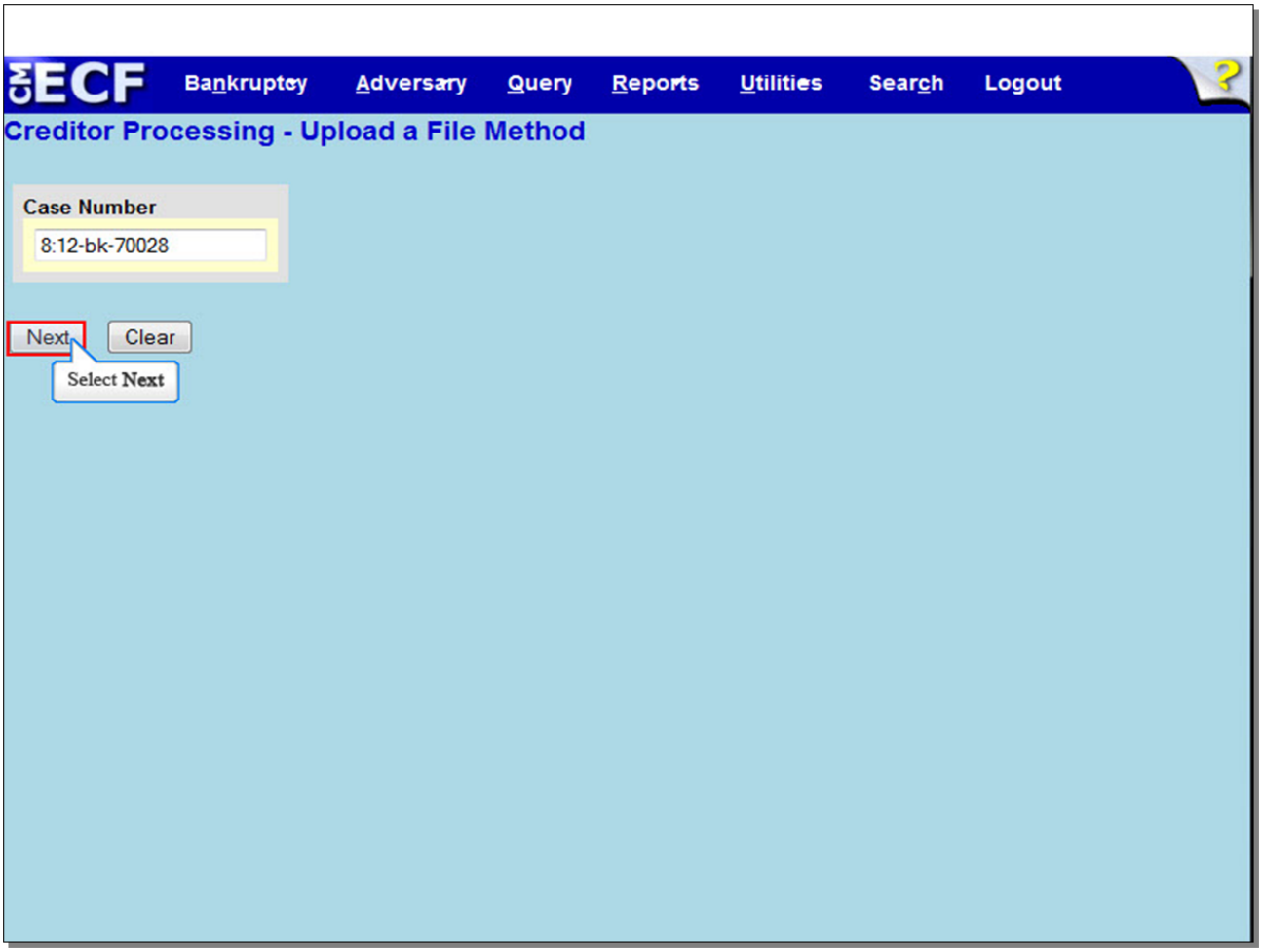
From the **Bankruptcy Events** screen, select **Creditor Maintenance**.

Slide 12 - Creditor Maintenance



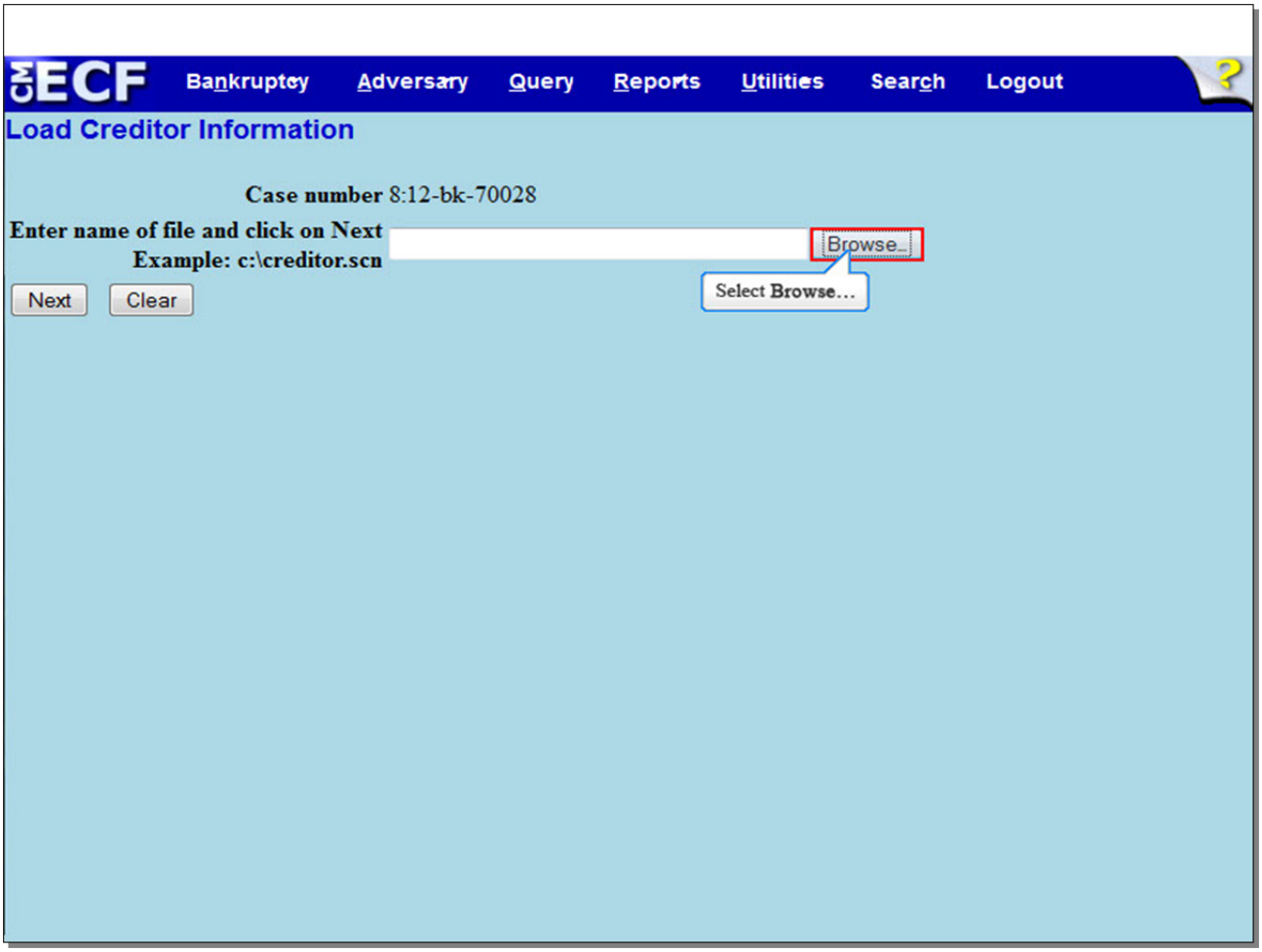
From **Creditor Maintenance**, select **Upload a creditor matrix file**.

Slide 13 - Input case number



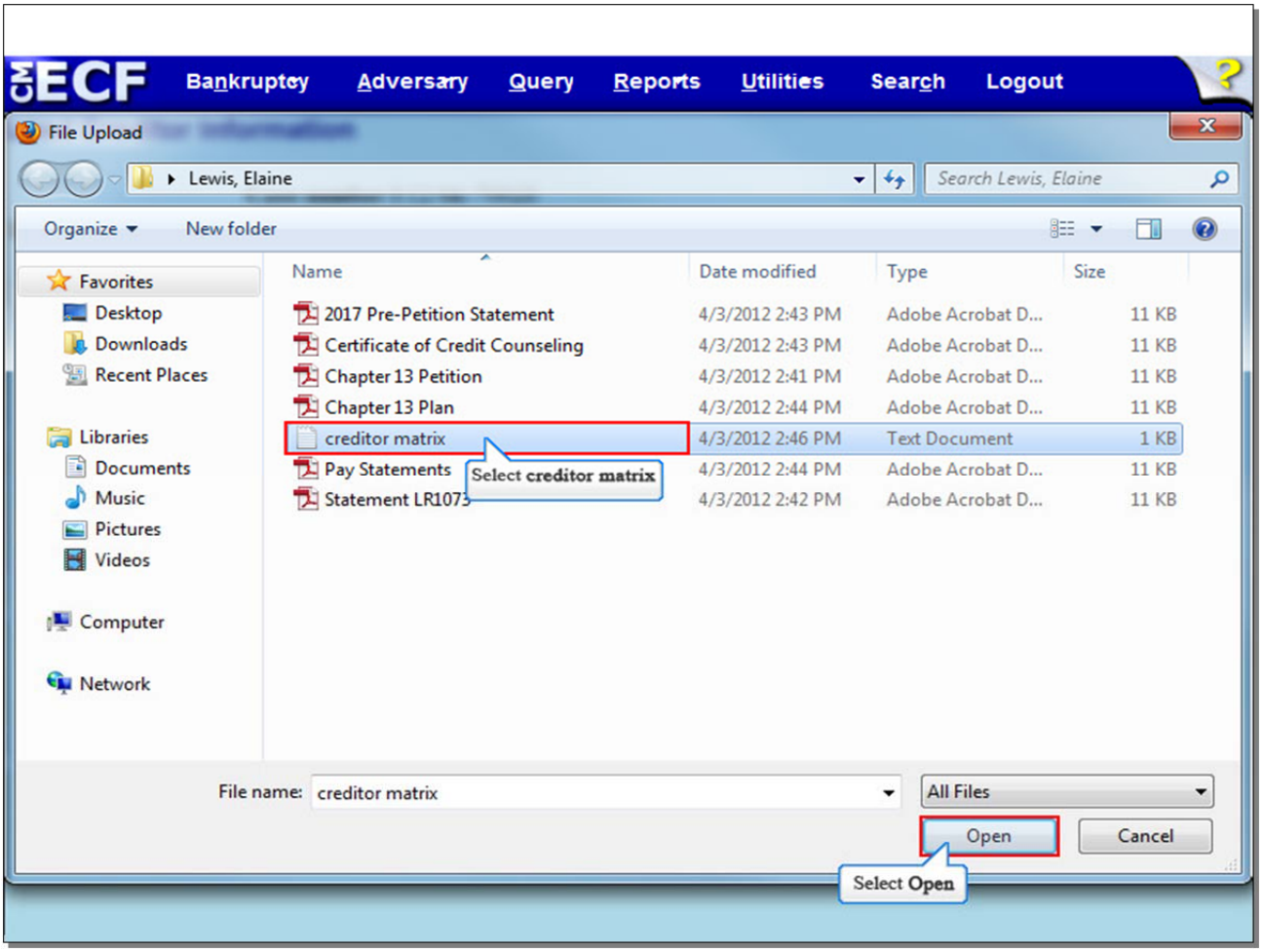
Type in your case number if it is not already there, and select **Next** to continue.

Slide 14 - Load Creditor Information



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

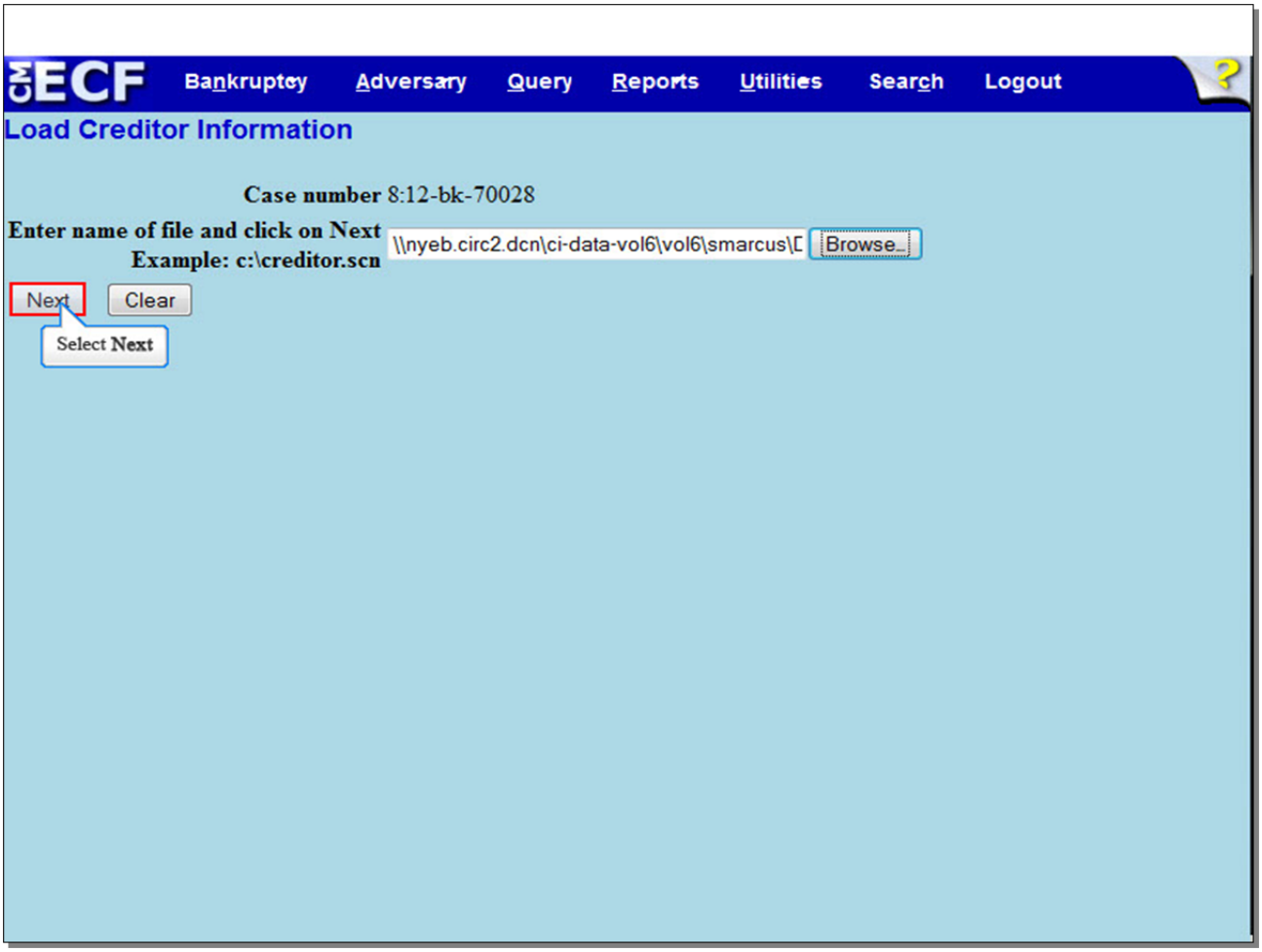
Slide 15 - File Upload



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

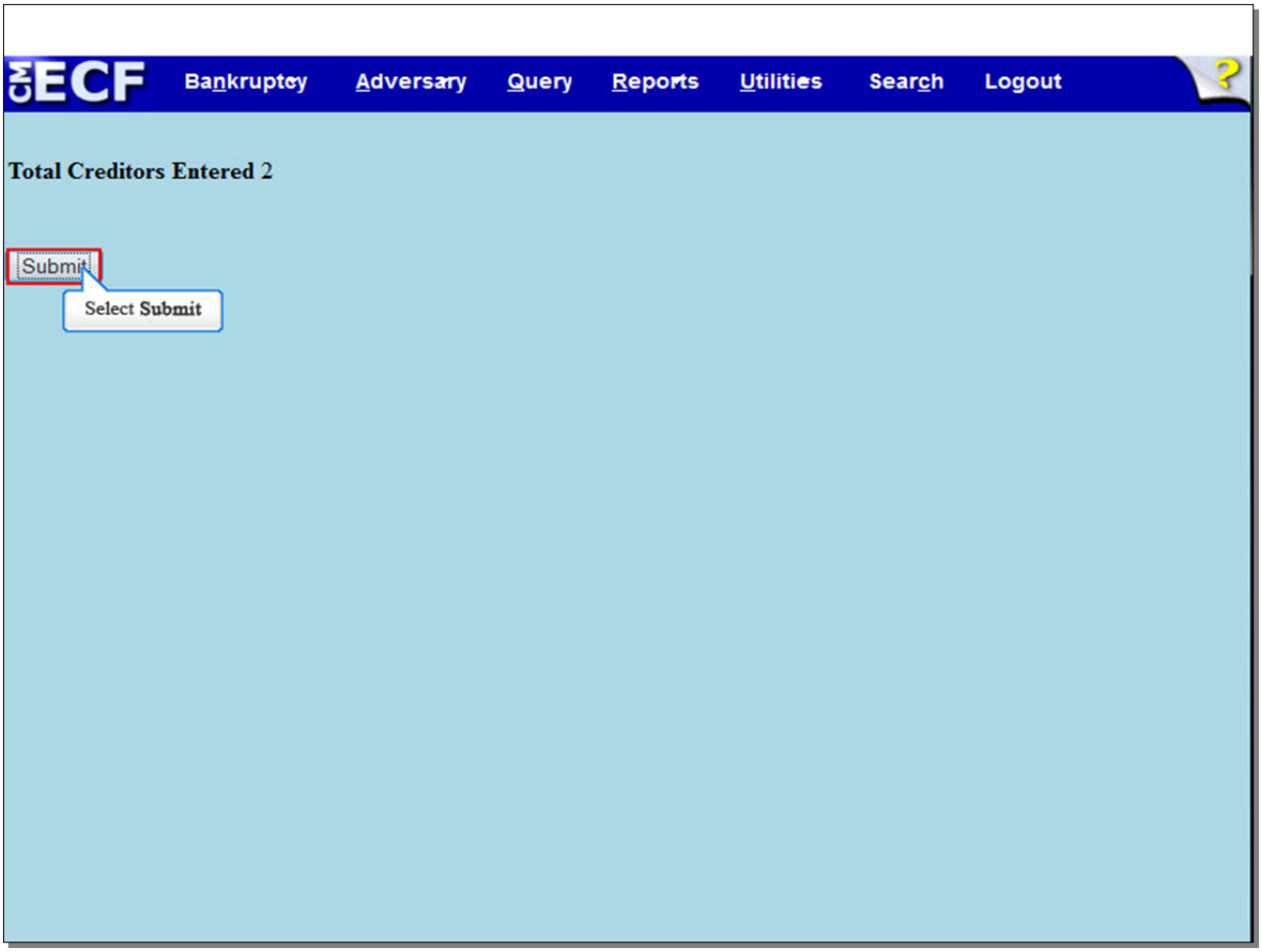
TIP: Before uploading the matrix, right click the highlighted file to verify the form and number of creditors.

Slide 16



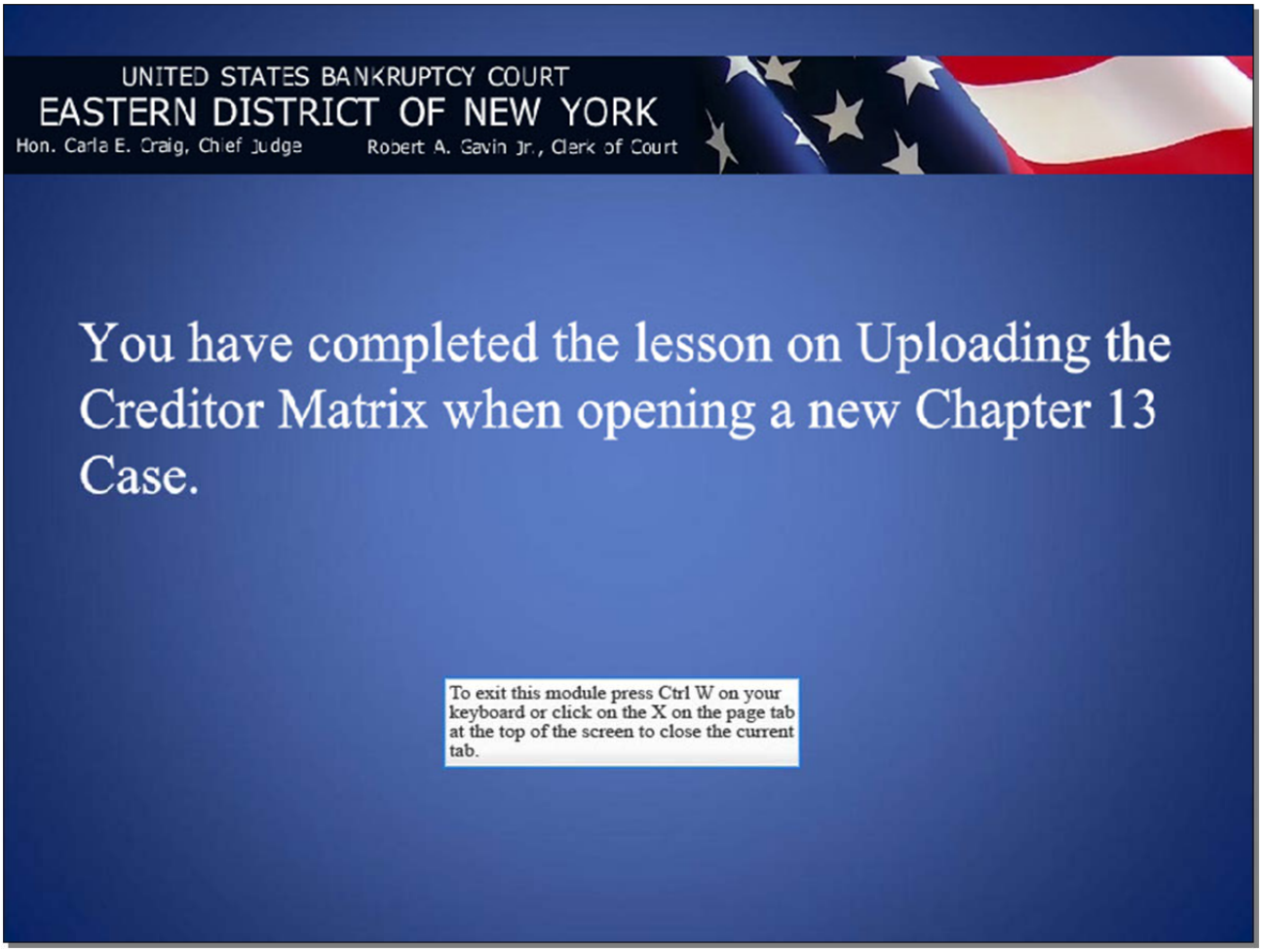
The file name appears in the Filename box. Select **Next** to continue.

Slide 17 - Total Creditors Entered



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**.

Slide 18 - Creditors Receipt

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