

Introduction Slide

Slide notes: In this lesson you will learn the steps necessary to upload a Creditor Matrix file into CM/ECF.

Navigation Instructions: Each screen contains specific instructions to follow that mimic the actual software. Follow the instructions to progress through the lesson.

Playback Controls: Playback controls, located at the bottom of the screen, 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. If you pause the lesson, click the button again to resume.

Menu: Move the mouse over the word **MENU**, located in the upper left corner, to view the drop-down list of lesson topics. Click on the desired topic to jump to that part of the lesson.

Closed Captioning: Click the **CC** button in the playback controls to toggle the closed captioning feature on or off.

Audio: Click the **speaker icon** to toggle audio on or off.

Additional Information: Roll the mouse over the **"i"** located in the title bar to view module version and AO-OIT-SDSD-Training Branch contact information.

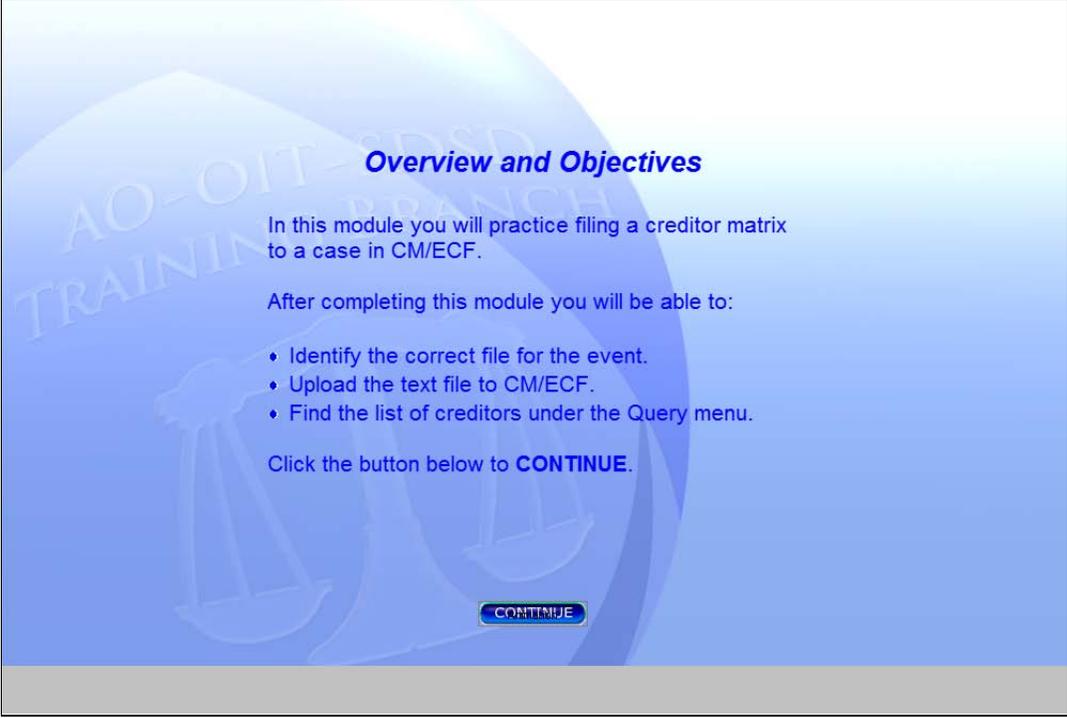
Exit the Lesson: To exit the lesson, click the **X** in the upper right corner of the lesson window, or select **Exit** from the menu.

Begin the Lesson: Click the **START** button when you are ready to begin.



Navigation

Slide notes: Please take a moment to read these navigation instructions. When you are ready, click the START button.



Overview and Objectives

In this module you will practice filing a creditor matrix to a case in CM/ECF.

After completing this module you will be able to:

- Identify the correct file for the event.
- Upload the text file to CM/ECF.
- Find the list of creditors under the Query menu.

Click the button below to **CONTINUE**.

CONTINUE

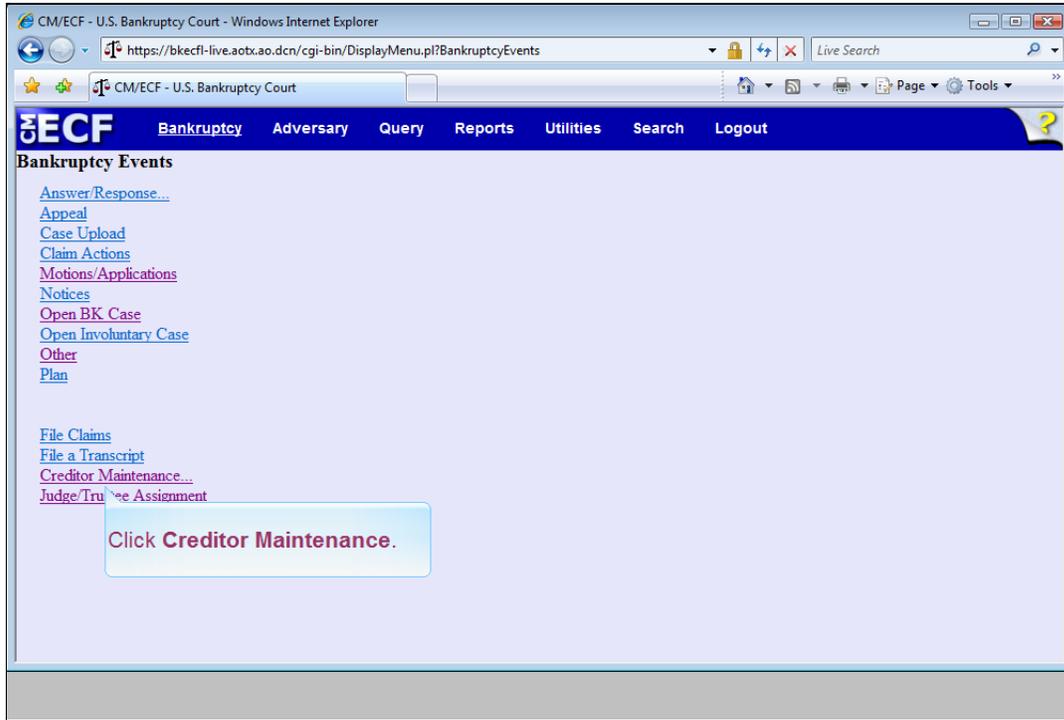
Objectives

Slide notes: When you complete this module you will be able to identify the creditor matrix file and then upload the file to CM/ECF. You will then use the Query function to locate the list of creditors. When you're ready, click the CONTINUE button.



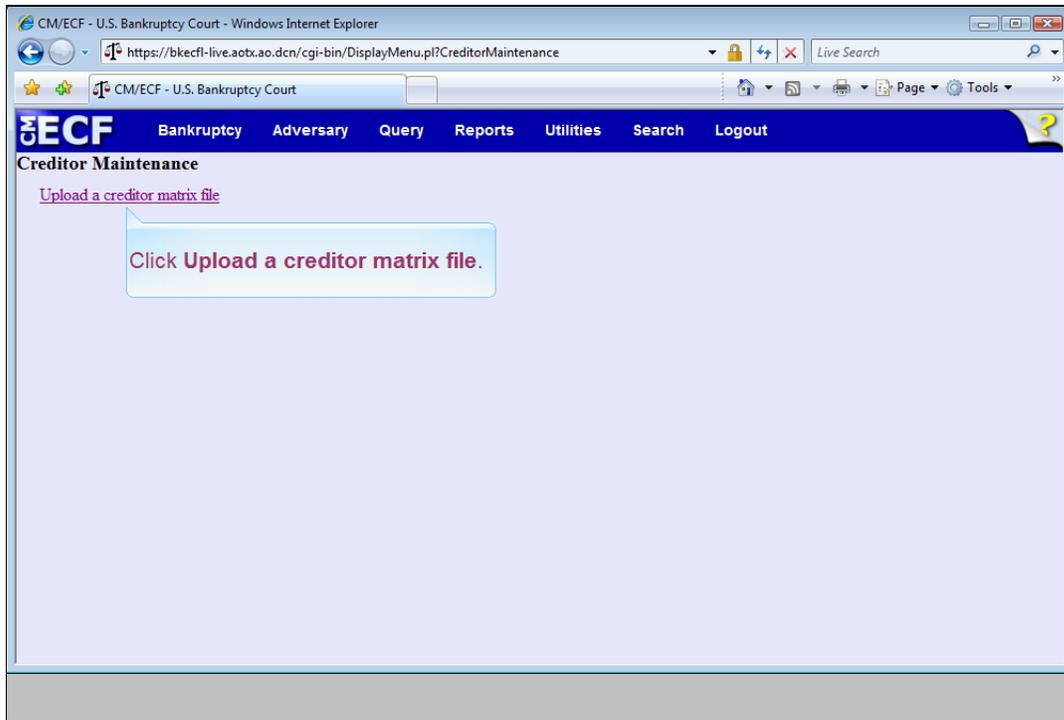
CM/ECF Main Menu

Slide notes: A successful login to CM/ECF displays the CM/ECF main menu screen. Menus for each category of action are displayed on a blue menu bar at the top of the screen. To begin the upload process, click the Bankruptcy menu.



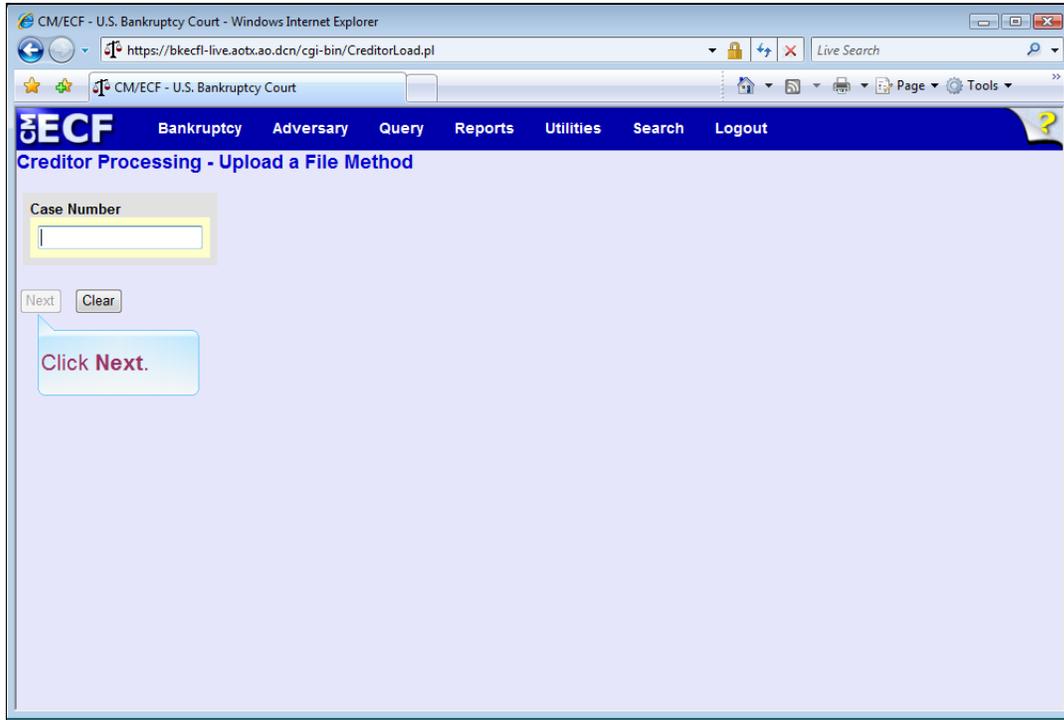
Bankruptcy Events Menu

Slide notes: A menu of Bankruptcy categories displays. Your court's menu of categories may differ from what is shown here. Continue the creditor matrix upload process by clicking Creditor Maintenance.



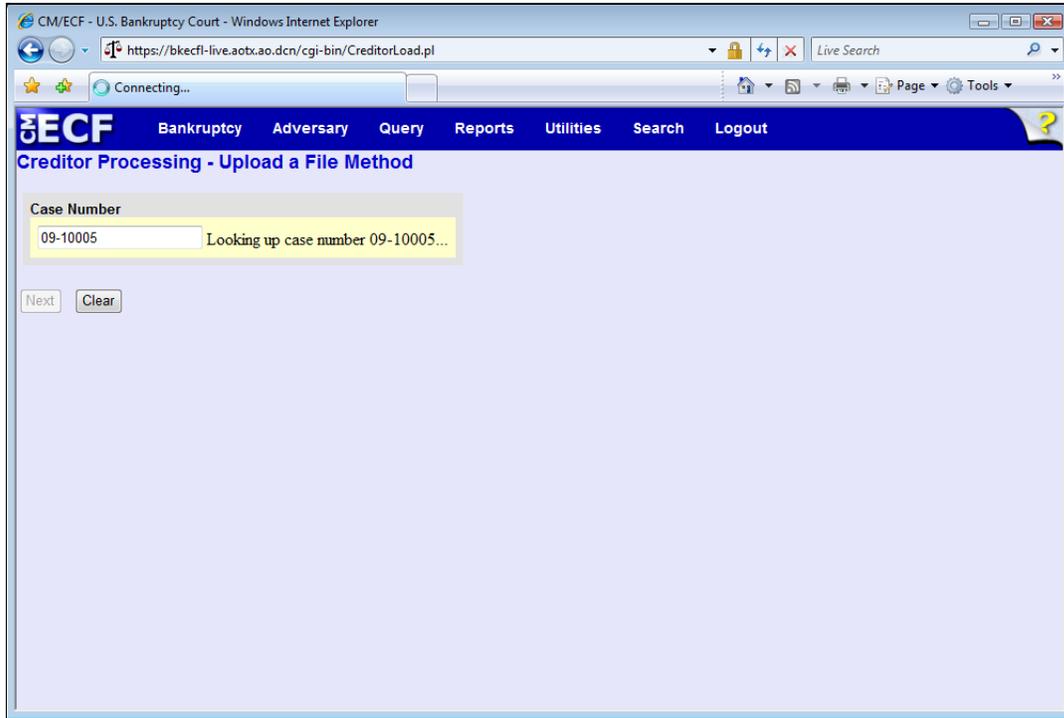
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Slide notes: Now, click "Upload a creditor matrix file".



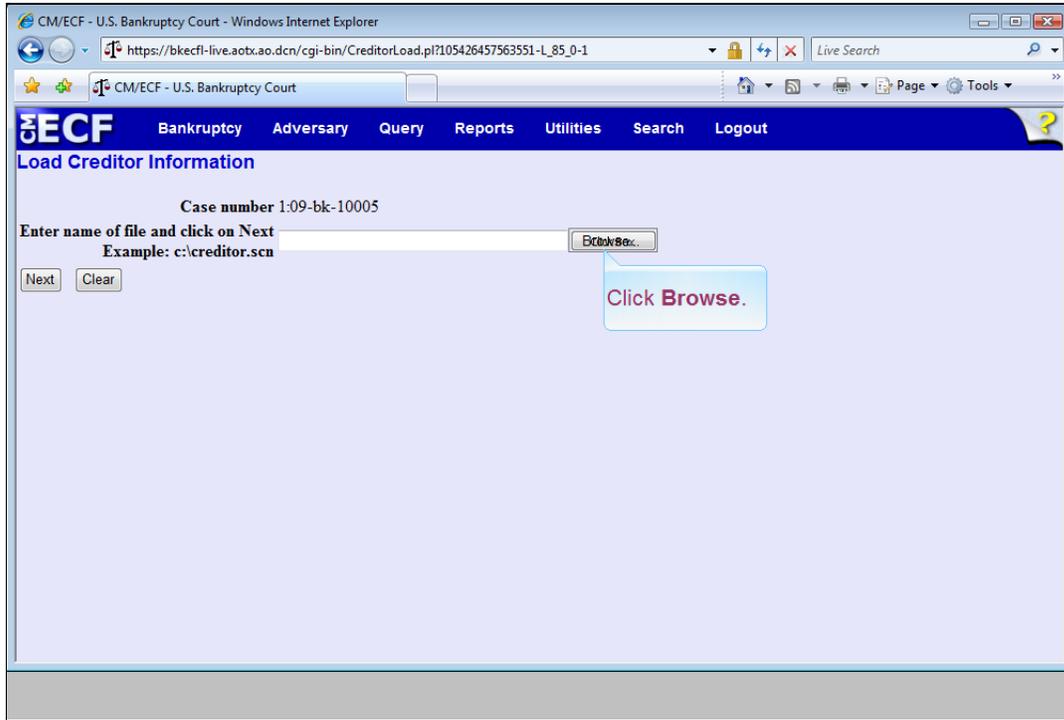
Case Number

Slide notes: To upload the creditor matrix file you must first identify the appropriate case. I'll enter the case number for you. Our case is 09-10005. Your court's case number format may differ from the one being used here. Notice as I type the first digit of the case year that CM/ECF adds a Find This Case button. Also notice that as the case number is entered, the previously grayed out Next button becomes available. Once the case number is entered, click Next.



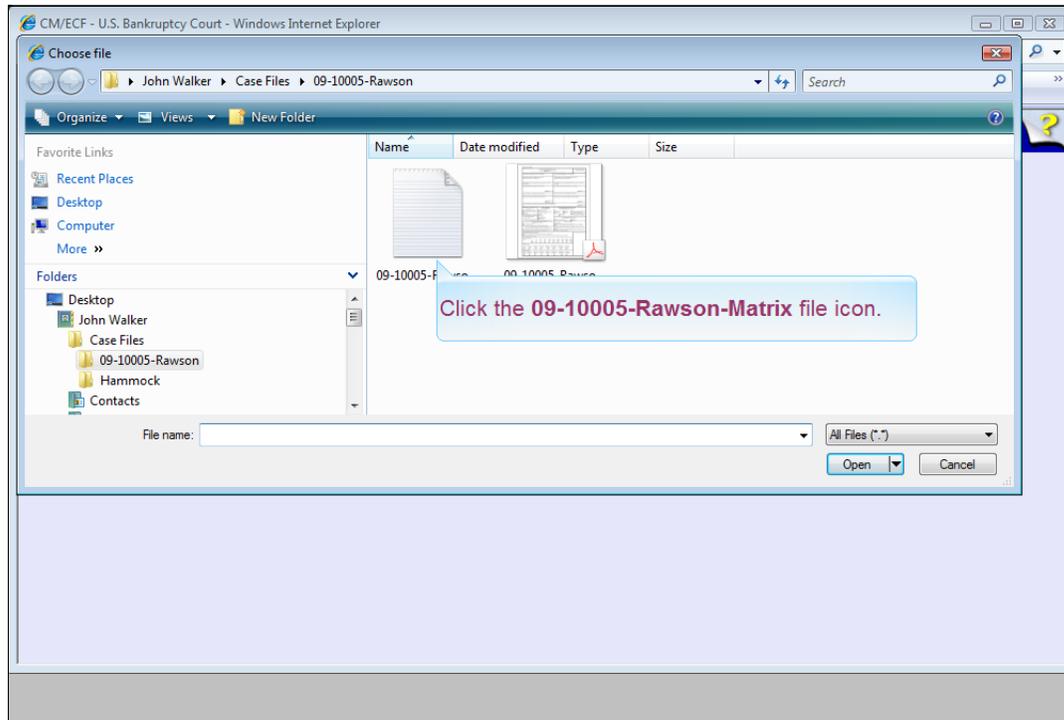
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Slide notes: Transition slide.



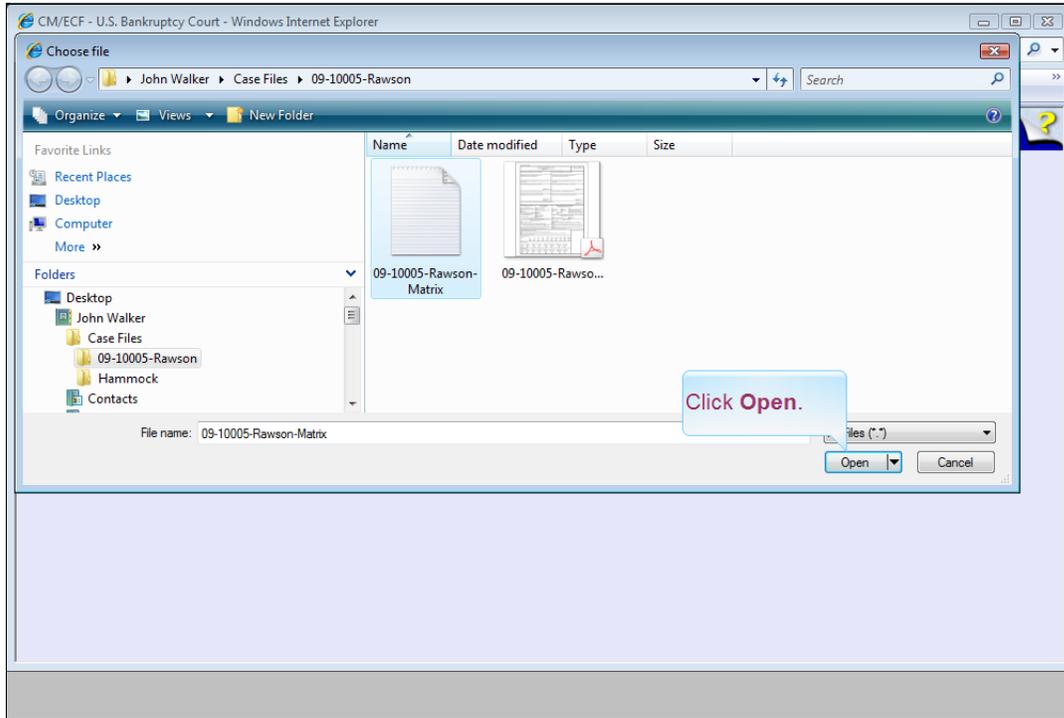
Locate the file.

Slide notes: Creditor names and addresses must be filed in CM/ECF so the court can comply with noticing requirements of the Federal Rules of Bankruptcy Procedure. These names and addresses will also be used for filing claims in asset cases. The creditor list must be in ASCII text format, which is usually a .txt file, before it can be successfully uploaded. You may enter the full path name of the file if it's known. Generally, clicking Browse to locate the file ensures greater accuracy. Click Browse.



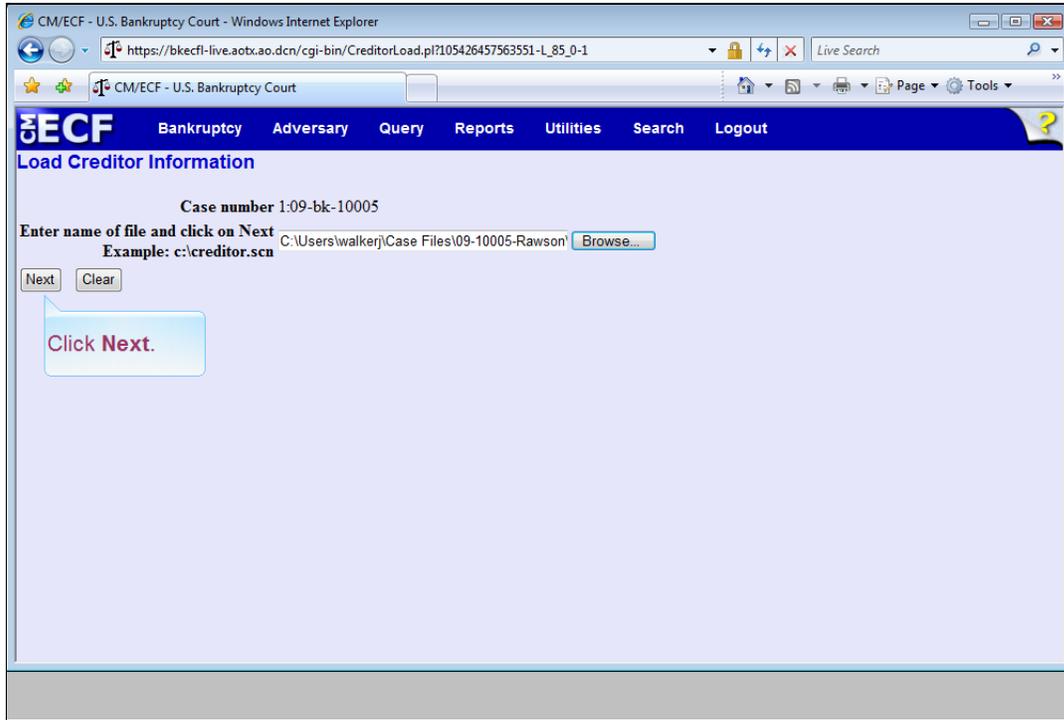
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Slide notes: You will need to navigate to and locate the appropriate document. For our example, the correct case file folder has been opened. The file naming conventions in your court may differ from those used in this lesson. It's a good practice to verify that this is the correct file. To do that you would right click on the file and then click Open to view the file. In this lesson we will not verify the file. Click the 09-10005-Rawson-Matrix file icon.



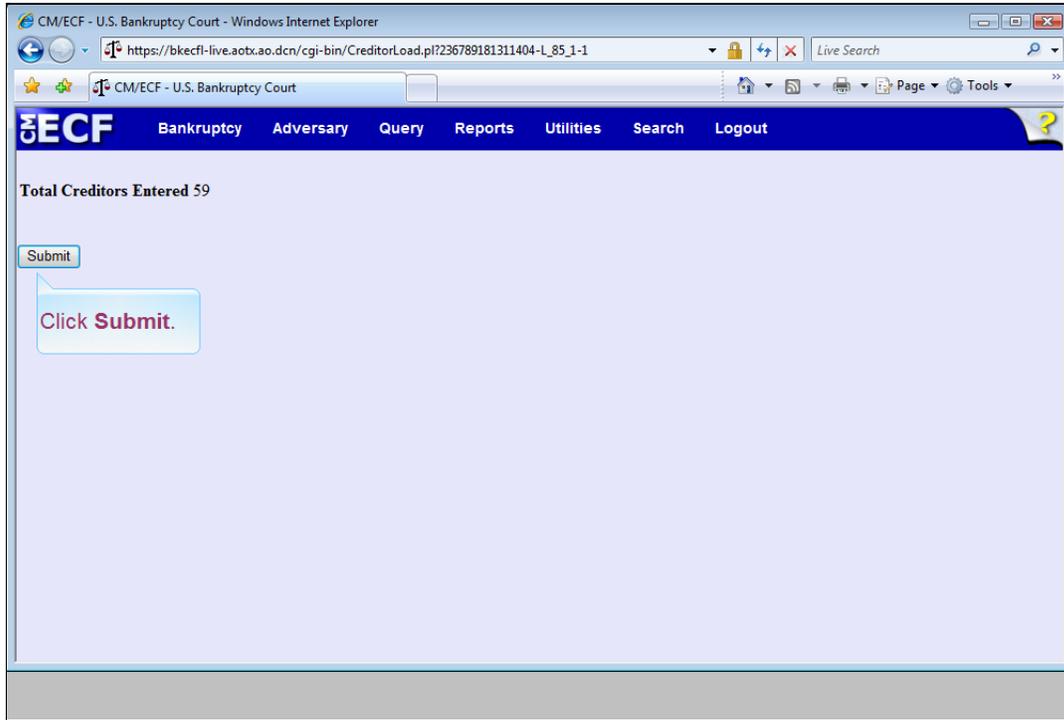
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Slide notes: Now, click Open.



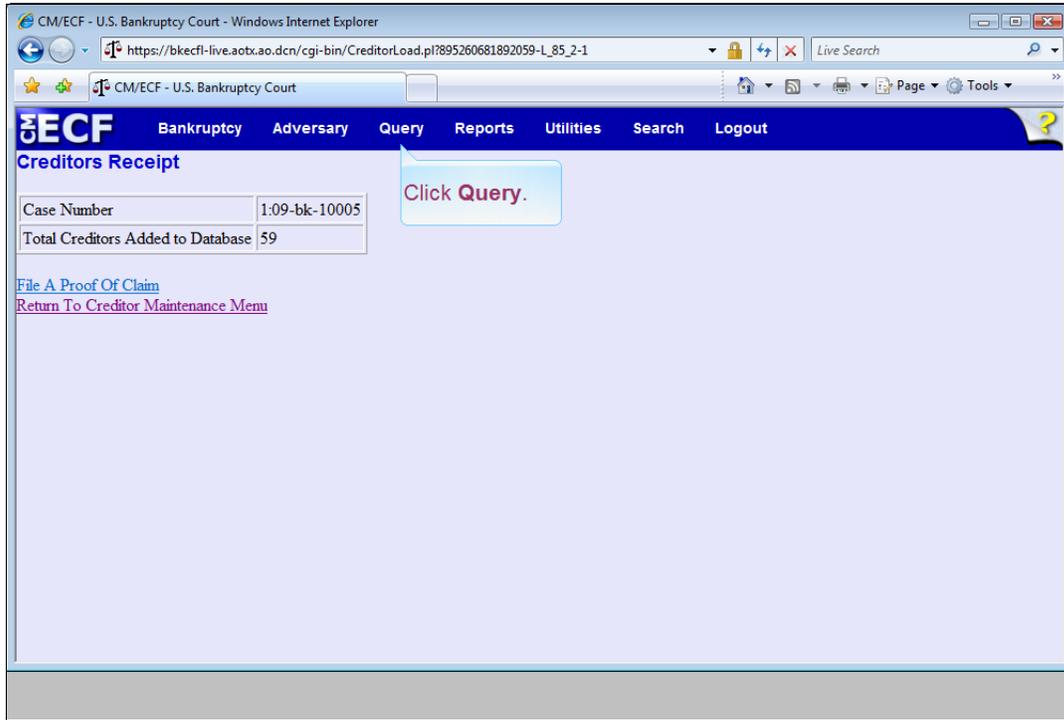
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Slide notes: The path to the matrix file displays in the Filename field. Click Next to complete this screen.



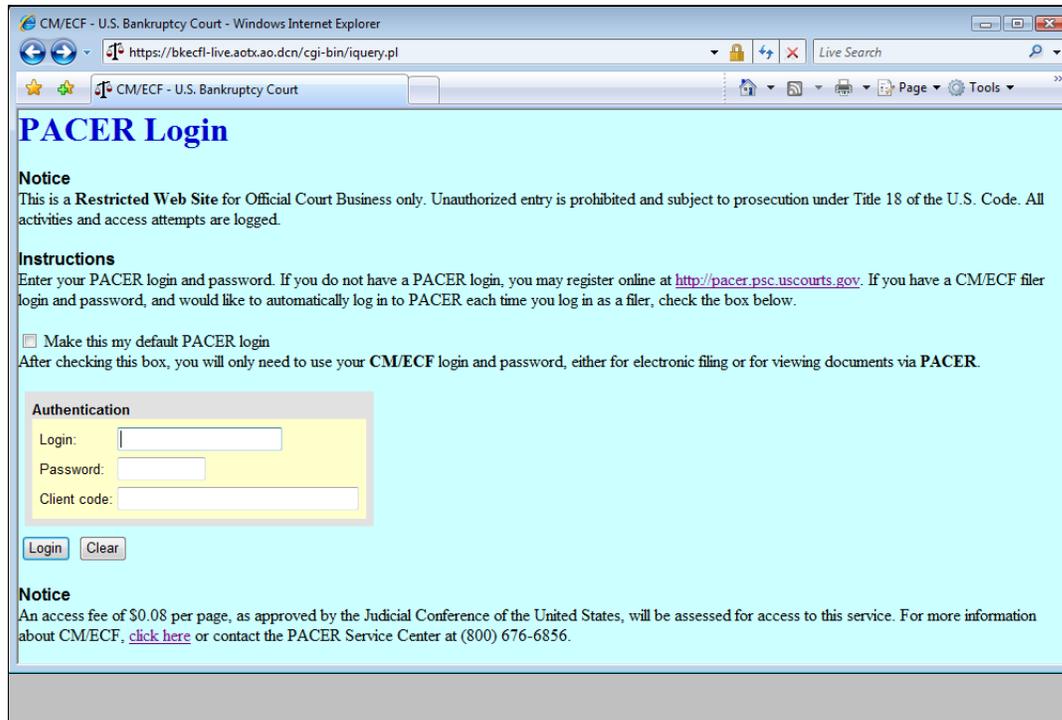
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Slide notes: This screen shows that the system has found 59 creditors listed in the matrix file. To upload the creditor matrix, click Submit.



Creditors Receipt

Slide notes: The Creditors receipt screen verifies that a creditor matrix file containing 59 creditor names and addresses has been added to the case in the CM/ECF database. At this point, you could choose to file a proof of claim or return to the creditor maintenance menu. For our example, we will look at the list of creditors using the CM/ECF Query function. Click Query on the CM/ECF main menu.



The screenshot shows a web browser window titled "CM/ECF - U.S. Bankruptcy Court - Windows Internet Explorer". The address bar displays "https://bkecf-live.aotx.ao.dcn/cgi-bin/iquery.pl". The page content is as follows:

PACER Login

Notice
This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Instructions
Enter your PACER login and password. If you do not have a PACER login, you may register online at <http://pacer.psc.uscourts.gov>. If you have a CM/ECF filer login and password, and would like to automatically log in to PACER each time you log in as a filer, check the box below.

Make this my default PACER login
After checking this box, you will only need to use your CM/ECF login and password, either for electronic filing or for viewing documents via PACER.

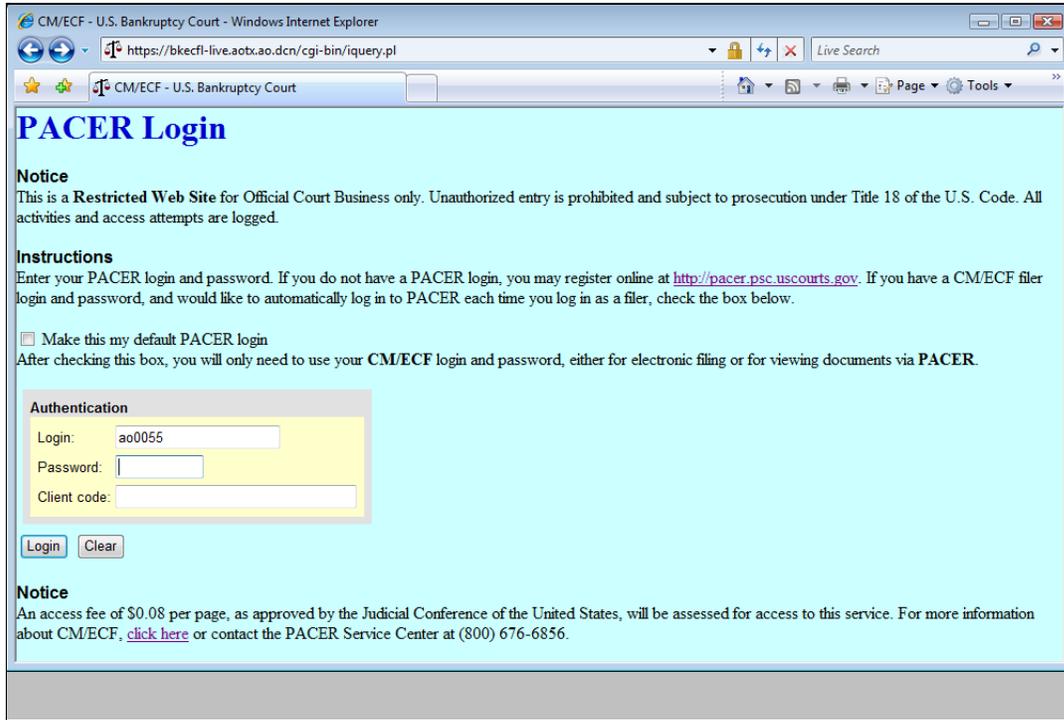
Authentication

Login:
Password:
Client code:

Notice
An access fee of \$0.08 per page, as approved by the Judicial Conference of the United States, will be assessed for access to this service. For more information about CM/ECF, [click here](#) or contact the PACER Service Center at (800) 676-6856.

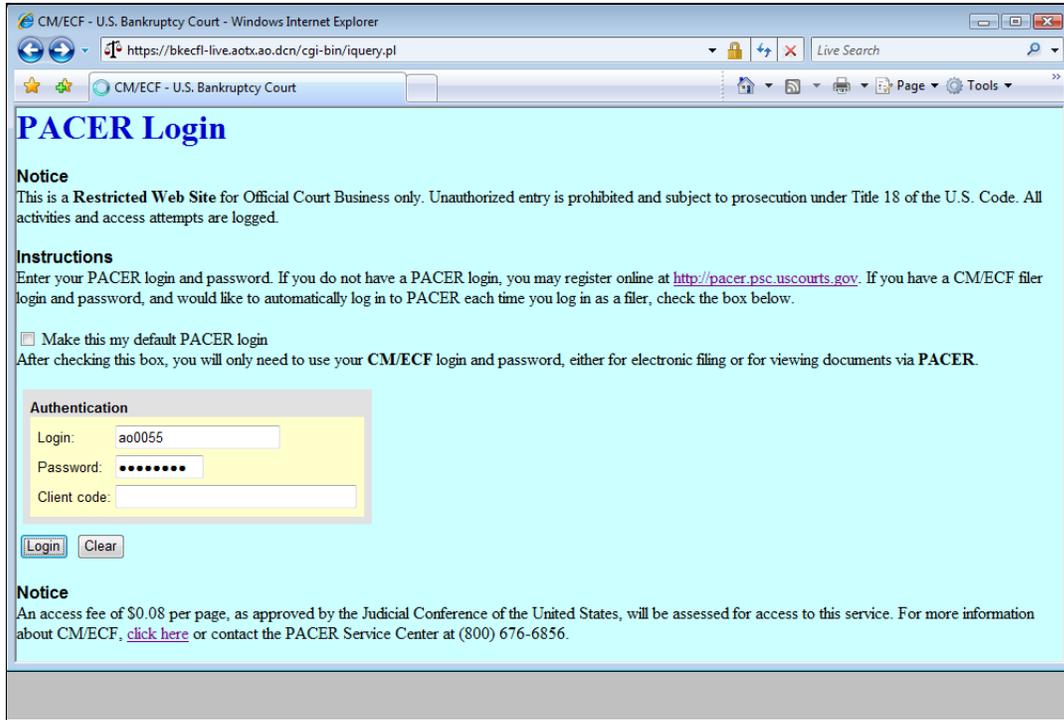
Log in to PACER

Slide notes: Selecting the Query function requires you to access PACER and the PACER login screen displays. Your PACER login information is different from your CM/ECF login information and is acquired from the PACER Service Center rather than, as your CM/ECF login is, from your court. To continue our Query, I'll log in to PACER.



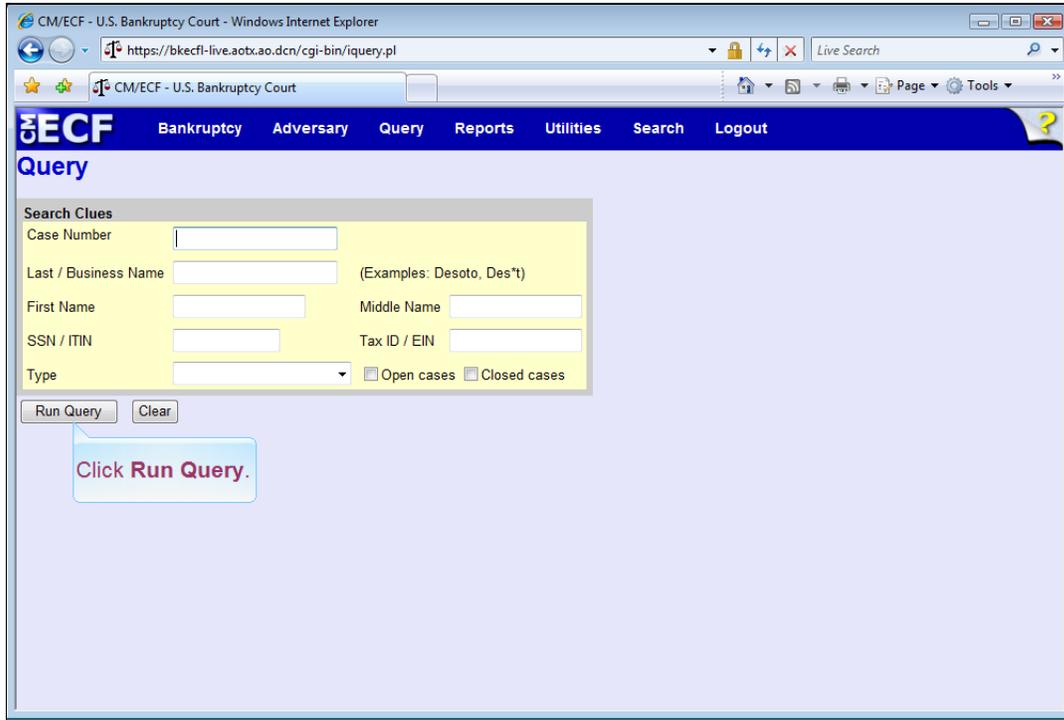
Slide 16

Slide notes: Transition slide.



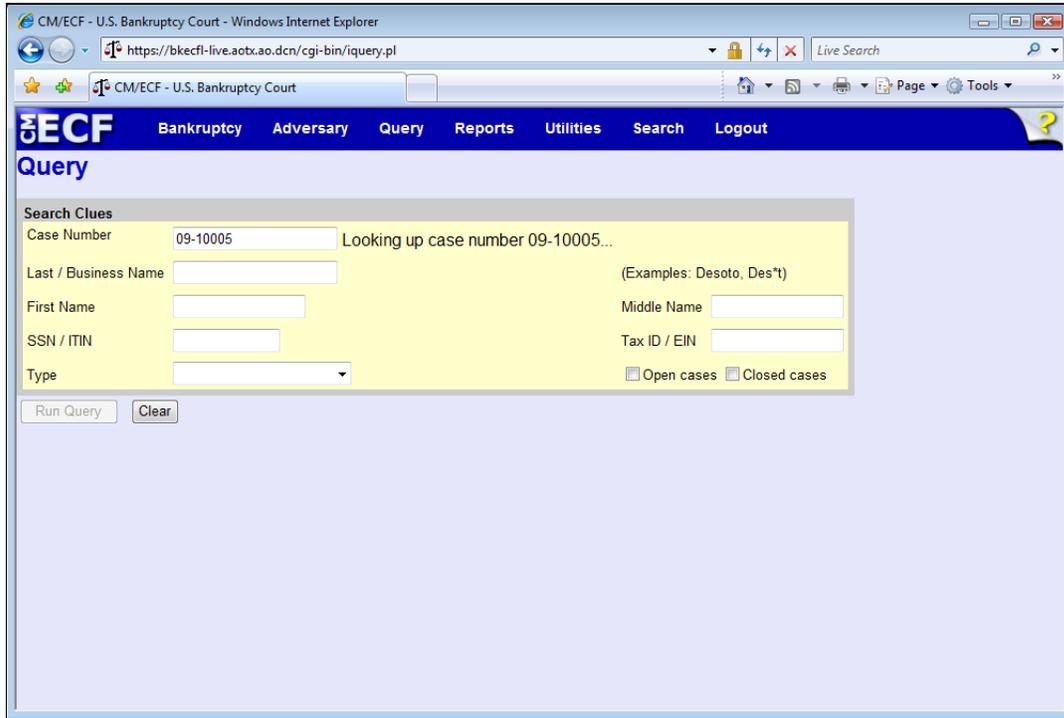
Slide 17

Slide notes: Transition slide.



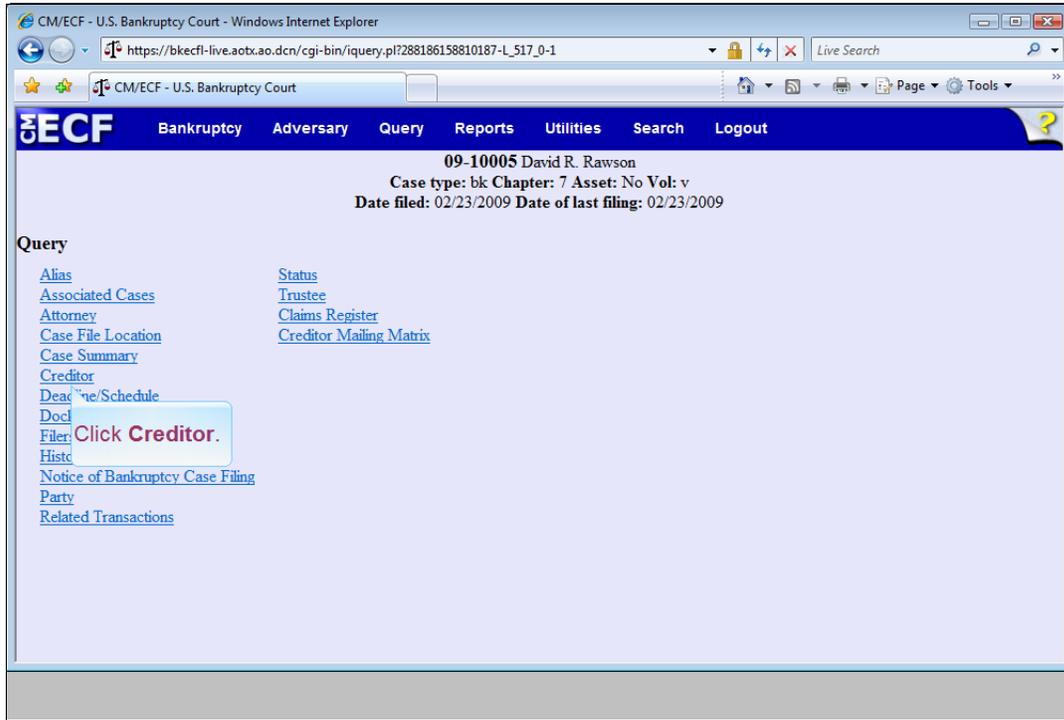
Query Search Screen

Slide notes: The Query screen allows us to search using a number of different search criteria. For our example, we will search by case number. I'll enter the case number for you. Notice that as I begin entering the case number, the Find This Case button appears. After the case number is entered, click Run Query.



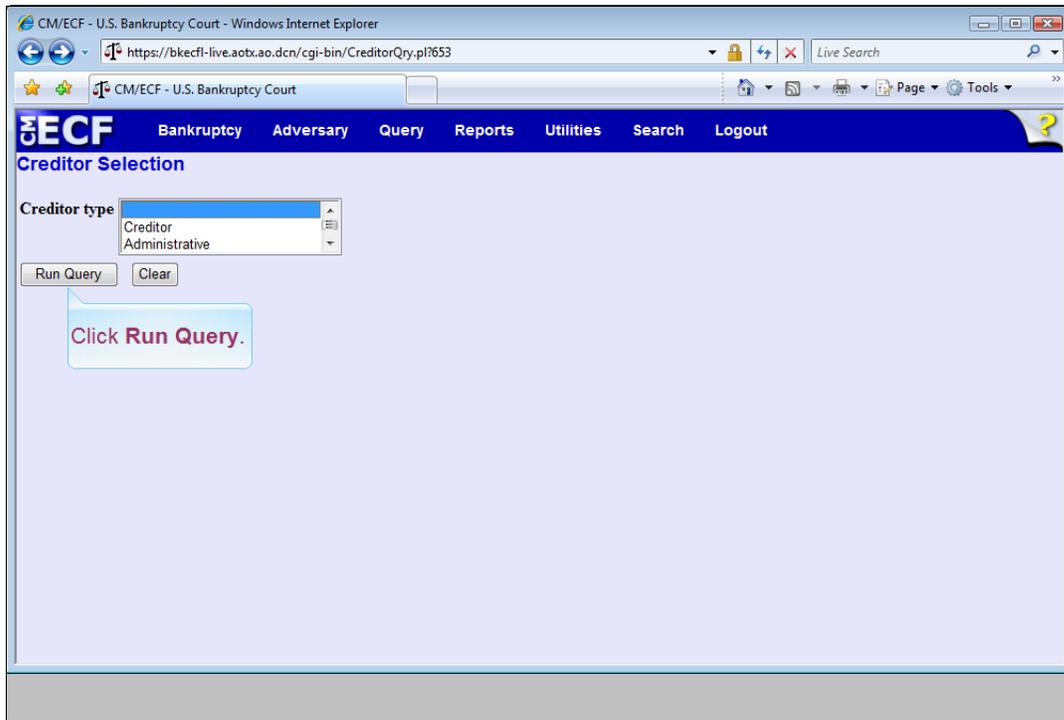
Slide 19

Slide notes: Transition slide.



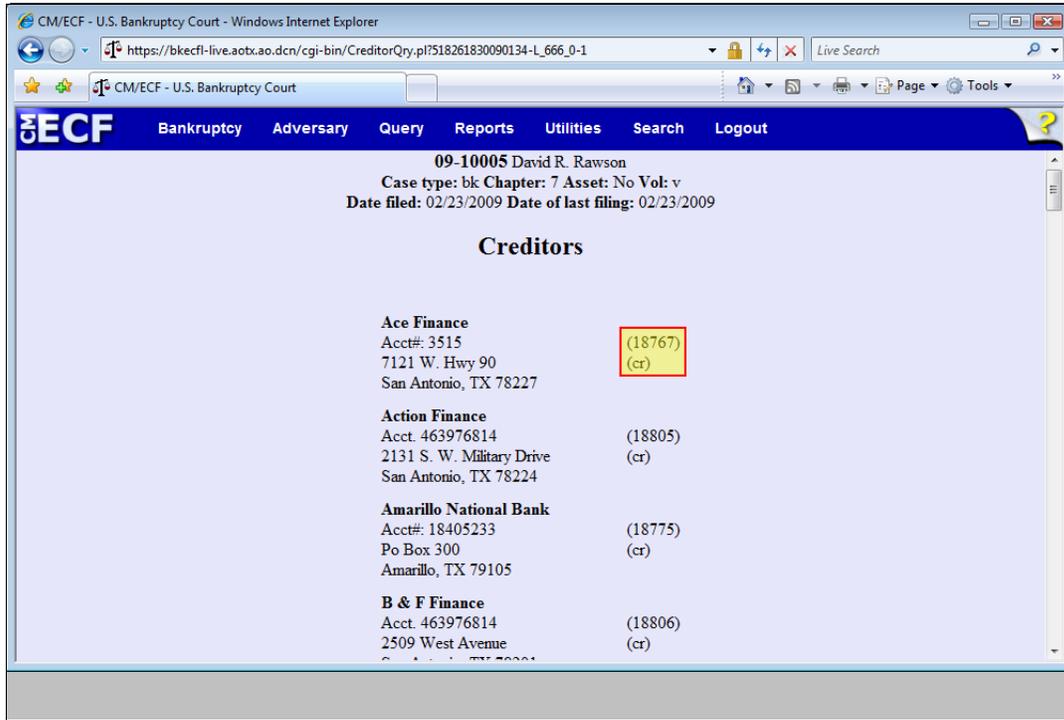
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Slide notes: Click Creditor on the Query menu to begin the process of viewing the list of creditors.



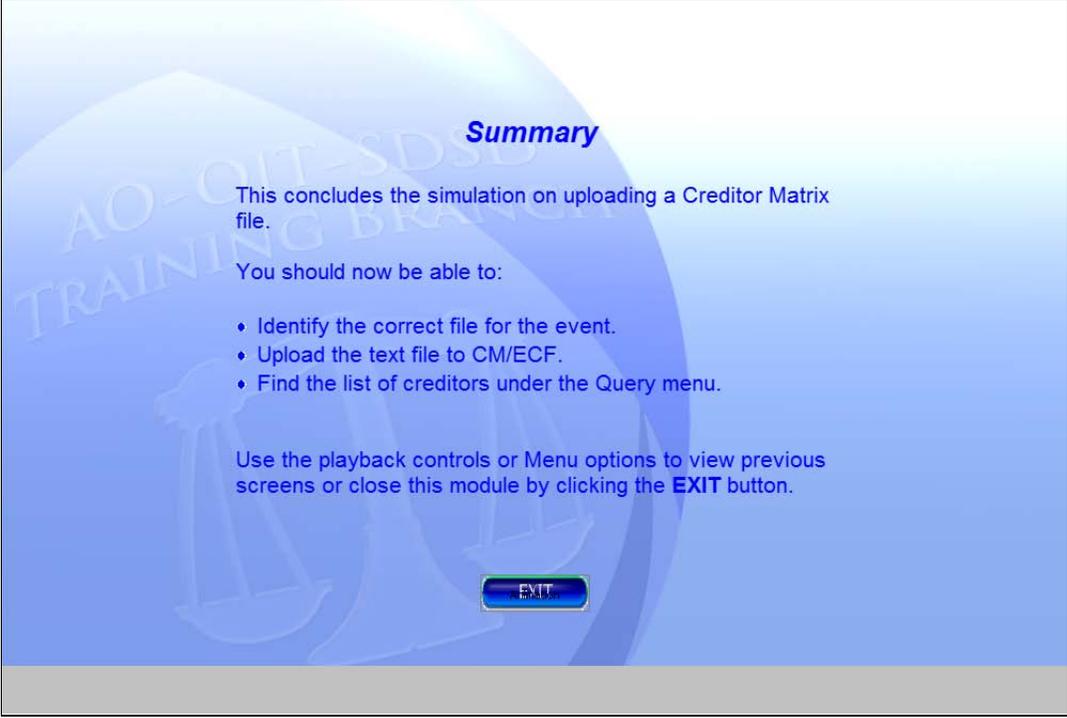
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Slide notes: All records uploaded through this process are assigned the standard type "Creditor". To view the list of creditors, leave the "Creditor type" selection blank, which is the default, and click Run Query.



Creditor list

Slide notes: It is an easy process to identify obvious typographical or spacing errors with this display. The (cr) denotes "creditor type" and the number above that is a sequential ID assigned by the system. You can scroll through this list to ensure each record is acceptable for noticing on this case.



Summary

This concludes the simulation on uploading a Creditor Matrix file.

You should now be able to:

- Identify the correct file for the event.
- Upload the text file to CM/ECF.
- Find the list of creditors under the Query menu.

Use the playback controls or Menu options to view previous screens or close this module by clicking the **EXIT** button.

EXIT

The slide features a blue gradient background with a faint watermark of a scale of justice and the text 'AO-CIT-SDSD TRAINING BRANCH'. A small 'EXIT' button is located at the bottom center of the slide content area.

Summary

Slide notes: This concludes the module on uploading a creditor matrix to CM/ECF. You should be able to correctly identify the file for the event, and then upload that file to CM/ECF. You then should be able to locate the list of creditors. You may use the playback controls or the Menu options to view previous screens or close this module by clicking the EXIT button.



Exit

Slide notes: Thank you for viewing the module on uploading a creditor matrix.