Adding the Creditor(s) to the Creditor Database:

The list of creditors provided by the debtor at the time the petition is filed resides in a different database from the creditors and other parties to the case. To make sure this new creditor is included in all future noticing, they must be added through this separate process.

STEP 1 Click the Bankruptcy hyperlink on the CM/ECF Main Menu. **(See Figure 1.)**

Figure 1

STEP 2 The BANKRUPTCY EVENTS screen is displayed. **(See Figure 2.)**

- Click on the Creditor Maintenance... hyperlink.

Figure 2

STEP 3 Click on the Enter individual creditors hyperlink on the CREDITOR MAINTENANCE screen. **(See Figure 3.)**

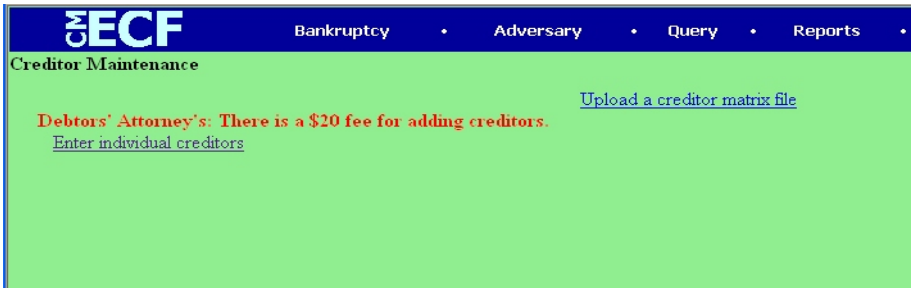

Figure 3

STEP 4 The CREDITOR PROCESSING screen is displayed. **(See Figure 4)**

Figure 4

NOTE: If you have already accessed a case in this session, the number of the last case accessed will be displayed. Accept this number if it is the correct case for this application, or enter the correct case number (YY-NNNNN), to include the hyphen.

◆ Click on the **[Next]** button after entering the case number.

STEP 5 The ADD CREDITOR(s) screen will appear. **(See Figure 5a.)**

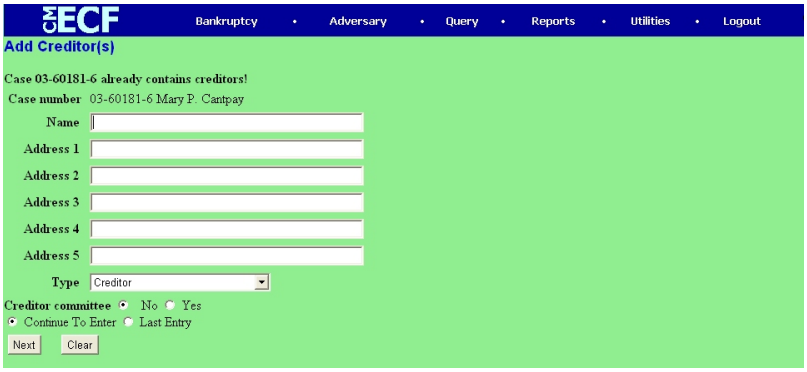

Figure 5a

- Enter the name of the creditor in the Name field.
- Enter the information of the attorney representing the creditor or the creditor (whichever is applicable) in the Address fields.

  If applicable, include "**c/o**" before the attorney's name since he/she will be the one notified.

  When entering a name and address, only use the Name line and Address lines one through four.

  Each name and address line has a 40 character maximum limit. Using more than 40 characters will cause notices to fail at the BNC.

  Avoid the use of special characters with the exception of: #, &, c/o (These are permitted).

  If you use the ampersand (&) there must be a space on each side of the ampersand.

  The city, state and zip information must be on the last address line used.

  For Notice of Appearances: Enter the name of the creditor and any assignee or successor information (abbreviate if necessary)

For Proof of Claims: Enter the name of the creditor only. The assignee or successor information will be added in description.

The state must be abbreviated using the official two letter abbreviation.

Zip + four must include a hyphen. Example 13502-0328

- Leave the radio button default of **No** for the Creditor Committee.
- Click on the **Last Entry** radio button since this is the only creditor that will be added.
- Click **[Next]** to continue. A screen will appear informing you of the number of creditors about to be added. **(See Figure 5b.)**

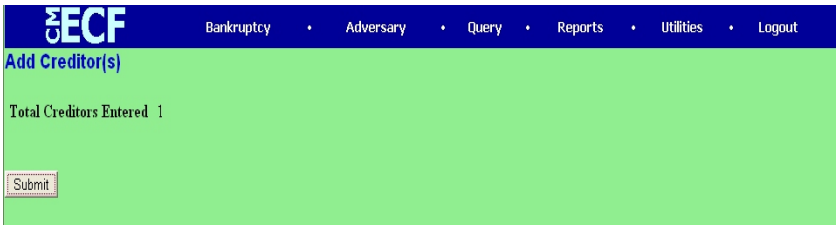

Figure 5b

- If the number of creditors is correct, click on the **[Submit]** button to continue. The CREDITORS RECEIPT screen will appear displaying the case number and the number of creditors that were added to the Creditor Database. **(See Figure 5c.)**