

### [Adding a Creditor](#)

**Remember to always search for a creditor before adding.**

- Click **Add Creditor** hyperlink.
- Enter the **Case Number**.
- The **CREDITOR INFORMATION** screen displays.

**Note:** CM/ECF will warn the user if the case already contains creditors.

- Enter the creditor name and address information.

**Remember:** 5 line maximum

Each line no more than 40 characters (Name may be 50)

Avoid special characters (# & C/O are okay)

Account number/attention line placed on line 2

City, State and zip code on last line

Zip + four must include hyphen

State must be 2 letter abbreviation

- **Type** defaults to "Creditor". Other values available may be:

Administrative

Limited Notice

Notice of Appearance

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### 20 Largest Unsecured Creditors

- If the creditor being added is a member of the creditor committee, click **Yes** after the **Creditor Committee** button.
- If more than one creditor separate creditors with a blank line.
- The **TOTAL CREDITORS ENTERED** screen will appear.
- Verify the number of creditors you have entered.
- If the number is not correct, click the browser's Back button to investigate your entries.
- Otherwise, click **Submit**.
- The **CREDITORS RECEIPT** screen will then display.

This screen confirms the number of creditor records that have been added to the creditor database.

When claims are filed in CM/ECF, they are attached to the specific creditor record of the claimant.

The Proof of Claim module is accessible on this screen so a claim can be added to this new creditor in one continuous. operation.

**Manual Chapter:** Claims

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