

Adding a Creditor - Remember to always search for a creditor before adding.

STEP 1 Click on Add Creditor hyperlink.

STEP 2 Enter the **Case Number** in the format yy-nnnn.

◆ Click [Next].

STEP 3 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
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
 - 20 Largest Unsecured Creditors
- ◆ If the creditor being added is a member of the creditor committee, click **[Yes]** after the **Creditor Committee** button.
- ◆ If you have multiple creditors to add, accept the default of **[Continue to Enter]** and click **[Next]**.
 - When you have entered the final creditor, click **[Last Entry]** then click **[Next]**.
 - If you have only one creditor to add, click **[Last Entry]** then click **[Next]**.

STEP 4 The **TOTAL CREDITORS ENTERED** screen will appear.



- ◆ Verify the number of creditors you have entered.
- ◆ If the number is not correct, click the browser **[Back]** button to investigate your entries.
- ◆ Otherwise, click **[Submit]**.

STEP 5 The CREDITORS RECEIPT screen will then display

Creditors Receipt	
Case Number	05-30234
Total Creditors Added to Database	1

[File A Proof Of Claim](#)

[Return To Creditor Maintenance Menu](#)

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.