# UNITED STATES BANKRUPTCY COURT
# DISTRICT OF CONNECTICUT

**Quick Reference Guide regarding a batch upload of creditors into CM/ECF for a pending bankruptcy case.**

In addition to the physical list containing the name and address of each entity included, or to be included, on Schedules D, E/F, G, and H (also known as "List of Creditors") required to be filed with the petition pursuant to Fed. R. Bankr. P. 1007, a debtor must also enter each entity and entity address into CM/ECF using the "Creditor Maintenance" functions located in the "Bankruptcy" menu dropdown in CM/ECF.

Creditor Maintenance populates the data for each entity's name and address into the database for each case. That data is transmitted to the Bankruptcy Noticing Center (BNC) whenever notice and service by mail is necessary in a bankruptcy case.

Creditor Maintenance may be done one entity at a time, by selecting the "Enter individual creditors" option ,or in a batch upload using the "Upload list of creditors file" option.  This guide provides the steps for a batch upload of the list of creditors.

**NOTE:** For unrepresented debtors without CM/ECF Filer privileges in CM/ECF, the Court staff will perform the Creditor Maintenance function once the List of Creditors is filed with the bankruptcy petition.
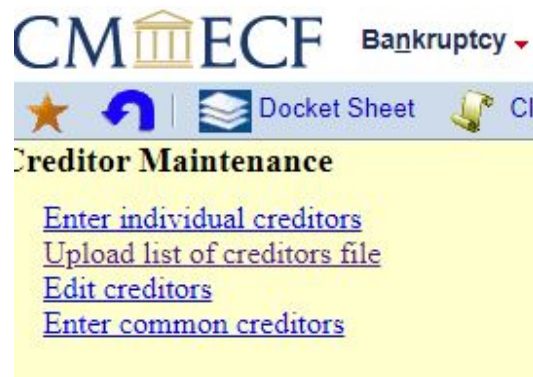


Parts:

A. Creating a properly formatted file to batch upload into CM/ECF.
B. Completing the batch upload of the List of Creditors file into CM/ECF.

**Part A. Creating a properly formatted file to batch upload into CM/ECF.**

1. Open a word processing program. (Microsoft Word, WordPerfect, or Notepad)

   **<u>NOTE</u>: All typed information should be justified to the left.**

2. Type the case number on the first line.

3. The first line of each creditor address should be the creditor name and the last line should be the City, State, and Zip code.

   Add a line break to separate the case number and <u>each creditor address</u>.

   Ensure the addresses entered in the List of Creditors contains all contact information in compliance with Fed. R. Bankr. P. 1007, D. Conn. Bankr. P. 1007-1 and 2002-1 (for example, addresses for business entities shall include an attention line to an Officer, President, Director, Manager, or General Agent of the business entity, though not necessarily by individual name).
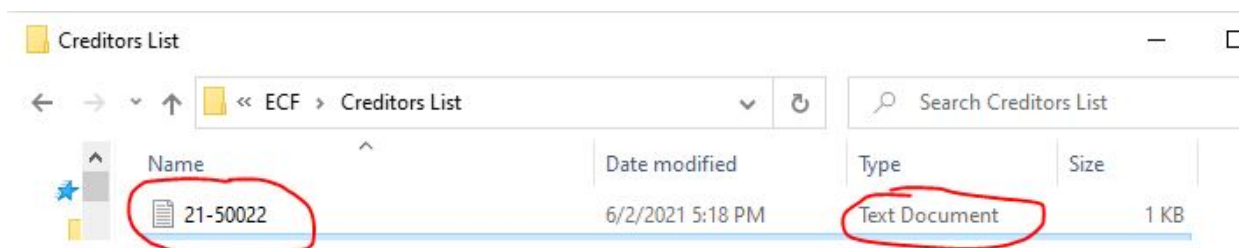


4. Save the file in a **<u>text only format</u>**. (File Type = Text Documents (*.txt)). Good practice tip is to save the txt file with a reference to the case number.

**Part B. Completing the batch upload of the List of Creditors file into CM/ECF.**

1. Log into CM/ECF

2. Click on Bankruptcy.

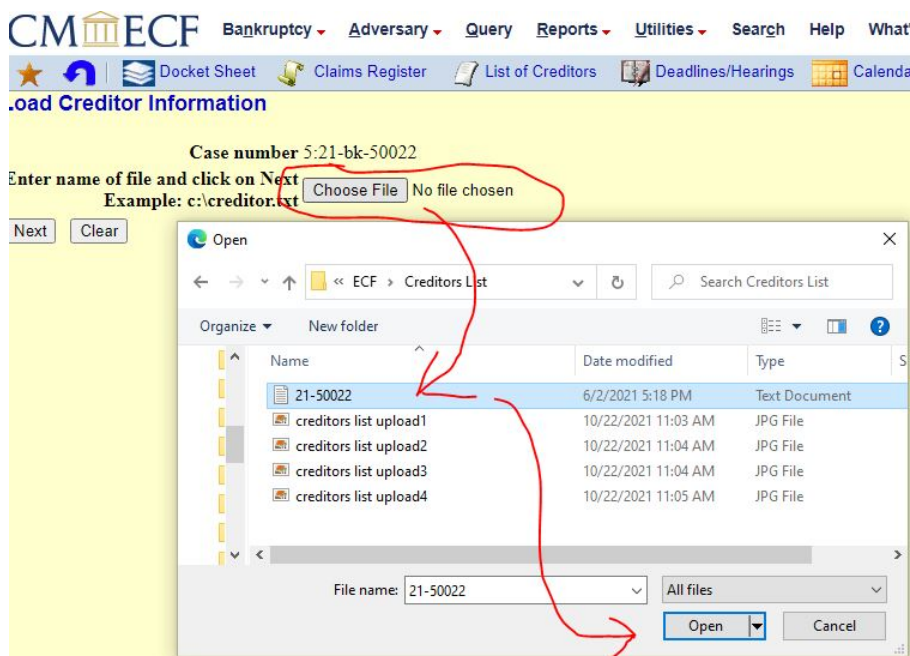

3. Under Bankruptcy Events, click on Creditor Maintenance
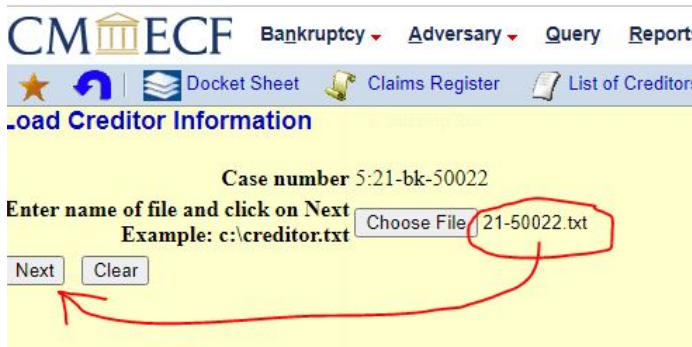
4. Click on Upload list of creditors file.



5. Type in the case number and click "**Next**."



6. Click "**Choose File**" to search for the drive where the creditors' list was saved. Select the saved creditors' list file. Then click on the "**Open**" button.

7.  The directory path will appear next to the "Choose File" button. If the correct file is selected, then click **"Next."**



8.  Review the number for *Total Creditors Entered* is correct.

    **Note:** After this screen, you will have no further opportunity to modify this submission of creditors. Please confirm you are about to upload the correct file to the correct case.

    If all is confirmed, click on the "**Submit**" button.

9. The Creditors Receipt will appear confirming the entry of creditors into the database.



You have successfully uploaded in a batch the debtor's list of creditors to CM/ECF.