

UNITED STATES BANKRUPTCY COURT  
DISTRICT OF ARIZONA - PHOENIX OFFICE

NOTICE TO ATTORNEYS WHO REPRESENT DEBTORS REGARDING THE MAILING LIST

Effective with new bankruptcy petitions filed March 20, 2003, in the Phoenix Office (this includes cases heard in Prescott), the debtor(s)' attorney is to file only the petition on paper, with the required number of copies of the petition. No paper mailing list is to be filed. After the petition has been filed and the case opened on ECF by the clerk's office, the debtor(s)' attorney is required to upload the mailing list of creditors into the ECF case. Detailed instructions are available at the court's web site, [www.azb.uscourts.gov](http://www.azb.uscourts.gov), under ECF - Adding or Uploading Creditors Instructions, at the Reference Manuals link under Electronic Case Filing.

Most bankruptcy software permits a mailing list to be extracted from the schedules in the format required for uploading into ECF. The mailing list should be uploaded immediately after you have electronically filed the schedules and statements. A separate mailing list document does not need to be filed if the schedules and statements are filed within 10 days (the time by which a mailing list must be filed) after the filing of the petition and you upload the mailing list into ECF at that time.

If you do not electronically file the schedules and statements and upload the creditors within the 10 day period by which a mailing list must be filed, then you will need to electronically file (in pdf format) the mailing list as a separate document. You will also need to upload the creditors (in txt format) on that mailing list into ECF.

If filing an amendment to the schedules or mailing list that adds creditors or changes an address, you will need to add the those creditors to the ECF mailing list. Since you cannot edit an existing creditor address, if the amendment changes a creditor address, you will need to add the creditor at the new address. When filing an amendment, under Creditor Maintenance, you can either add each creditor using the Enter individual creditors option or add all of the newly listed or changed address creditors at once using the Upload a creditor matrix file. If using the upload option, please be sure to upload only the newly list or changed creditors, please do not re-upload creditors who are already on the ECF mailing list.

Please do not upload a mailing list or add creditors to ECF unless you are also electronically filing the schedules, an amendment to the schedules, a mailing list or an amendment to the mailing list.

The requirement that the debtor(s)' attorney upload the mailing list into ECF also applies to those cases filed prior to March 20, 2003, in which a mailing list was not filed prior to March 20, 2003.

CLERK, U.S. BANKRUPTCY COURT

## How to Convert a Creditor Matrix to a .txt File

A creditor matrix contains each creditor's name and mailing address. This information is used for noticing and also for claims information when applicable. The creditor matrix must be in an ASCII file format with an appropriate text extension such as **.txt** before it can be successfully uploaded into the CM/ECF system.

Most bankruptcy preparation software is capable of creating a matrix in ASCII text format. The matrix in ASCII format can be created on your hard drive so that you can file it electronically through the court's ECF site. Since the Court has a copy of the Best Case Bankruptcy® software, the following is based on it. The instructions for other bankruptcy software packages may be different. The Court does not endorse any one software package.

To create a text file of your matrix from the Best Case® preparation software:

1. Go to the Forms and Schedule Menu for the desired client and double-click on the Creditor Address Matrix.
2. The Creditor Address Matrix window will appear as pictured. The right side of the window, the "Disk File" section, refers to the text file of the matrix that you can create. If you are filing an amended matrix on disk, and want to include only the creditors you marked as amended on the creditor entry screens, put a check in the box marked "Include only items marked amended." If filing an amendment that adds only a few creditors, you may instead enter each creditor individually (see the "Entering Individual Creditors" documentation).
3. You are asked to select the A: drive, B: drive, or Other Drive (which you will select if you want the file to be created on your hard drive or network drive.) Click on the appropriate drive.
4. When the file has been created successfully, you will get a message which tells you the file name and location and the number of addresses in the file. The file will be given the name that you specified in the Setup Menu in the Matrix section. The default file name is "creditor.scn".
5. Click OK to acknowledge the message.
6. Once the text file is created, it will need to be upload into the ECF case (see the "Uploading a Creditor Matrix" documentation).



*Creditor Address Matrix Window*

## To Save the Creditor Matrix File with a .txt Extension

- STEP 1** After creating the creditor list in WordPerfect or Microsoft Word, open the file. Click on **File** on the WordPerfect or Microsoft Word from the menus to display the drop down list. (See Figure 1.)



Figure 1

- STEP 2** Click **Save As** in the drop down list. (See Figure 2.)

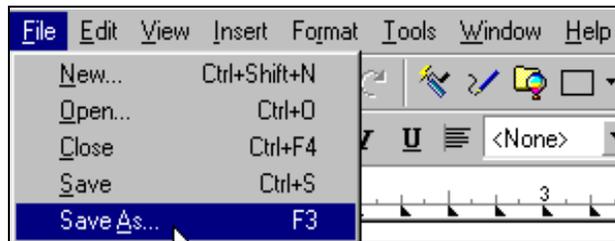


Figure 2

If in Microsoft Word, Skip to Step 4.  
 If in WordPerfect:

- STEP 3** Click the drop down menu arrow in the **File Type** box. (See Figure 3.)

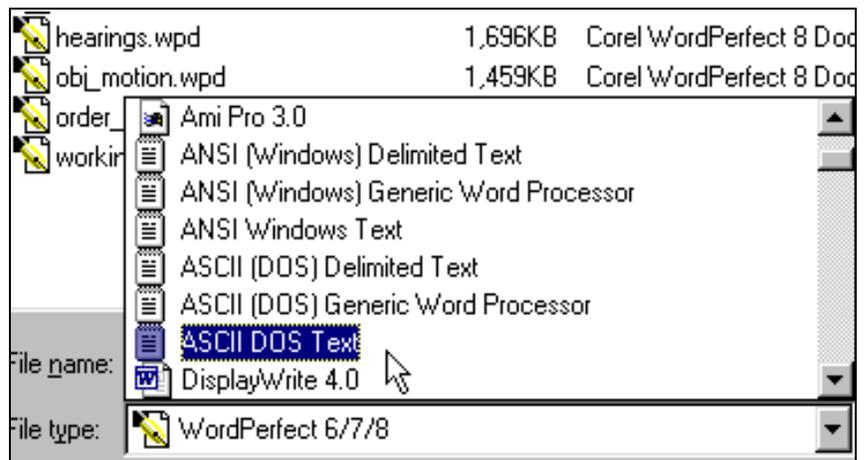


Figure 4

- ◆ Select the file type **ASCII DOS Text**.

**STEP 4 If in Microsoft Word:**

- ◆ Click on the drop down box arrow in the **Save As Type** box. (See Figure 4.)

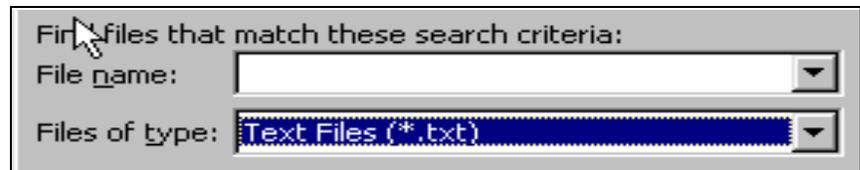


Figure 4

- ◆ Select the file type of **Text Files(\*.txt)** or **Text Only(\*.txt)**.

**STEP 5** Enter the file name in the **File Name:** box.

**STEP 6** Click the **[Save]** button.

## Suggested Creditor Matrix Specifications

- ◆ The name and address of each creditor cannot be more than 5 lines. If a record is more than 5 lines, the 6<sup>th</sup> line will be combined with line 5 and the 7<sup>th</sup> or 8<sup>th</sup> lines will be truncated.
- ◆ Each line may contain no more than 40 characters including blanks.
- ◆ Names and addresses should be left justified.
- ◆ Spaces in the first position of a line will cause an exception report for that creditor record.
- ◆ Special characters such as ~, ½ or ^ will cause problems. The # and & characters have not been reported to cause errors.
- ◆ Account numbers or “attention” lines should be placed on the second line of the name/address.
- ◆ City, state and ZIP code must be on the last line.
- ◆ Nine digit ZIP codes must be typed with a hyphen separating the two groups of digits.
- ◆ All states must be two-letter abbreviations.
- ◆ Each creditor must be separated by at least one blank line.
- ◆ Do not include page numbers, headers, footers, etc.

## Uploading a Creditor Matrix

A creditor matrix contains the names and addresses of creditors. This information is used for noticing and also for claims information, when applicable. The creditor matrix must be in an ASCII text format, usually a .txt file, before it can be successfully uploaded. Refer to the procedure, **How To Convert A Creditor Matrix To A .txt File**. All other file types within CM/ECF will be portable document format (PDF) files. The process of uploading a list of creditors is described below.

- STEP 1** After accessing the CM/ECF system, click on the [Bankruptcy](#) hypertext link. (See **Figure 1**.)



**Figure 1**

- STEP 2** The **BANKRUPTCY EVENTS** screen will then be displayed. (See **Figure 2**.)

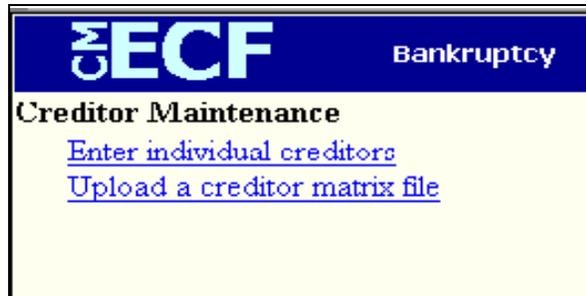


**Figure 2**

- ◆ Click on the [Creditor Maintenance](#) hyperlink.

**NOTE:** Bankruptcy Events menu selections will vary according to permission levels. Attorneys will not have all the items listed above.

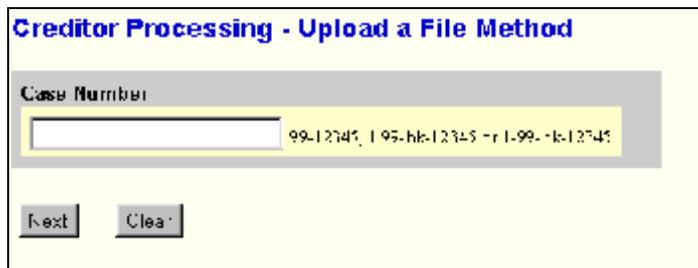
- STEP 3** The **CREDITOR MAINTENANCE** screen will then be displayed. (See Figure 3.)



**Figure 3**

- ◆ Click on the Upload a creditor matrix file hyperlink.

- STEP 4** The **UPLOAD A FILE** screen will then be displayed. (See Figure 4.)



**Figure 4**

- ◆ Enter the case number in yy-nnnnn format, including the hyphen.

**NOTE:** If the system indicates that you have entered an invalid case number, click the browser's **[Back]** button and enter the correct number.

- ◆ Click the **[Next]** button to continue.

**STEP 5** The **LOAD CREDITOR INFORMATION** screen will then be displayed. (See Figure 5a.)

**Figure 5a**

There are two methods to enter the directory and file name of the creditor matrix.

- ◆ Type in the full path of the directory and filename of the creditor matrix file. Or, alternatively,
- ◆ Use the Browse feature to navigate to the appropriate directory and file of the creditor matrix file. To do this:
  - Click on the **[Browse]** button to display the **FILE UPLOAD** screen.
  - Click in the **Look In** box and select the appropriate drive name for example “Local Disk (C:)”.
  - Change **Files of type:** to Text (\*.txt) or All Files.
  - Highlight the appropriate text file with a click of the mouse.
  - For quality assurance, right-click with the mouse and select **Open** from the pick-list that is displayed. (See Figure 5b.)

Verify that this is the correct matrix file for this case. Close the text viewer by clicking on “X” in the upper right-hand corner.

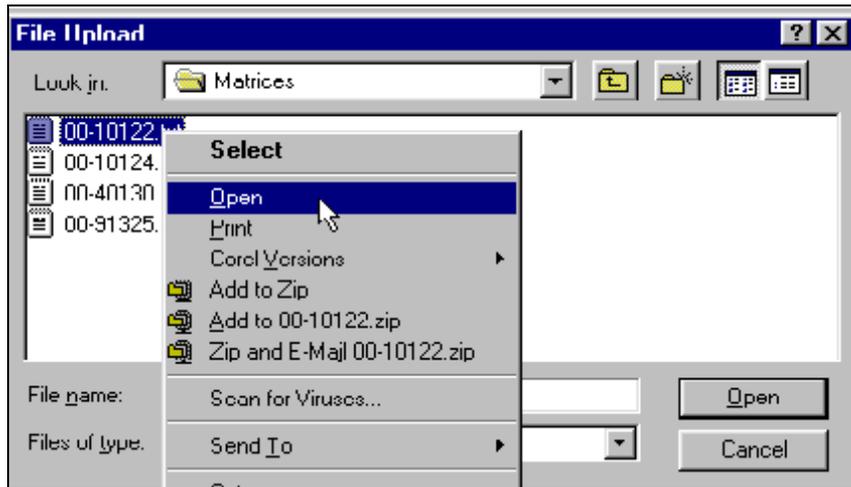


Figure 5b

- If correct, double-click the text file to select it or click on the **[Open]** button to attach the matrix file to the bankruptcy case.

- ◆ Click on the **[Next]** button to continue.

**STEP 6** The **TOTAL CREDITORS ENTERED** screen will then appear. (See Figure 6.)

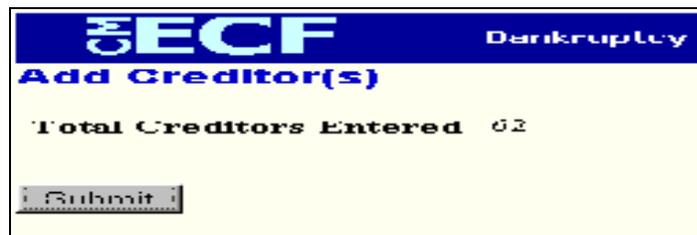
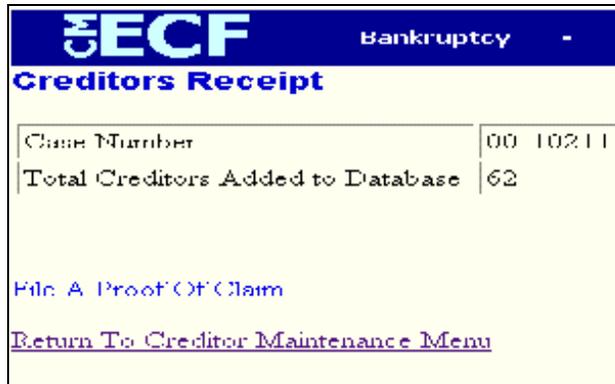


Figure 6

- ◆ If the total number of creditors entered is not the same as the total number of creditors on the submitted matrix, click the browser's **[Back]** button and research the error.
- ◆ If the total number of creditors displayed is correct, click on the **[Submit]** button.

- STEP 7** The **CREDITOR RECEIPT** screen will then be displayed. (See Figure 7.)



Creditors Receipt	
Case Number	00 10211
Total Creditors Added to Database	62
<a href="#">File A Proof Of Claim</a>	
<a href="#">Return To Creditor Maintenance Menu</a>	

**Figure 7**

- ◆ The information displayed confirms the number of creditors added to the case.

- STEP 8** Click on the [Return to Creditor Maintenance Menu](#) hyperlink to continue and repeat steps 4 - 6 for each creditor matrix. If there are no other matrices to add, select **Logout** or select another option on the Main Menu Bar.

## Entering Individual Creditors

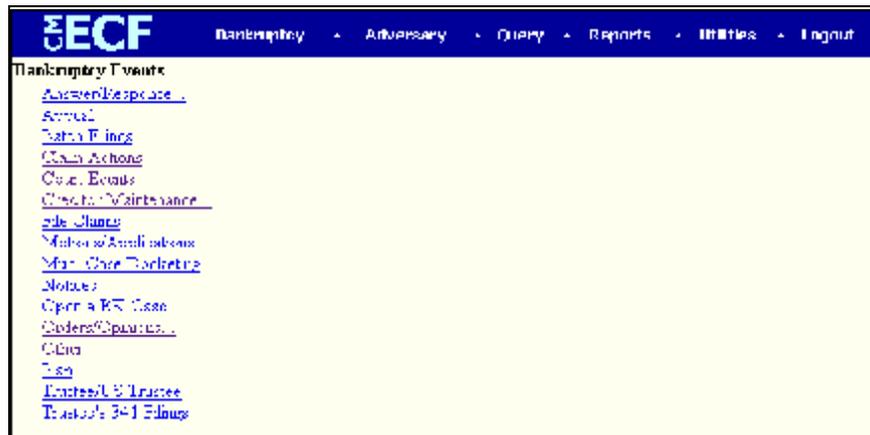
If filing an amendment that adds only a few creditors, you may want to enter each creditor individually. If the amendment contains more than a few creditors, the upload creditor option can be used to upload all of the new creditors at one time. The process of adding individual creditors is described below.

- STEP 1** After accessing the CM/ECF system, click on the [Bankruptcy](#) hypertext link. (See [Figure 1](#).)



**Figure 1**

- STEP 2** The **BANKRUPTCY EVENTS** screen will then be displayed. (See [Figure 2](#).)

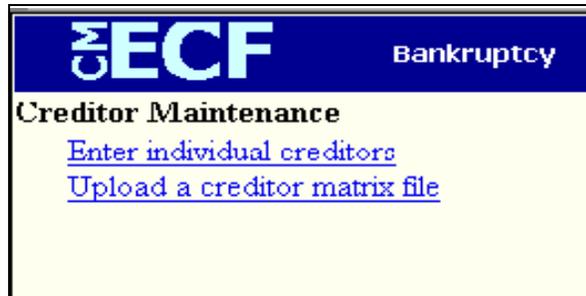


**Figure 2**

- ◆ Click on the [Creditor Maintenance](#) hyperlink.

**NOTE:** Bankruptcy Events menu selections will vary according to permission levels. Attorneys will not have all the items listed above.

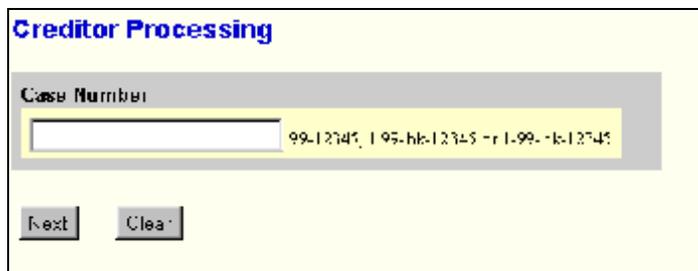
- STEP 3** The **CREDITOR MAINTENANCE** screen will then be displayed.  
(See Figure 3.)



**Figure 3**

- ◆ Click on the [Enter individual creditors](#) hyperlink.

- STEP 4** The **CREDITOR PROCESSING** screen will then be displayed.  
(See Figure 4.)



**Figure 4**

- ◆ Enter the case number in yy-nnnnn format, including the hyphen.

**NOTE:** If the system indicates that you have entered an invalid case number, click the browser's **[Back]** button and enter the correct number.

- ◆ Click the **[Next]** button to continue.

**STEP 5** The **ADD CREDITORS** screen will then be displayed. (See Figure 5a.)

**Figure 5a**

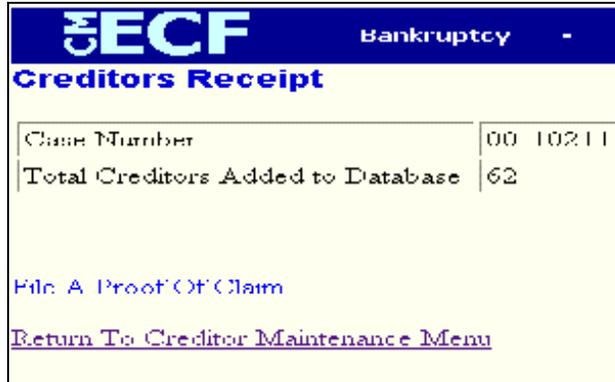
- ◆ Enter the name and address. Do not exceed the address 4 line. The Address 5 line is not operational at this time.
- ◆ Leave the Type of Creditor defaulted to “Creditor”.
- ◆ Leave the default of “No” for Creditor committee.
- ◆ If adding another creditor to the same case, select “Continue To Enter”.
- ◆ If you are entering the last creditor for this case, select “Last Entry”.
- ◆ Click the **[Next]** button to continue.

**STEP 6** The **TOTAL CREDITORS ENTERED** screen will then appear. (See Figure 6.)

**Figure 6**

- ◆ If the total number of creditors displayed is correct, click on the **[Submit]** button.

**STEP 7** The **CREDITOR RECEIPT** screen will then be displayed. (See Figure 7.)



**Figure 7**

- ◆ The information displayed confirms the number of creditors added to the case.

**STEP 8** Click on the [Return to Creditor Maintenance Menu](#) hyperlink to enter individual creditors for another case. If there are no other creditors to add, select **Logout** or select another option on the Main Menu Bar.