

### **UPLOADING A LIST OF CREDITORS (MATRIX)**

This is the only document which must be filed in .txt format, rather than PDF. Please refer to the [Matrix Specifications](#) for more information on creating a List of Creditors.

**NOTE:** It is helpful to know the number of creditors contained in the list, as you will be given the opportunity to confirm this information during the upload process.

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- STEP 1** Choose **Bankruptcy** on main menu
  - STEP 2** Choose **Creditor Maintenance** category
  - STEP 3** Choose **Upload Creditor Matrix File** sub-category
  - STEP 4** Enter the case number; click [NEXT]
  - STEP 5** Click [BROWSE] to upload the .txt document, (ensure that **All Files [.txt]** appears in the “Files of Type” field); click [NEXT]
  - STEP 6** Confirm the number of creditors uploaded; click [SUBMIT] to upload the creditors
  - STEP 7** A Creditors Receipt displays