

## Uploading a List of Creditors

After a new case has been filed electronically or amended schedules filed where creditors were added, the list of creditors will need to be added or uploaded into the Court's Case Management/Electronic Case Filing "CM/ECF" system. If you are uploading creditors, the list must first be created and saved as a **.txt file**. If you use a bankruptcy petition software package, that software should create a .txt file for you. If not, you can create a document in a one column format showing the name and address of each creditor separated by a blank line and save the document as a .txt file.

This is the list of creditors we have created to upload for this training. It contains 9 creditors.

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Tax Division, U.S. Department of Justice  
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Washington, DC 20044-7238

Internal Revenue Service  
PO Box 7346  
Philadelphia, PA 19101-7346

Okla Empl. Sec. Comm.  
P.O. Box 53039  
Oklahoma City, OK 73152-3039

Oklahoma Empl. Sec. Comm.  
PO Box 53039  
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Oklahoma Tax Commission  
General Counsel's Office  
100 N Broadway Ave, Suite 1500  
Oklahoma City, OK 73102-8601

Tulsa County Treasurer  
500 S. Denver  
Suite 323  
Tulsa, OK 74103

U.S. Attorney  
110 West Seventh Street  
Suite 300  
Tulsa, OK 74119

US SEC & EXCHANGE COMM.  
Midwest Regional Office  
175 W. Jackson Boulevard, Ste 900  
Chicago, IL 60604

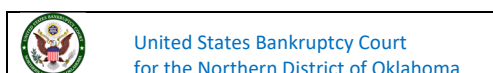
US Security & Exchange Comm.  
175 W. Jackson Boulevard  
Suite 900  
Chicago, IL 60604



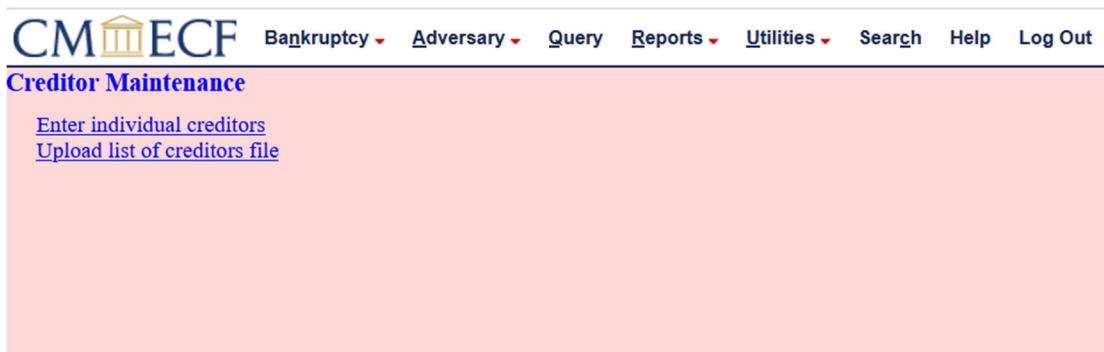
1. At this point, we have the document ready to file and are logged into the CM/ECF system. We are currently on the main menu page. To begin, click on **Bankruptcy**.



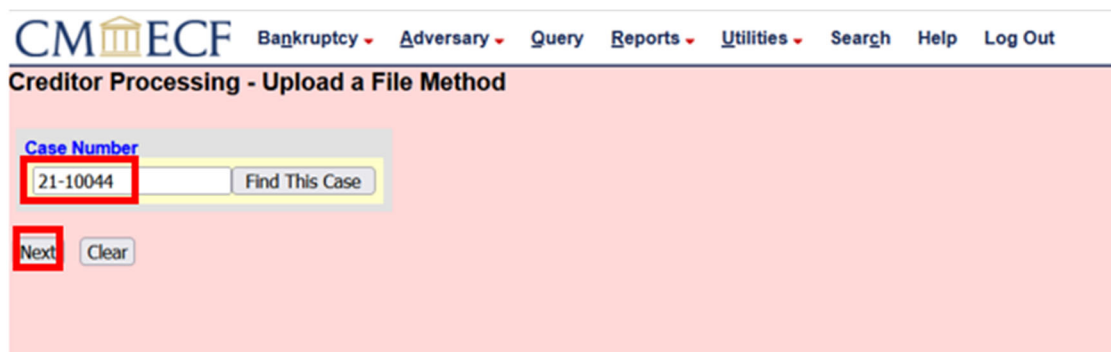
2. The Bankruptcy Events page will appear. To upload creditors to a case, click on **Creditor Maintenance...**



- You are asked if you either want to upload creditors individually or upload a creditor list. Select **Upload list of creditors file**.



- Once the case number has been entered, click on **Next**.



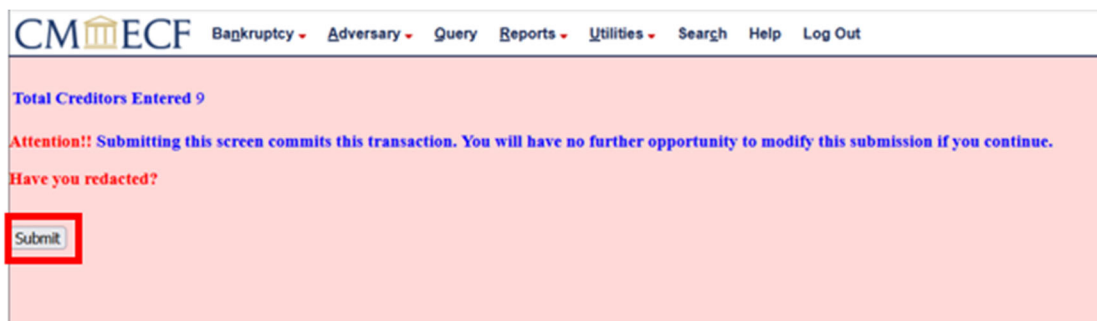
- We have already created the .txt file and are ready to navigate to that file. Click on **Browse...**



- 6. After you Click on **Browse...** Navigate to the folder where you saved your creditor list. Select the document to upload. Verify that it is the document you want to upload by right clicking the document and viewing the document before it is uploaded by click **Next**.



- 7. The system has read the file and is alerting us that it is going to upload 9 creditors to the database. If this is correct, click on **Submit**.



- 8. We have now received a receipt from the system showing we have uploaded 9 creditors to this case. This concludes the uploading of creditors to a case.



If you have any questions regarding filing in the CM/ECF system, you can contact the CM/ECF Helpdesk using one of the following methods.

**Phone:** 918-699-4072

**Email:** cmecf@oknb.uscourts.gov