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.

Chief, Civil Trial Section - Central Region Tax Division, U.S. Department of Justice P.O. Box 7238 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 Oklahoma City, OK 73152-3039 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

> United States Bankruptcy Court for the Northern District of Oklahoma

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**.

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U.S. Bankruptcy Court Northern District of Oklahoma Official Court Electronic Document Filing System							
This is a restricted government website for efficial court business only. All activities of CM-ECF subscribers or sures of this trystem for any purpose, and all access attempts, may be recorded and menitered by prevents authorized by the foderal judicity for improver use, pretestion of system security, performance of maintenance and for apprepriate management by the judicity of its system. By subscribing to KMECF, were separably consent to system monitoring and to efficial access to data revolved and created by them on the system. If evidence of unlawful activity is discovered, including manufacturined access attempts, it may be reported to law enforcement efficials. INFORTANT: All fillings with the court - including manufacturestsmost couply with Fod. R. Burke, P 9037: focul Society or targospre-identification manbers, dates of hirly, names of minor children, and financial access to support encept as allowed by the rule.							
Data facility in for Official Court Business only. Activity to and Forn bits to be in logged. Document filings on bits system are subject to Federal Rule of Civil Procedure 11 and Federal Rule of Bankruptcy. Procedure 1011. Evidence of unaubseriad or criminal activity will be forwarded to the appropriate law enforcement efficials under 1813C 132 and 3371.							
Welcome to the U.S. Backruptcy Coart for the Northern District of Oklahoma Electronic Document Filing System. This service is for attorneys and fems participating in the electronic filing system.							
Information about viewing PDF files							
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3September 2020							

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

CMmecf	Ba <u>n</u> kruptcy -	Adversary -	Query	Reports -	<u>U</u> tilities –	Sear <u>c</u> h	Help	Log Out
Bankruptcy Events								
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3. You are asked if you either want to upload creditors individually or upload a creditor list. Select **Upload list of creditors file.**



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



5. 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

