



UNITED STATES BANKRUPTCY COURT DISTRICT OF MARYLAND

CM/ECF Attorney Training Module

AMENDED CREDITOR MATRIX

The Amended Creditor Matrix event is primarily used to add new creditors to the matrix, but it should also be used when creditors were listed on the schedules, but were inadvertently left off the matrix, or were listed incorrectly on the master mailing matrix. Additionally, this event may be used when the debtor is correcting or changing an address for a creditor after receiving notice from the Bankruptcy Notice Center. If new creditors are being added to the matrix, a filing fee is required. No fee is required when the nature of the amendment is to change or to add an address of a creditor or an attorney for a creditor listed on the schedules. Do not use this event when filing amended schedules; the amended matrix should simply be filed as an attachment to the amended schedules.

Note: A Matrix Verification and a Certificate of Service are both required and should be filed with the amended creditor matrix. See LBR 1007-3 (a) for notice and service requirements.

Filing Fees: \$32.00 (if applicable)

FILING STEPS:

1. Click 'Bankruptcy' on the Blue Menu Bar
2. Click the 'Miscellaneous' hyperlink
3. Enter the case number in yy-nnnnn format, click 'Next'
4. Scroll down to 'Amended Creditor Matrix' or type any part of the event name in the search window to narrow the list. The search is not case sensitive
5. Select the correct event. The event will then show in the 'Selected Events' window. (If you select the incorrect event, click in the 'Selected Events' window to remove it. Click 'Next'
6. The Select the Party screen displays. Scroll through the list of parties, if your party is found, highlight the name. If the name of the party is not found, click Create New Party (Refer to Add/Create New Party for complete instructions). Click 'Next'
7. If this is the first time you are filing on behalf of the party filer, a check box will appear to create the association between attorney and client. Check the box and click 'Next'
8. The PDF Document Selection screen displays. Click 'Browse', select your PDF document, and click 'Next'



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9. Case name, case information and request for information screen displays: Are Creditors being added?
 - Select "Yes" for adding creditors, the Fee due screen will display
 - Select "No" for no creditors added, the Fee due will not appear
10. Click 'Next'
11. Modify Docket Text screen displays where you may modify the docket text, as appropriate. Click 'Next'
12. Final Docket Text screen displays: **Attention!!** Submitting this screen commits this transaction. You will have no further opportunity to this submission if you continue.
13. Verify the Final Docket Text and click 'Next'
14. The Notice of Electronic Filing screen displays. (Refer to the Notice of Electronic Filing for complete instructions)
15. The Internet Credit Card Program Window displays. (Refer to the Internet Credit Card Payments for complete instructions)