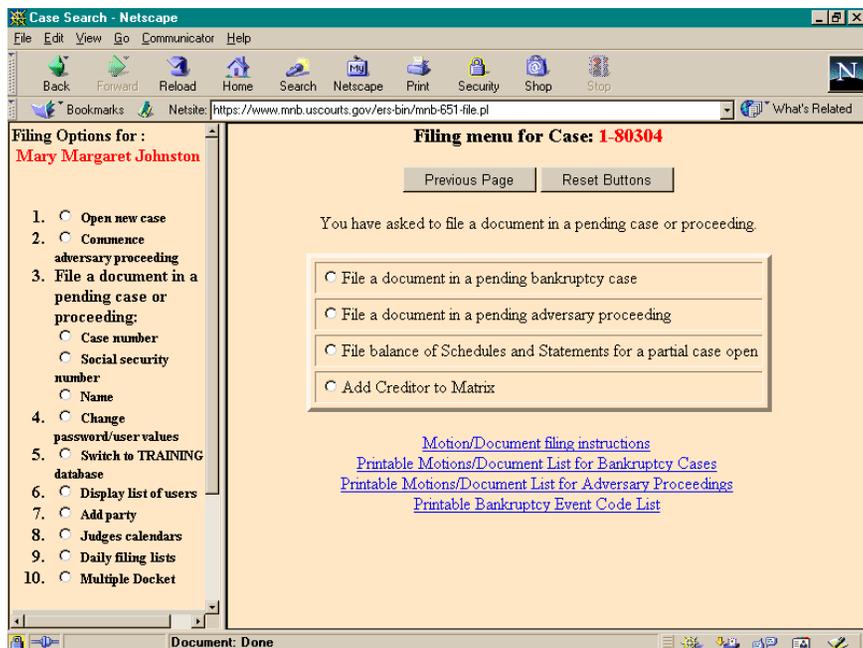
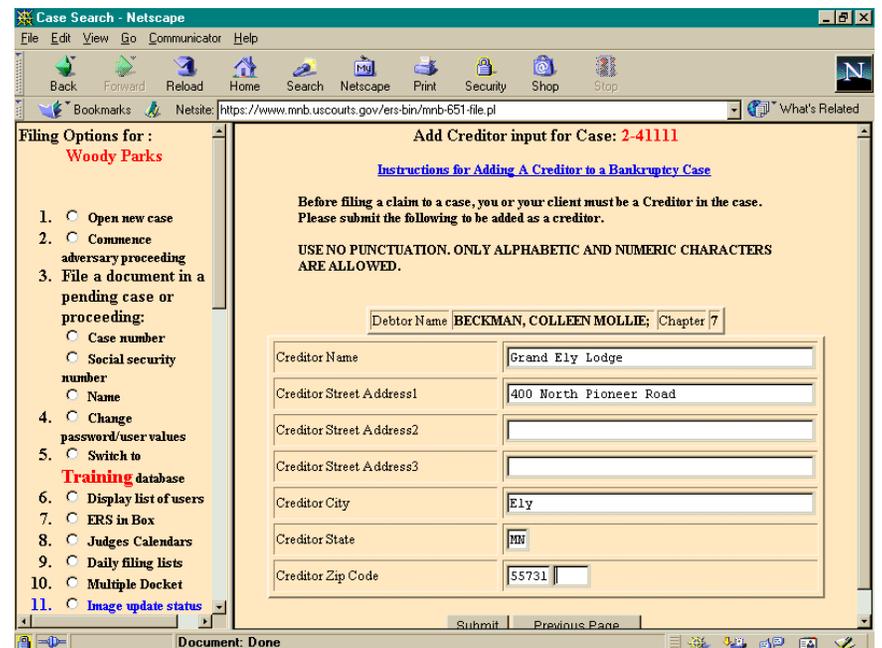


Adding Creditors to the Matrix



1. It is now possible to add creditors to the matrix of a bankruptcy case without writing to the court.
2. To begin the process, click **File a document in a pending case**, search for the correct case, then click **File a document**. This filing menu displays.
3. Click the last option, **Add Creditor to Matrix**.



1. Complete the screens with the name and address of the creditor. Use no punctuation or symbols in the name or address fields. **Do not use the pound sign (#)**. Instead, use APT, BLDG, DEPT, STE, or simply type the number.
2. Click **Submit**.

Creditor list for: 99-33333

Return to Search Results Page

Debtor Name **SMITH, PATTY A;** Chapter **7**

Creditor	ID #
GRAND LODGE OF ELY 400 NORTH PIONEER ROAD ELY MN 55731	30491
LYNN CHENEY 323 FIRST AVENUE SUTTE 3219 HOPKINS MN 55439	30472

1. The name you entered is placed directly on the matrix. No **Notice of Request** or **Notice of Filing** is returned to you.
2. Adding a creditor to the matrix electronically does not change any service requirements to creditors that you may have under applicable rule.

E Add Party to Matrix	06/26/02	06/26/02	190-1	42177
E Add Party to Matrix	06/26/02	06/26/02	191-1	42180

7/9/02 2 Added Party GMAC by WILLIAM KAMPF to Matrix on 7/9/02.
[EOD 07/09/02]

1. As these illustrations show, the list of docket events (top) gives the date of the addition and provides a link to the docket text. There is no document, so there is no other link.
2. The docket text (bottom) gives the name of the creditor added to the matrix, the person who added the creditor, and the date. Use this information in case there are any questions about the date of the addition.