Adding and Modifying Creditors

This guide is intended to assist debtors and their counsel in correctly preparing and filing the required creditor-related documentation in a bankruptcy case. Specifically, it outlines the differences between the Schedules and the Creditor Matrix (also referred to as the "mailing matrix") and provides instructions for filing each item. It also explains how to correct deficiencies or add creditors after the case has been filed.

The Clerk's Office does not cross-reference the creditors listed in the schedules with those included in the creditor matrix. Filers are responsible for reviewing and verifying that all listed creditors appear accurately in the matrix prior to submission. Failure to do so may result in deficient service and the need to amend the schedules. Once a § 341 notice has been issued, it is the debtor's responsibility to ensure that any creditors not originally listed receive notice of the bankruptcy filing under Local Rule 2002-1.

Under Fed. R. Bankr. P. 1009(a)(1), debtors may not amend schedules or lists in closed bankruptcy cases. To add a creditor to the schedules, the list of creditors, and the creditor matrix in a closed case, a debtor must first file a motion to reopen the case under 11 U.S.C. § 350(b) and have the motion granted. *See* Fed. R. Bankr. P. 5010.
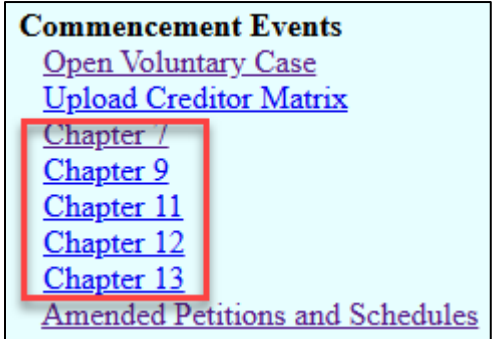
Contents

Definitions

- **Creditors Listed Within the Schedules:** The bankruptcy schedules are formal documents filed by the debtor as part of the petition. *See* Fed. R. Bankr. P. 1007. Within these schedules, the debtor provides detailed information about all known debts and obligations. This includes the names and addresses of creditors, the nature and amount of each claim, and whether the debt is secured, unsecured, or entitled to priority. These schedules serve as the debtor's sworn disclosure of financial obligations and notify the trustee and other parties who is owed money and in what capacity.

- **Creditor Matrix:** This is a text-only creditor matrix that is electronically uploaded into the court's case management system (CM/ECF). It is used to generate the mailing matrix, which automates the process of notifying creditors and interested parties about developments in the case. This version must strictly follow formatting guidelines to ensure compatibility with court software and proper delivery of notices. The creditor matrix serves as the list of creditors required under Fed. R. Bankr. P. 1007(a) and Local Rule 1007-2(a).

Creditors Listed within Schedules

When filing a bankruptcy petition, please ensure that all creditors listed in Schedules D and E/F are included. If the schedules are not available at the time of filing, a Notice of Partial Case Filing will be entered on the docket. The schedules must then be filed with the Court within 14 days of the petition date.

To file these schedules, follow the steps outlined below. If you need to make changes after the initial filing, refer to the section titled "Amending Schedules" within this document for further instructions.

1. CM/ECF > Bankruptcy	
2. Select that chapter type you're filing to.	

3.	Enter your case number. Click Next.	**File a document** **Case Number** 25-30002　　　　　　Find This Case Next　Clear
4.	Select Schedule(s). Click Next.	**Available Events** (click to select events) Debtors Electronic Noticing Request Debtors Rebuttal of Presumption of Abuse Declaration About an Individual Debtor's Schedules Declaration Under Penalty of Perjury for Non-Individual Debtors Disclosure of Compensation of Attorney for Debtor Income Records of Debtor(s) Initial Statement About an Eviction Judgment Notice of Responsibilities of Chapter 7 Debtors and Their Attorneys Payment Advices Coversheet Record of Debtors Interest in Education IRA Schedule(s) Statement About Payment of an Eviction Judgment Statement of Financial Affairs for Individuals Filing for Bankruptcy Statement of Financial Affairs for Non-Individuals Filing for Bankruptcy Statement of Intention for Individuals Filing Under Chapter 7 Statement of Social Security Number Next　Clear
5.	Select the party filing. Click Next.	**Select the Party:** Doe, Daniel [Debtor 1]　　Add/Create New Party Manty, Nauni Jo [Trustee] US Trustee, [U.S. Trustee] Next　Clear
6.	Make appropriate selection. Click Next.	**Schedule(s) - Attorney, Uno (aty) - Outside** **Please indicate the type of filing:** ◉ Initial ○ Amended Next　Clear

7. Make appropriate selection(s). Click Next.	**Schedule(s) - Attorney, Uno (aty) - Outside** Checking the boxes indicates which items are included in this filing. • Schedules • ☑ Verification by debtor(s) • ☑ Proof of Service (if required by Local Rule 9036-1(a) for non-filing users) Next Clear	
8. Upload file. Click Next.	**Schedule(s) - Attorney, Uno (aty) - Outside** Filename Choose File file.pdf Attachments to Document: ● No ○ Yes Next Clear	
9. Select which schedule documents are included as well as the Summary of Assets and Liabilities. Click Next.	**Schedule(s) - Attorney, Uno (aty) - Outside** Select the schedules NOTE: If filing only the Summary of Schedules, please use the event Summary of Assets and Liabilities and Certain Statistical Information from the appropriate chapter menu. ☑ Schedule A/B - Property ☑ Schedule C - Property Claimed as Exempt ☑ Schedule D - Creditors Who Hold Claims Secured By Property ☑ Schedule E/F - Creditors Who Have Unsecured Claims ☑ Schedule G - Executory Contracts and Unexpired Leases ☑ Schedule H - Codebtors ☑ Schedule I - Income ☑ Schedule J - Expenses ☐ Schedule J-2 - Expenses for Separate Household of Debtor 2 ☑ Summary of Assets and Liabilities and Certain Statistical Information Next Clear	
10. Enter amounts from the Summary of Assets and liabilities. Click Next.	**Schedule(s) - Attorney, Uno (aty) - Outside** Schedule A/B Real Property Amount: [ ] Schedule A/B Personal Property Amount: [ ] Schedule D Secured claims total: [ ] Schedule E/F Priority Unsecured Claims Amounts: [ ] Schedule E/F NonPriority Unsecured Claims Total: [ ] Schedule I Average income of individual debtor: [ ] Schedule J Total expenditures of debtor: [ ] Enter amount of nondischargeable debt: [ ] Next Clear	

11. Verify docket text.

Click Next to docket.

Schedule(s) - Attorney, Uno (aty) - Outside

Docket Text: Final Text

Schedule(s) filed by Daniel Doe: A/B, C, D, E/F, G, H, I, J, Summary of assets and liabilities and statistical information, Verification by debtor(s), Proof of Service. (Attorney, Uno)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.
Have you redacted?

[Next] [Clear]

Creditor Matrix

The Creditor Matrix is a text only document created and uploaded to CM/ECF upon case initiation. This list will create the mailing matrix and provide addresses of creditors that require service from the court.

The Clerk's Office does not cross-reference the creditors listed in the schedules with those included in the creditor matrix. Filers are responsible for reviewing and verifying that all listed creditors appear accurately in the matrix prior to submission. Failure to do so may result in deficient service and the need to amend the schedules.

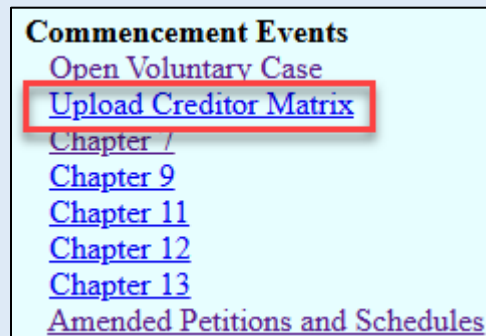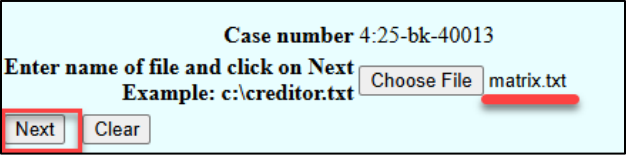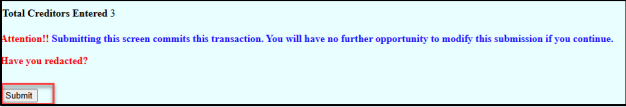|	
Create a text document with the names and addresses of creditors that need to be added to the creditor matrix. Each creditor name may have 50 characters. Each address may be up to 5 lines with each line containing 40 characters. Please place any "attention" lines on the second line of the address. Use a blank line to separate each creditor's information.	**Verdant Financial Group, LLC** File Edit View Verdant Financial Group, LLC 1420 Dividend Drive, Suite 300 Minneapolis, MN 55401 Acme Legal Recovery Service 818 Writ Way Billable, TX 75210 Last Nickel Credit Union 100 Balance Blvd Fargo, ND 58102 Overdue & Associates, PLLC 404 Ledger Lane Debttown, OH 44113 Placeholder Medical Billing, Inc. 12 Ctrl+Alt St., Suite 404 Silicon Bluff, CA 90210 Golden Parachute Card Services 999 Severance Street Pension Hill, NJ 07001
1. CM/ECF > Bankruptcy	CM⚖ECF **Bankruptcy ▾**
2. Select Upload Creditor Matrix.	**Commencement Events** Open Voluntary Case Upload Creditor Matrix Chapter 7 Chapter 9 Chapter 11 Chapter 12 Chapter 13 Amended Petitions and Schedules

3.	Upload your .txt file. Click Next to load creditor matrix.	**Case number** 4:25-bk-40013 **Enter name of file and click on Next** Choose File matrix.txt **Example: c:\creditor.txt** Next Clear
4.	Verify the amount of creditors entered. Click Submit to create mailing matrix within CM/ECF.	Total Creditors Entered 3 Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue. Have you redacted? Submit

Amending Schedules to Add Creditor and Update Creditor Matrix

When filing amended schedules in the District of Minnesota, Local Rule 1009-1 requires that any changes be clearly identified. To comply with this requirement, filers must do one of the following:

A) Submit a Redlined Copy – Provide a redlined version of the amended schedules that clearly marks all additions and deletions.
   OR
B) File a Separate Summary of Amendments – Submit a separate document that itemizes and explains the specific changes made to the original schedules.

Adding creditors through schedule amendments will require a fee to be paid within the event. If amendments are not clearly labeled, the filing party will receive a clerk's notification regarding the amendment and should refile appropriately.

Please refer to the Bankruptcy Court's Miscellaneous Fee Schedule for applicable fee requirements. If following these steps, you will be prompted to update the creditor matrix.

1. For each amended document filed, the 'Amended' checkbox must be selected.	
2. Additionally, changes in amended documents must be clearly indicated—either by using redline or strikethrough formatting within the document, or by submitting Local Form 1009-1 alongside the amendments to clearly identify the changes made (example seen here). Failure to do so will result in the clerk's office issuing a clerk's notification regarding the amended documents.	

3. CM/ECF > Bankruptcy	**CM �🏛 ECF** **Ba_nkruptcy ▾**	
4. Select Amended Petitions and Schedules.	**Commencement Events** Open Voluntary Case Upload Creditor Matrix Chapter 7 Chapter 9 Chapter 11 Chapter 12 Chapter 13 Amended Petitions and Schedules	
5. Select Amended Schedule(s). Click Next.	**Available Events** (click to select events) Amended Petition Amended Petition Regarding Tax ID Number (Restricted Document) Amended Petition re: Name/Address Amended Schedule(s) Next Clear	
6. Select the party filing. Click Next.	**Select the Party:** Doe, Daniel [Debtor 1] Add/Create New Party Manty, Nauni Jo [Trustee] US Trustee, [U.S. Trustee] Next Clear	
7. Select the schedules you will be amending. Click Next.	**Check all that apply:** ☐ Summary of Assets and Liabilities (required with any amended schedule) ☐ Schedule A/B ☐ Schedule C ☐ Schedule D ☐ Schedule E/F ☐ Schedule G ☐ Schedule H ☐ Schedule I ☐ Schedule J ☐ Schedule J-2 Next Clear	

8. Make selection. Click Next.	**Amended Schedule(s) - Attorney, Uno (aty) - Outside** Checking the boxes indicates which items are included in this filing. • Amended Schedules • ☐ Verification by Debtor • ☐ Proof of Service (if required by Local Rule 9036-1(a) for non-filing users) • ☐ Summary of Amendments (Local Form 1009-1) if REQUIRED • ☐ No new creditors added to case Next Clear	
9. Update schedule amounts. Click Next.	**Amended Schedule(s) - Attorney, Uno (aty) - Outside** Schedule A/B Real property amt: Schedule A/B Personal property amt: Secured claims total: Schedule E/F Unsecured priority claims total: Schedule E/F Unsecured nonpriority claims total: If Amending enter amount of nondischargeable debt: Next Clear	
10. Review warning. If you are adding creditors, select no and follow the next steps. If you are amending to change an address of a creditor, creditor's attorney, or to add an attorney, select yes. If yes, move to step 14. Click Next.	**Amended Schedule(s) - Attorney, Uno (aty) - Outside** Is this amendment being filed only to change the address of an existing creditor, or to change the address of an attorney for an existing creditor, or to add an attorney for an existing creditor? If so, select Yes. Select No if you are adding creditors. ⌄ Next Clear	
11. Click Next.	**Amended Schedule(s) - Attorney, Uno (aty) - Outside** **You will be prompted to pay the fee after completing this filing.** Fee: $34.00 Next Clear	

12. Select the checkbox to add new creditors. Click Next.	**Amended Schedule(s) - Attorney, Uno (aty) - Outside** **Case 25-40013 already contains creditors!** ☐ **Add new creditor(s)** Next Clear	
13. On this screen, add new creditors to the matrix. More than one creditor may be added to the case through this screen. Follow instructions for formatting. Click Next.	Amended Schedule(s) - Attorney, Uno (aty) - Outside **United States Bankruptcy Court, District of Minnesota - Event Specific Filing Instructions** More than one creditor may be entered below. Separate creditors with a blank line. Each creditor name may have 50 characters. Each address may be 5 lines. Each address line may have 40 characters. *Name may be 50 characters. Address may be 5 lines, 40 characters each.* *More than one creditor may be entered. Separate creditors with a blank line.* **Name and Address** [text box] **Creditor type** Creditor ▾ **Creditor committee** ⦿ No ○ Yes **Entity** ☐ Next Clear	
14. Select amended document file. Click Next.	**Filename** Choose File No file chosen **Attachments to Document:** ⦿ No ○ Yes Next Clear	
15. Click Next.	**Amended Schedule(s) - Attorney, Uno (aty) - Outside** Next Clear	
16. Verify docket text. Click Next.	**Amended Schedule(s) - Attorney, Uno (aty) - Outside** **Docket Text: Final Text** **Amended Schedule(s) filed by Chad T Broke: A/B, D, E/F, Verification by Debtor, Proof of Service. Fee Amount $34.00. (Attorney, Uno)** **Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.** **Have you redacted?** Next Clear	

Other Schedule Amendments

When filing amended schedules in the District of Minnesota, Local Rule 1009-1 requires that any changes be clearly identified. To comply with this requirement, filers must do one of the following:

C) Submit a Redlined Copy – Provide a redlined version of the amended schedules that clearly marks all additions and deletions.
OR
D) File a Separate Summary of Amendments – submit a separate document that itemizes and explains the specific changes made to the original schedules.

Adding creditors through schedule amendments will require a fee to be paid within the event. If amendments are not clearly labeled, the filing party will receive a clerk's notification regarding the amendment and should refile appropriately.

1. For each amended document filed, the 'Amended' checkbox must be selected.	
2. Additionally, changes in amended documents must be clearly indicated—either by using redline or strikethrough formatting within the document, or by submitting Local Form 1009-1 alongside the amendments to clearly identify the changes made (example seen here). Failure to do so will result in the clerk's office issuing a clerk's notification regarding the amended documents.	

3. CM/ECF > Bankruptcy	**CM⏛ECF** **Ba_nkruptcy ▾**	
4. Select Amended Petitions and Schedules.	**Commencement Events** Open Voluntary Case Upload Creditor Matrix Chapter 7 Chapter 9 Chapter 11 Chapter 12 Chapter 13 Amended Petitions and Schedules	
5. Select Amended Schedule(s). Click Next.	**Available Events** (click to select events) Amended Petition Amended Petition Regarding Tax ID Number (Restricted Document) Amended Petition re: Name/Address Amended Schedule(s) Next Clear	
6. Select the party filing. Click Next.	**Select the Party:** Doe, Daniel [Debtor 1] Add/Create New Party Manty, Nauni Jo [Trustee] US Trustee, [U.S. Trustee] Next Clear	
7. Select the schedules you will be amended. Click Next.	**Check all that apply:** ☐ Summary of Assets and Liabilities (required with any amended schedule) ☐ Schedule A/B ☐ Schedule C ☐ Schedule D ☐ Schedule E/F ☐ Schedule G ☐ Schedule H ☐ Schedule I ☐ Schedule J ☐ Schedule J-2 Next Clear	

8. Make selection. Click Next.	**Amended Schedule(s) - Attorney, Uno (aty) - Outside** Checking the boxes indicates which items are included in this filing. • Amended Schedules • ☐ Verification by Debtor • ☐ Proof of Service (if required by Local Rule 9036-1(a) for non-filing users) • ☐ Summary of Amendments (Local Form 1009-1) if REQUIRED • ☐ No new creditors added to case Next Clear	
9. Update schedule amounts. Click Next.	**Amended Schedule(s) - Attorney, Uno (aty) - Outside** Schedule A/B Real property amt: Schedule A/B Personal property amt: Secured claims total: Schedule E/F Unsecured priority claims total: Schedule E/F Unsecured nonpriority claims total: If Amending enter amount of nondischargeable debt: Next Clear	
10. Review warning. If you are adding creditors, select no and follow the next steps. If you are amending to change an address of a creditor, creditor's attorney, or to add an attorney, select yes. If yes, move to step 14. Click Next.	**Amended Schedule(s) - Attorney, Uno (aty) - Outside** Is this amendment being filed only to change the address of an existing creditor, or to change the address of an attorney for an existing creditor, or to add an attorney for an existing creditor? If so, select Yes. Select No if you are adding creditors. ☐▾ Next Clear	
11. Click Next.	**Amended Schedule(s) - Attorney, Uno (aty) - Outside** **You will be prompted to pay the fee after completing this filing.** Fee: $34.00 Next Clear	

12. Select the checkbox to add new creditors. Click Next.	**Amended Schedule(s) - Attorney, Uno (aty) - Outside** **Case 25-40013 already contains creditors!** ☐ **Add new creditor(s)** Next Clear
13. More than one creditor may be added to the case through this screen. Follow instructions for formatting. Click Next.	Amended Schedule(s) - Attorney, Uno (aty) - Outside **United States Bankruptcy Court, District of Minnesota - Event Specific Filing Instructions** More than one creditor may be entered below. Separate creditors with a blank line. Each creditor name may have 50 characters. Each address may be 5 lines. Each address line may have 40 characters. *Name may be 50 characters. Address may be 5 lines, 40 characters each.* *More than one creditor may be entered. Separate creditors with a blank line.* **Name and Address** [ ] **Creditor type** Creditor ▾ **Creditor committee** ◉ No ○ Yes **Entity** ☐ Next Clear
14. Select amended document file. Click Next.	**Filename** Choose File No file chosen **Attachments to Document:** ◉ No ○ Yes Next Clear
15. Click Next.	**Amended Schedule(s) - Attorney, Uno (aty) - Outside** Next Clear
16. Verify docket text. Click Next.	Amended Schedule(s) - Attorney, Uno (aty) - Outside **Docket Text: Final Text** **Amended Schedule(s) filed by Chad T Broke: A/B, D, E/F, Verification by Debtor, Proof of Service. Fee Amount $34.00. (Attorney, Uno)** **Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.** **Have you redacted?** Next Clear

Add Creditor to Matrix

If a creditor was included in the schedules but omitted from the creditor matrix, filers should use the Add Creditor to Matrix event. This event allows for the addition of the creditor's name and address to the matrix while linking the entry to the appropriate docket entry that originally listed the creditor.

Please note: If, upon review, the court determines the creditor was not previously listed in the schedules, a notice of fees due will be issued for adding a new creditor to the case and requesting amended schedules.

1. CM/ECF > Bankruptcy	CM⏛ECF **Bankruptcy ▾**	
2. Post-Petition Events > Other Case Events	**Post-Petition Events** Appeals (bankruptcy) Applications (bankruptcy) Conversions Debtor Certifications Motions (bankruptcy) Motions (Chapter 11 First Day Only) Notices (bankruptcy) Other Case Events Plan/Disclosure Statement Response/Objection InBox (new) Call Before Use	
3. Select Add Creditor to Matrix. Click Next.	**Available Events** (click to select an event) Add Creditor to Matrix Affidavit (individual, not service) Affidavit of default re: motion for relief Affidavit of default re: motion to dismiss ch 13 case Agenda for omnibus hearing Amended Reaffirmation Agreement Brief/Memorandum in opposition Brief/Memorandum in support Certificate of service Chapter 11 Periodic Financial Report Under Fed. R. Bankr. P. 2015.3 Chapter 11 monthly operating report UST Form 11-MOR Chapter 11 post-confirmation report Chapter 11 summary of operating report Chapter 13 letter of agreement to continue objection Chapter 15 service list Corporate Ownership Statement Next Clear	

4.	Select the party filing. Click Next.	**Select the Party:** Case, Justin [Debtor 1] Add/Create New Party US Trustee, [U.S. Trustee] Next Clear
5.	Click Next.	**Add Creditor to Matrix - Attorney, Uno (aty) - Outside** Next Clear
6.	If you are adding a new creditor, select No. Click Next.	Add Creditor to Matrix - Attorney, Uno (aty) - Outside Are you adding a creditor previously listed in Schedules, if so select yes. If you are adding a new creditor, select no. ○ Yes ◉ No Next Clear
7.	This event will not allow further docketing if adding a new creditor. To add creditors, utilize the amended schedules event.	**Add Creditor to Matrix** - Attorney, Uno (aty) - Outside This event may only be used to add creditors previously listed. Docketing cannot continue. Please amend schedules.
8.	If you are adding a creditor previously listed in schedules, select Yes. Click Next.	Add Creditor to Matrix - Attorney, Uno (aty) - Outside Are you adding a creditor previously listed in Schedules, if so select yes. If you are adding a new creditor, select no. ◉ Yes ○ No Next Clear

9.	Select the docket entry listing the creditor. Click Next.	**Add Creditor to Matrix - Attorney, Uno (aty) - Outside** *Select the appropriate event(s) to which your event relates:* ☑ 05/29/2025 1 Chapter 7 Voluntary Petition for Individuals re: Justin Case. Fee Amount $338.00. (Attorney, Uno) ☐ 05/29/2025 2 Creditor Matrix. (Attorney, Uno) ☐ 05/29/2025 3 Amended Schedule(s) filed by Justin Case: Summary of Assets and Liabilities, C, D, E/F, Verification by Debtor, Proof of Service, Summary of Amendments (Local Form 1009-1) if REQUIRED. Fee Amount $34.00. Creditor(s) added to the case: Add Creditor Name Here, Additional Creditors Listed. (Attorney, Uno) ☐ 05/29/2025 Added creditor to matrix re: 1 Chapter 7 Voluntary Petition. Creditor(s) added to the case: Already Listed Creditor. (Attorney, Uno) ☐ 05/29/2025 4 Clerk's notice of fees due. Amount due: 34.00. (KRG) ☐ 05/29/2025 5 Order Regarding Notice of Amended Schedule. (KRG) ☐ 07/10/2025 Added creditor to matrix re: 1 Chapter 7 Voluntary Petition . Creditor(s) added to the case: ADDING PREVIOUSLY LISTED CREDITOR. (KRG) ☐ 07/14/2025 6 Notice of appearance and request for notice filed by Justin Case and Uno X. Attorney. Proof of Service. (Attorney, Uno) ☐ 07/14/2025 7 Withdrawal of notice of appearance re:(6 Notice of appearance) filed by Justin Case and Uno X. Attorney. (Attorney, Uno) [Next] [Clear]
10.	Select add new creditor(s). Click Next.	**Add Creditor to Matrix - Attorney, Uno (aty) - Outside** **Case 25-40014 already contains creditors!** ☑ **Add new creditor(s)** [Next] [Clear]
11.	Add the creditor information in the text box. Click Next.	**Add Creditor to Matrix - Attorney, Uno (aty) - Outside** **United States Bankruptcy Court, District of Minnesota - Event Specific Filing Instructions** More than one creditor may be entered below. Separate creditors with a blank line. Each creditor name may have 50 characters. Each address may be 5 lines. Each address line may have 40 characters. *Name may be 50 characters. Address may be 5 lines, 40 characters each. More than one creditor may be entered. Separate creditors with a blank line.* **Name and Address** [text box] **Creditor type** [Creditor ▾] **Creditor committee** ◉ No ○ Yes **Entity** ☐ [Next] [Clear]
12.	Click Next.	**Add Creditor to Matrix - Attorney, Uno (aty) - Outside** [Next] [Clear]

13. Review docket text. Click Next.	**Add Creditor to Matrix - Attorney, Uno (aty) - Outside** Docket Text: Final Text **Added creditor to matrix re: [1] Chapter 7 Voluntary Petition. Creditor(s) added to the case: Externally Added Creditor, Externally Added Second Creditor. (Attorney, Uno)** **Attention!!** Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue. **Have you redacted?** [Next] [Clear]

Adding Creditor to a Closed Case

The events required to add a creditor to a case are not allowed in closed cases. To add a creditor, follow the steps to reopen a case or submit a motion requesting relief from the court.

1. Docketing cannot continue. Adding creditors to a closed bankruptcy case is not permitted. To proceed, please follow the appropriate procedures to reopen the case.	**Amended Schedule(s) - Goddard, Kellie (crt) - Inside** This case is closed. Docketing cannot continue. This event is only available in open cases. To continue, please follow the appropriate steps to reopen the case. Repeat the "Amended Schedule(s)" event. 🖉

Request for Change of Address of Creditor

There is no fee required to change the address of a creditor previously listed within the creditor matrix.

To update the address for a creditor previously listed in a bankruptcy case, please submit the Local Form: Notice Change of Address for Creditor using the appropriate CM/ECF event:

- The form must include both the old address (as it appears in the case) and the new address to ensure proper processing. This change will update the court's records and ensure future notices are sent to the correct address.

If you are not a registered CM/ECF filer, you may submit the completed form to the Clerk's Office for entry.

By following these steps, the clerk's office will update the creditor matrix with the new creditor address. *See also* Fed. R. Bankr. P. 1009; Local Rule 1009-1.

1. CM/ECF > Bankruptcy	
2. Post-Petition Events > Other Case Events	
3. Select Request for Creditor Address Change. Click Next.	

4. Select the party filing. Click Next.	**Select the Party:** Doe, Daniel [Debtor 1] Add/Create New Party Manty, Nauni Jo [Trustee] US Trustee, [U.S. Trustee] Next Clear	
5. Select document to upload. Click Next.	Request for Creditor Address Change - Attorney, Uno (aty) - Outside **Filename** Choose File No file chosen **Attachments to Document:** ⦿ No ◯ Yes Next Clear	
6. Enter creditor name and new address. Click Next.	Request for Creditor Address Change - Attorney, Uno (aty) - Outside USE ONLY FOR CREDITOR ADDRESS CHANGES. Enter the NAME and NEW ADDRESS of creditor below. Creditor name: Testing Creditor 123 New Address Road Minneapolis, MN 55418 Address: Next Clear	
7. Verify docket text. Click Next.	Request for Creditor Address Change - Attorney, Uno (aty) - Outside Docket Text: Modify as Appropriate. **Request for creditor address change for Testing Creditor. New address: 123 New Address Road Minneapolis, MN 55418 (Attorney, Uno)** Next Clear	