

Creditor Maintenance

Note: This should be used in conjunction with filing Amended Schedules.

Instructions:

Select *Bankruptcy*

Select *Creditor Maintenance*

Select *Enter individual creditors*

- Use this option if you are adding a NEW creditor

OR

Select *Edit creditors*

- Use this option if you are making a change to an EXISTING creditor.

Follow These instructions for entering NEW creditors (see below for editing EXISTING creditors).

Enter Case Number

Verify Case Number is correct

Enter Name and Address of creditor(s)

- 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.

Verify correct number of creditors entered.

- Click Submit if correct. If not, trying going back or starting over.

You should receive the Creditors Receipt.

Follow These instructions for editing EXISTING creditors.

Enter Case Number and name of creditor (or leave name blank to receive all creditors).

Select the creditor you wish to edit

- You may have to use the pull-down menu to find the correct creditor.

Enter your modifications in the box provided.

- Name may be 50 characters. Address may be 5 lines, 40 characters each.
- Click Submit once your modification is completed.

You should see the wording Modify Completed!