

FILING AMENDED CREDITOR MATRIX – TO ADD CREDITOR(S)

NOTE: If Schedules D and E/F have previously been filed, DO NOT use these instructions. Amended schedules must be filed. To avoid multiple filing fees, see the instructions for Filing Amended Schedules D, E/F to Add Creditors on the Court’s website.

FILING REQUIREMENTS

- **Amended Creditor Matrix** – PDF should only list added creditors or clearly indicate added creditors;
 - Filer must also input added creditor(s) in Creditor Database;
- **Notice to Added Creditor(s)** – Required only if §341 Meeting of Creditors Notice has been filed/docketed.
 - Fillable Form available on Court’s website;
 - Filer should attach a copy of the §341 Meeting of Creditors Notice;
- **Filing Fee**
 - Required except when changing address of existing creditor or adding an attorney for an existing creditor;

FILING INSTRUCTIONS

Docket Event: [Bankruptcy > Other > Amended Creditor Matrix](#)

1. Upload all required documents listed above as one PDF document.
2. Answer “**yes**” to the question regarding the fee requirement.
3. Input added creditors in creditor database (Docket Event: [Bankruptcy > Creditor Maintenance](#))