Enter Creditors

Step	Action
1	Click on the **Bankruptcy** hyperlink
2	Click **Creditor Maintenance**
3	Click **Enter individual creditors**
4	Enter the case number - click **NEXT**
5	At the **Add Creditor(s)** screen enter the name and address of the creditor(s) being added to the case following the instructions for adding creditors on this screen. The following format should be used when adding a creditor: 1st line - Creditor's name 2nd line - Street address Last line - City, State postal abbreviation and zip code. ***NOTE: You may cut and paste from a word or word perfect document if adding many creditors, but make sure there is a blank line separating each creditor.*** Leave **Type** as creditor Leave **Creditor committee** default as **No** Click **NEXT**
6	The **Total Creditors Entered** Screen will appear showing the number of creditors added - click **SUBMIT**
7	The **Creditors Receipt** screen will appear stating the Case Number and the Total Creditors added to the Database completing the transaction.