

Add Creditor
(EXCERPT from "File Proof of Claim or Amended Proof of Claim")

STEP 11 Add Creditor.

- At the **Select a Creditor for Claim** screen (see Step 5 above), click on **Add Creditor**.
- The next screen allows you to confirm or change the case number. Click on the **Next** button to proceed.
- At the **Add Creditor(s)** screen, type the creditor's name and address in the field using a letter address format, but not exceeding the number of characters and lines allowed.
 - Name of creditor on first line - 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.
- Click on the **Next** button.
- The next screen confirms the **total number of creditors entered**. Click on the **Submit** button.
- At the next screen, entitled **Creditors Receipt**, click on **File A Proof Of Claim** to return to the **Search for Creditor** screen (Step 5, above) and file your proof of claim.
 - If you have questions, please contact the CM-ECF Help Desk at 505-348-2500 or toll free at 866-291-6805, option #3.