



United States Bankruptcy Court

District of New Mexico

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.
 - Leave the creditor type as "Creditor"
 - 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.

Edit Creditor

This option is used when the address for the creditor in the database is most likely the payment address entered by the debtor when the case was filed. Creditors should use this option to change their name and address to match their proof of claim so that notices will only be sent to the creditor at the address on the claim.

- At the **Select a Creditor for Claim screen** (see Step 5 above), click on **Edit Creditor**.
- The next screen allows you to confirm or change the case number and type in the name of the creditor. We suggest that you do not enter a name on this screen, but instead just click on the Next button to proceed.
- At the next screen, two options appear "Edit Creditor" or "Add new creditor." The edit creditor option displays a drop down box for you to enter the first few letters of the creditor whose name and address you want to edit. Select then click Next.
- At the **Edit Creditor(s)** screen, make changes to the creditor's name and address in the field using a letter address format, being mindful not to exceed the number of characters and lines described below.
 - Name of creditor on first line - may be 50 characters
 - Address may be 5 lines, 40 characters each
 - Leave the creditor type as "Creditor"
- Click on the Submit button.

If you have questions, please contact the CM-ECF Help Desk at 505-348-2500 or toll free at 866-291-6805, option #3.