

Accessing the List of Creditors in CM/ECF for Service

The BNC disruption is affecting CM/ECF users' access to the mailing matrix. Until resolved, CM/ECF users seeking to serve pleadings and delegated notices/orders may access the list of creditors and addresses within a case through the following process**:

Accessing the List of Creditors:

1. Select "Query" from the top menu in CM/ECF.
2. Input the case number and select the "Run Query" button.
3. Select the "Creditor" link.
4. The next screen will ask what Creditor type that you are searching. You may leave the "Creditor type" selection blank and select "Run Query" to list all creditors.
5. The next screen will display the list of the creditors and addresses to assist with service.

Accessing the List of Parties:

1. Select "Query" from the top menu in CM/ECF.
2. Input the case number and select the "Run Query" button.
3. Select the "Party" link.
4. The next screen will display the list of all parties and counsel entered in the case, along with their addresses, to assist with service.

Please note that the list of creditors and parties may not include all interested parties to a case if parties have not been properly uploaded to the CM/ECF. Therefore, parties and counsel should review service requirements to ensure that notice is provided to all appropriate parties, including those not listed on CM/ECF's list of creditors or the parties screen.

** In order to ensure complete service, users must access and serve both the List of Creditors and the List of Parties.