



UNITED STATES BANKRUPTCY COURT
SOUTHERN DISTRICT OF WEST VIRGINIA

**NOTICE OF CHANGE IN RESPONSIBILITY WHEN ADDITIONAL
CREDITORS ARE ADDED AFTER AN INITIAL CREDITOR MATRIX
HAS BEEN UPLOADED**

PLEASE TAKE NOTICE that, effective April 1, 2015, when a schedule or amended schedule is filed or a case is converted to another Chapter that adds an additional creditor(s) to a creditor matrix that has been previously uploaded, it is the responsibility of the filing attorney to upload an amended creditor matrix which lists the additional creditors that were added. The filing party must also file a certificate of service that verifies any notices counsel served upon the newly added creditors and verifying the addition and uploading of the new creditors to the creditor matrix.

With a recent upgrade of CM/ECF, it is now possible to upload creditors from an amended creditor matrix without replacing the initial creditor matrix that was uploaded at the onset of the case. After filing an amended mailing matrix, counsel must upload the image of the amended creditor matrix, using the same event (Bankruptcy/Creditor Maintenance/Upload list of creditors file) that is used when an initial creditor matrix is uploaded.


Matthew J. Hayes, Clerk