

Appoint Creditors Committee

- STEP 1.** Click on **Bankruptcy** on the ECF Main Menu Bar.
- STEP 2.** Click on **Trustee/US Trustee**.
- STEP 3.** The **Case Number** screen displays.
- Insert the case number using the YY-NNNNN format.
 - Click **Next**.
- STEP 4.** Confirm the debtor(s) name and case number are correct.
- Select **Appoint Creditors' Committee**.
 - Click **Next**.
- STEP 5.** The **Party Selection** screen displays.
- Click on **US Trustee, Portland** or **US Trustee, Eugene**.
 - Click **Next**.
 - The message "On the Following Screens, Add the members of the Creditors Committee and Creditor Committee Chair as parties to the Case" displays.
 - Click **Next**.
- STEP 6.** Enter the **Last Name** of the person who will be the Chairperson of the Creditors' Committee.
- Click **Search**.
 - If the **EXACT** party appears, select that party by clicking on their name then, in the **Role** field, select **Cred. Comm. Chair (crcmch:pty)**; and proceed to **STEP 8**.
 - If it is **NOT EXACT** click on **Create New Party** and proceed to **STEP 7**.

- The **Party Information** screen will appear, showing only the **LAST NAME** you entered in **STEP 6**.
- Enter the First Name, Middle Name, Generation and Title.
- Enter the name of the company this person represents in the **Office** field.
- Enter the mailing address in **Address 1**. (Use **Address 2** and **Address 3** as needed).
- Enter the **City, State** (2 characters State Code, e.g. WA, OR, ID) **and Zip Code**.
- The **County** field will default to **Blank**.
- Skip the **Country** field.
- Enter the **Phone, including the area code**. [e.g. (503) 123-4567.]
- Skip the **Fax and E-mail** fields.
- Pro Se** field: If party is Pro Se, select **Y** for yes; if represented by counsel, the field defaults to **N** for no.
- At **Role** field, select **Cred. Comm. Chair (crcmch:pty)**.

STEP 7. If party represented by counsel, click **Attorney**, and enter the attorney's Bar Number in the designated field.

- Select the attorney by clicking and highlighting the name. Click **Add Attorney**. At the next screen, verify the correct attorney is highlighted.
- Click **Next**.
- Scroll down, and select **Submit**.

STEP 8. Repeat **STEP 6**, **STEP 7** and **STEP 8** to enter any Creditor's Committee members. The only change will be the **Party Type (cr comm:pty)**. Once all Committee members are entered, proceed to **STEP 10**.

STEP 9. At **Search for a party** screen, click on **End party selection**.

STEP 10. Click **Browse** to select the correct PDF attachment.

- Click **Next**.

STEP 11. A case verification screen displays.

- Click **Next**.

STEP 12. The **Docket Text: Final Text** screen displays.

- Confirm the docket text is correct.

- Click **Next**

STEP 13. The **Notice of Electronic Filing Screen** displays.