

# Appointment of 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 **Appointment of 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.** The **Search for a party** screen displays.
- Enter in the Last/Business Name field the name of the company of the person who will be the Chairperson of the Creditors' Committee.
  - Click **Search**.
  - If the **EXACT** company name appears, select that party by clicking on the name then, in the **Role** field, select **Cred. Comm. Chair (cremch:pty)**; and proceed to **STEP 8**.
  - If it is **NOT EXACT** click on **Create New Party**.

- The **Party Information** screen will appear, showing only the name of the company entered in the **LAST NAME** field.
  - Enter “c/o” and the name of the person who will be the Chairperson of the Creditors’ Committee in **Address 1** field.
  - Enter the mailing address in **Address 2**. (Use **Address 3** as needed).
  - Enter the **City, State (2 digit 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.
  - At **Role** field, select **Cred. Comm. Chair (cremch:pty)**.
  - At **Party text** field, leave blank.
- 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** and **STEP 7** to enter any Creditor’s Committee members. The only change will be the **Role Type (cr comm:pty)**. Once all Committee members are entered, proceed to **STEP 9**.
- 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.** **Docket Text: Modify as Appropriate** displays.
- If appropriate, select text from the drop-down list. If not, leave blank.

- 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.