



List of Creditors Filing Guide

U.S. Bankruptcy Court
District of Connecticut
Rev. 3/2026

NOTICE & WARNING

This Creditor List Guide is intended to assist attorneys and the public in preparing a creditor list in a bankruptcy case in this Court.

This Guide is an informative and practical resource for understanding the basic procedures of filing a creditor list. The statements in this Guide do not constitute legal advice and may not be cited as legal authority and are not a substitute for legal advice from an experienced attorney.

The information in this Guide does not replace the United States Bankruptcy Code, the Federal Rules of Civil Procedure, the Federal Rules of Evidence, the Federal Rules of Bankruptcy Procedure, the Local Rules of the United States District Court for the District of Connecticut, the Local Rules of Bankruptcy Procedure for the United States Bankruptcy Court for the District of Connecticut, or the individual practices of the judges of this Court.

This Guide does not create new rules but helps to explain the current rules, but it does not replace any applicable rule.

All parties must study the rules and follow them, even if you do not have an attorney.

It is important to consult all sources of procedures and rules, including:

- Bankruptcy Code (Title 11 or 11 U.S.C. § 101-1532)
- Federal Rules of Bankruptcy Procedure (FRBP or Fed. R. Bankr. P.)
- Federal Rules of Civil Procedure (FRCP or Fed. R. Civ. P.)
- Local Bankruptcy Rules for the District of Connecticut (D. Conn. Bankr. L. R. or Local Bankruptcy Rule)
- District Court Local Civil Rules for the District of Connecticut, when our Local Bankruptcy Rule requires application of a particular rule
- Procedures required by the Judge assigned to your case.

Table of Contents

NOTICE & WARNING	2
List of Creditors – An Explanation	4
Verification of the List of Creditors	4
Creating a List of Creditors.....	5
How to File a List of Creditors	7

List of Creditors – An Explanation

A debtor must file a list of creditors *with the petition*.

The list must include the name and address of each entity included or to be included on Schedules D, E/F, G, and H of the Official Forms. *See*, 11 U.S.C. § 521(a)(1)(A); Fed. R. Bankr. P. 1007(a)(1).

This Creditor List is sometimes referred to as a list of creditors, creditor matrix, or mailing list.

This List is used to mail notices to creditors, parties entitled to notice, and parties who may have an interest in a bankruptcy case, so it is important to take care in entering names and addresses correctly.

The Court expects a debtor and, if the debtor is represented by counsel, debtor's counsel, to carefully consider whether all relevant parties in interest are included in the Schedules, in a Creditor List, or both.

If the List contains an address of a business entity such as a corporation, limited liability company (LLC), partnership, or bank, and such address *must* include an attention line to a President, Officer, Director, Manager, or General Agent of the business entity, though not necessarily by individual name. *See*, D. Conn. Bankr. L. R. 2002-1(a).

A List of Creditors shall include those agencies and offices of the United States required to receive notice pursuant to Fed. R. Bankr. P. 2002(j).

The failure to file the List of Creditors could result in dismissal of the case.

Verification of the List of Creditors

A List of Creditors must be verified or contain an unsworn declaration as provided in 28 U.S.C. § 1746. *See*, Fed. R. Bankr. P. 1008.

Local Form Verification of List of Creditors (Local Form CTB-LF-270) may be used. The Local Form is available on the Court's website: [Local Forms | District of Connecticut | United States Bankruptcy Court](#)

The Verification must be attached to the List of Creditors when filed.

Creating a List of Creditors

There is no fillable form for a List of Creditors. The List should be typed or legibly written on a blank, standard, white 8-1/2 x 11-inch document.

- The document should include a title: List of Creditors.
- Creditors and other relevant parties in interest should be listed in a single, left justified column containing as many pages as are required to list all creditors and parties in interest.
- Each different name and address must be separated by at least one blank line.
- The creditor's name must be on the first line.
- Use the second line for c/o (care of) or Attention: President.
- Any business entity such as a corporation, partnership, limited liability company, or bank **must include an attention line** to a President, Officer, Director, Manager, or Agent for Service. If an individual's name is unknown, the attention line must include the title: **President, Officer, Director, Manager, or Agent for Service.**
- Attention lines to *collection agent, account services, bankruptcy, insolvency, or legal department* are insufficient by themselves, but may be included after an attention line directed to **President, Officer, Director, Manager, or Agent for Service.**
- The city/town and state abbreviation as well as the ZIP code must be on the last line.
- Do **not** include the names and addresses of the debtor, any joint debtor, debtor's counsel, or the U.S. Trustee.
- Do not include phone numbers.
- **Do not include full account numbers or any social security numbers.** The Creditor List is a public document.

An example of a List of Creditors is found on the following page.

EXAMPLE OF A LIST OF CREDITORS

In re: Debtor's Name

Case No. 12-34567

Chapter __

LIST OF CREDITORS

ABC Corp.
Attn: President
123 Main Street
Any Town, CT 06003

Medical Affiliates and Diagnostics
Attn: Officer
321 First Avenue, Suite 50
Nice Town, CT 01006

Jane Smith
100 Main Street
Big City, NY 01001

Acme and Sons Insurance
Attn: Manager
111 Nice Street, Suite 25
Small Town, CT 06401

Law Offices of ABC, LLC
Attn: Manager
321 Main Street
Any Town, CT 06003

*[Local Form Verification of List of Creditors (Local Form CTB-LF-270)
should be attached to the List]*

How to File a List of Creditors

Self-Represented Debtors

If you do **not** have an attorney, there are two ways to file a List of Creditors: (1) In Person or (2) By Mail.

In Person

- The List may be submitted in person in paper to the Clerk’s Office.
- The Clerk's Office in each division is open Monday through Friday, 9:00 a.m. to 4:00 p.m., except for federal holidays.
- The Bankruptcy Court’s three divisional Clerk’s Offices are located in Hartford, New Haven, and Bridgeport. Directions may be found the Court’s website: [Court Info | District of Connecticut | United States Bankruptcy Court](#)

By Mail

- The List may be mailed in paper to one of the Clerk’s Office locations.
- The Clerk’s Office locations are found on the Court’s website: [Court Locations | District of Connecticut | United States Bankruptcy Court](#)

Hartford	Bridgeport	New Haven
United States Bankruptcy Court Abraham Ribicoff Federal Building 450 Main Street, 7th Floor Hartford, CT 06103	United States Bankruptcy Court Brien McMahon Federal Building 915 Lafayette Boulevard Bridgeport, CT 06604	United States Bankruptcy Court Connecticut Financial Center 157 Church Street, 18th Floor New Haven, CT 06510

Debtors Represented by Counsel

If you are represented by an attorney, your attorney must:

- (1) Electronically file a List through the Court’s Case Management Electronic Case Filing system (CM/ECF) as a PDF document,

and

- (2) Upload the same list in “.txt” format under the creditor maintenance section of CM/ECF. See Instructions on how to Create a Formatted File to Batch Upload into CM/ECF in the Requirement #2 section below.

Requirement #1: Electronically Filing the List of Creditors

With the Petition:

- The List of Creditors (in PDF format) should be attached to a voluntary petition and filed as part of the same document as the petition. *See*, Fed. R. Bankr. P. 1007(a)(1).

If not filed with the Petition:

- Under the Bankruptcy menu, select Miscellaneous. Choose the event: List of Creditors.
- Follow the prompts to docket the List of Creditors.

- **WARNING:** Do **not** use this event if you are **amending** the List of Creditors. If you are amending the List of Creditors, please select the event: Amended Schedules/Amended List of Creditors.

Requirement #2 Upload the .txt File to Creditor Maintenance

- Adding creditors or parties in interest to Creditor Maintenance may be done one at a time, by selecting the option “Enter individual creditors” or as a batch upload using the “Upload list of creditors file” option.

To Upload a Batch of Creditors

Step 1: Create a Formatted File to Batch Upload into CM/ECF

- Open a word processing program. (Microsoft Word, WordPerfect, or Notepad) to create a “.txt” file.
- All typed information should be justified to the left.
- Type the case number on the first line. Click enter to add a line break after the case number.
Note: A line break should be added to separate each creditor address.
- On the next line enter the creditor name. Click enter to add a line break.
- On the next line enter the any attention line information (*i.e.*, Attn: President). Click enter to add a line break.
- On the next line enter the street address. Click enter to add a line break.
- On the next line enter the city, state, and zip code.
- Add a line break before entering the next creditor’s information.
- After all creditors have been typed in with a line break between each creditor, save the file in a text only format (file type = text documents (*.txt)).

NOTE: Ensure the addresses entered contain all contact information in compliance with Fed. R. Bankr. P. 1007, D. Conn. Bankr. P. 1007-1 and 2002-1 (for example, addresses for business entities shall include an attention line to an **Officer, President, Director, Manager, or Agent for Service**, though not necessarily by individual name).

Example:

21-50022

New Car Parts
Attn: Officer
12 Western Blvd
Anywhere, CT 06666

New Age Flip Phone, Inc.
Attn: President
321 Main Street
Anytown, CT 06000

Jane Smith
100 Main Street
Big City, NY 01001

Acme and Sons Insurance
Attn: Manager
111 Nice Street, Suite 25
Small Town, CT 06401

Step 2: Complete the Batch Upload of the List of Creditors.

- Log into CM/ECF. Select the Bankruptcy drop-down menu. Under Bankruptcy Events, select Creditor Maintenance.
- Select Upload List of Creditors.
- Enter the case number and click Next.
- Select Choose File and search for the file location where the List of Creditors text file was saved. Select the saved List of Creditors. Click Open to add the file.
- The directory path will appear next to the “Choose File” button. If the correct file is selected, the click “Next.”
- Review the “Total Creditors Entered” to ensure the number to be added is accurate.
- NOTE: After this screen, you will have no further opportunity to modify this submission of creditors. Please confirm you are about to upload the correct file to the correct case. If all information is correct, click “Submit.”
- The Creditor Receipt will appear confirming the entry of creditors into the database for that case.