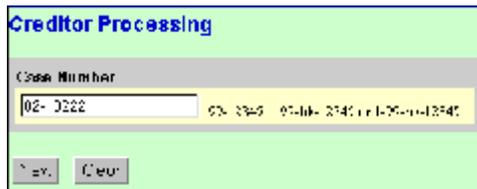


To Add a Creditor to a Case

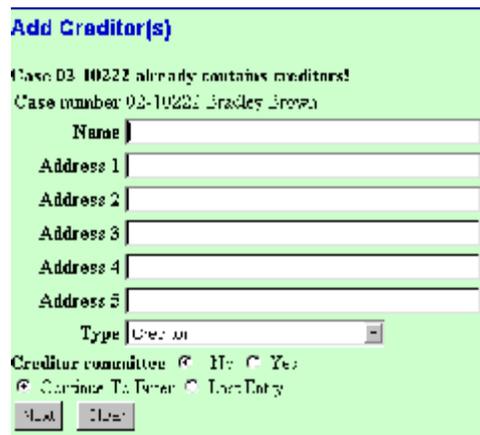
- * Click **Bankruptcy**.
- * Under Bankruptcy Events, click **Creditor Maintenance**.
- * Click **Enter Individual Creditors**.

The Case Number screen appears as shown below.



- * Enter the Case Number.
- * Click **Next**.

The Add Creditor screen appears as shown below.



- * Type the creditor's name and complete mailing address.
- * In the **Type** box, accept the default of **Creditor**.

- * At the **Creditor committee** prompt, accept the default of **No**.
- * The default is **Continue to Enter** (other creditors). Change the default to **Last Entry**.

- * Click **Next**.

The next screen verifies the creditors added as shown below.

- * If this is correct, click the **Submit** button.

The Creditor Receipt screen appears as shown below.

Case Number:	02-10222
Total Creditors Added to Database:	1

Total Paid Off Case
Total To Creditor Maturity Date