

**IN THE UNITED STATES BANKRUPTCY COURT**  
**FOR THE DISTRICT OF UTAH**

**Memorandum**

June 7, 2004

**To: Bankruptcy Practitioners**

**From: Glenn Gregorcy, Chief Deputy**

**In Re:** Verifying creditor matrix uploading (e-mail)

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We now available a means to verify that your e-mailed matrix has been uploaded into the correct case. Please follow the proceeding directions:

- 1) Go to the external website [www.utb.uscourts.gov](http://www.utb.uscourts.gov);
- 2) Choose **Case Information**;
- 3) Choose **Creditor Load Reports**;
- 4) Use **Court Entries** ( Public Entries will be used once ECF is available);
- 5) Choose either the same day or the next day from the date of your submittal of the e-mailed matrix. The report has the first two creditors (alphabetically-arranged) listed;
- 6) If your matrix does not appear, or if you do not recognize the first two creditors' names listed, contact Glenn Gregorcy at 524-6561.

This report will also report those matrixes uploaded by the "standard" method of supplying a "hard" copy matrix. The clerk's office would like to once again reiterate that filing matrixes via e-mail is the preferred method of receiving matrixes from attorneys. Thank you.