

## CLERK'S INSTRUCTIONS FOR SUBMISSION OF THE LIST OF CREDITORS ON COMPUTER DISKETTE

### I. General Information

The automated case management system in this court provides for the computerized processing of creditor lists to enable a high volume of cases to be processed through the Bankruptcy Noticing Center. Creditors can be initially loaded into the computer database for each case in one of two ways: (1) by "scanning" a hard (paper) copy mailing matrix supplied at the time of filing or (2) "loading" the information from a 3 1/2" high-density diskette or a 5 1/4" floppy supplied at the time of filing. Attorneys who file computer generated forms are to submit the list of creditors on diskette in the proper format outlined in these instructions. The court may require mailing lists submitted incorrectly to be resubmitted.

### II. Submitting Mailing Matrices on Diskette

#### a. **Disk Type:**

Must be a 3 1/2" diskette or a 5 1/4" floppy in Microsoft DOS compatible format in any density up to 1.44 MB. Virtually any DOS version should work but the disk must be readable by the court's computer.

#### b. **File Requirements:**

- Multiple cases mailed in the same envelope or filed in a group at the counter may be included on one disk. The disk shall contain the list of creditors for each case.
- The file must be saved in a "pure text" format (See subsection Text Format below.)
- The file must be located in the disk's root directory and named (debtor's last name) before or after each case.

#### c. **File Content:**

- The creditor list should only include the specific creditors to that particular case with complete mailing address.
- Do not include the debtor, joint debtor, attorney for the debtor, case trustee or U. S. Trustee in the list. These will be added automatically.

#### d. **Text Format:**

- The creditor list saved as (debtor's last name).scr must be in ASCII, or "pure text" format in order for the court's computer to read the data. All word processing packages have the capability of saving a word processing document as "pure text". The following instructions for saving in the required format cover WordPerfect for DOS versions 5.0 and 5.1. For other applications and programs, consult the documentation which accompanied the software or ask for help from the court automation staff.