

## REVISED FORMAT FOR CREDITORS MATRIX

In order to ensure that the cases you file can be properly read by the optical scanner, we ask that you observe the following guidelines. Your cooperation is essential if we are to make any major improvements in our existing system.

1. Lists must be typed in one of the following standard typefaces or print styles:
  - Courier 10 pitch
  - Prestige Elite
  - Letter Gothic
2. Lists should be typed on a single page in a single column rather than in three columns.

The reason the addresses must be in a single column is because the optical character reader (OCR) scans the material automatically from left to right, line by line. If, on the current matrices being submitted to the court, the first column has an address with three lines, the second column has an address with four lines and the third column has an address with five lines, the OCR will see the blank line after the first address and not read any further. Thus, we will feed in the OCR single column addresses that will be read automatically and completely.

3. Lists must be typed so that no letters are closer than ½ inch from any edge of the paper.
4. Each name/address must consist of no more than 5 (five) total lines with at least *one blank line* between each of the name/address blocks.
5. Each line must be 40 characters or less in length.
6. DO NOT include the following people (who were formerly required on creditor matrices.) They will be retrieved automatically by the computer for noticing.
  - Debtor
  - Joint Debtor
  - Attorney for the Debtor(s)

### Things to Avoid

Although the court is using sophisticated equipment and software to insure accuracy in creditor list reading, certain problems can still occur. By following these guidelines, the court will avoid delays or additional effort in mailing notices.

The following problems can prevent your lists from being read by the optical scanner, requiring you to re-submit your creditor list in an acceptable form.

#### Avoid:

1. Extra marks on the list – such as letterhead, dates, debtor name, coffee stains, handwritten marks.
2. Non-standard paper such as onion skin, half-sized paper, or colored (such as yellow) paper.
3. Poor quality type caused by submitting a photocopy or carbon, using an exhausted typewriter, or using a type writer with a fabric ribbon.
4. Unreadable type faces or print styles such as proportionally spaced fonts, dot-matrix printing, or exotic fonts (such as Olde English or script.) Use only Courier 10, Prestige Elite, or Letter Gothic.
5. Mis-aligned lists caused by removing the paper from the typewriter before completing the list, or inserting the paper into the typewriter crooked.

6. Incorrect Typewriter Settings will cause unreadable lists. Make certain that your typewriter is set for 10 pitch if you are using a 10 pitch type style.
7. Stray marks should be avoided. Do not type lines, debtor name, page numbers, or anything else on the front of a creditor list. Any identifying marks you choose to add can be typed on the *back* of the list.
8. Upper case only (all capital letters) should be avoided. Type in upper and lower case as you would on a letter.
9. Zip code must be on the last line. Nine digit zip-codes should be typed with a hyphen separating the two groups of digits. Do NOT type attention lines or account numbers on the last line; put these on the second line of the name/address if needed. (The zip code must be at the end for the zip code sorting equipment to find it.)
10. Fabric ribbons should be avoided. They produce letters which are too fuzzy to be properly scanned.

# ERRORS TO AVOID IN PREPARING CREDITOR LISTS

<p><u>Debtor: Allnet Svcs.</u></p> <p><b>PAGE TITLES</b> If you want to type titles or other identification on lists, type it on the back of list, never on the front.</p>	<p>Stephen R. Miller III Coal Building 1092 17th Street Baltimore, MD 20207</p>	<p><b>TOO CLOSE TO EDGE</b> You must keep all typing at least ½ inch from any edge: top, bottom, or side</p>
<p><b>ALL UPPER CASE</b> Use upper and lower case (capitals and small letters) as if you were typing a letter</p>	<p>MUTLI-TRONICS ANIMATIONS 3837 STRONG WAY NORTH SUITE 10 BALTIMORE, MD 20936 OR 107-D CASTLE BUILDING NORTH PARKWAY BLVD. HOUSTON, TX 10936</p>	<p><b>TOO LONG</b> A name/address block must be 5 lines of 40 characters each or less.</p>
<p><b>BOLD TYPE</b> Do not use a boldface setting on your typewriter or word processor</p>	<p><b>Arctic Expeditions Incorporated</b> <b>536 East 48th Ave.</b> <b>Anchorage, AK 99505</b></p>	<p><b>FABRIC RIBBON</b> Use an office-quality film ribbon to insure proper scanning.</p>
<p><b>WRONG FONT</b> you may use Courier 10, Prestige Elite, or Letter Gothic. No other font is acceptable.</p>	<p>Gow Fire Protection 459 North 98th Street Hoquiam, WA 98550 ATTN: Steve Jamison</p>	<p><b>ATTENTION LINE</b> If you must type an attention line or account number for a creditor, put it on the second line of the address, not at the end</p>
<p><b>WRONG PITCH</b> If you us a 10-pitch font, make sure typewriter is set to 10 pitch</p>	<p>Larry Miller, Jr. Landover Food &amp; Bev. Suite 12B Burg, MD 24309 5182</p>	<p><b>9-DIGIT ZIP CODE</b> Separate the two groups of digits with a dash, not a space</p>
<p><b>HANDWRITING</b> Handwriting is not scannable and will interfere with the reading of the rest of the list.</p>	<p><i>Coopers &amp; Lybrand</i> <i>Box 3605</i> <i>Los Altos, CA 94022</i></p>	<p><b>STRAY MARKS</b> No lines, symbols, letterhead or other non-address data should appear on creditor list.</p>
<p><b>PAGE NUMBER</b> Do not number pages or type anything but creditors on list</p>	<p align="center">-17-</p>	

## STATE AND POSSESSION ABBREVIATIONS

AL	Alabama	MP	Northern Mariana Islands
AK	Alaska	OH	Ohio
AZ	Arizona	OK	Oklahoma
AR	Arkansas	OR	Oregon
AS	American Samoa	PW	Palau
CA	California	PA	Pennsylvania
CO	Colorado	PR	Puerto Rico
CT	Connecticut	RI	Rhode Island
DE	Delaware	SC	South Carolina
DC	District of Columbia	SD	South Dakota
FM	Federated States of Micronesia	TN	Tennessee
FL	Florida	TX	Texas
GA	Georgia	UT	Utah
GU	Guam	VT	Vermont
HI	Hawaii	VA	Virginia
ID	Idaho	VI	Virgin Islands
IL	Illinois	WA	Washington
IN	Indiana	WV	West Virginia
IA	Iowa	WI	Wisconsin
KS	Kansas	WY	Wyoming
KY	Kentucky		
LA	Louisiana		
ME	Maine		
MH	Marshall Islands		
MD	Maryland		
MA	Massachusetts		
MI	Michigan		
MN	Minnesota		
MS	Mississippi		
MO	Missouri		
MT	Montana		
NE	Nebraska		
NV	Nevada		
NH	New Hampshire		
NJ	New Jersey		
NM	New Mexico		
NY	New York		
NC	North Carolina		
ND	North Dakota		

## DIRECTIONAL ABBREVIATIONS

N	North
E	East
S	South
W	West
NE	Northeast
SE	Southeast
SW	Southwest
NW	Northwest

Please use the State abbreviations with no punctuation as shown on this list when preparing a matrix. The last line of the address block must include: City, State, and Zip Code.

## **Example Creditor List:** Courier 10 Pitch

First City National Bank of  
Beaumont  
P.O. Box 3391  
Beaumont, TX 77704

Flex Northwest  
1540 NW 46th Street  
Seattle, WA 98372

General Welding Supply Co.  
P. O. Box 3617  
Baltimore, MD 20984

George S. Bush Export, Inc.  
1400 Exchange Building  
Buffalo, NY 10984

Glander International  
Lake Success Plaza  
One Hollow Lane  
Lake Success, NY 11042

Gus Electronics  
Marine Division  
3700 West 61st Avenue  
Anchorage, AK 99052

Hansberry's Appliance  
Parts Division  
400 9th Avenue North  
Seattle, WA 98109

Hardware Specialty Company  
3419 11th Avenue, SW  
Seattle, WA 98134

Hill, Batis, and Nash  
Attorneys at Law  
Suite 5125  
One World Trade Center  
Baltimore, MD 20045

Hocking International  
Chemical Corporation  
2121 Hoover Avenue  
National City, CA 92050-3821

Peterboro Food and Beverage  
405 Landover Road  
Suite 12B  
Landover, MD 20009

## **Example Creditor List: Letter Gothic**

First City National Bank of Beaumont  
P.O. Box 3391  
Beaumont, TX 77704

Flex Northwest  
1540 NW 46th Street  
Seattle, WA 98372

General Welding Supply Co.  
P. O. Box 3617  
Baltimore, MD 20984

George S. Bush Export, Inc.  
1400 Exchange Building  
Buffalo, NY 10984

Glander International  
Lake Success Plaza  
One Hollow Lane  
Lake Success, NY 11042

Gus Electronics  
Marine Division  
3700 West 61st Avenue  
Anchorage, AK 99052

Hansberry s Appliance  
Parts Division  
400 9th Avenue North  
Seattle, WA 98109

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Chemical Corporation  
2121 Hoover Avenue  
National City, CA 92050-3821

Peterboro Food and Beverage  
405 Landover Road  
Suite 12B  
Landover, MD 20009

## Example Creditor List: Prestige Elite

First City National Bank of  
Beaumont  
P.O. Box 3391  
Beaumont, TX 77704

Flex Northwest  
1540 NW 46th Street  
Seattle, WA 98372

General Welding Supply Co.  
P. O. Box 3617  
Baltimore, MD 20984

George S. Bush Export, Inc.  
1400 Exchange Building  
Buffalo, NY 10984

Glander International  
Lake Success Plaza  
One Hollow Lane  
Lake Success, NY 11042

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