

UNITED STATES BANKRUPTCY COURT
DISTRICT OF OREGON
1001 S.W. 5TH AVE., #700
PORTLAND, OR 97204

Terence H. Dunn
Clerk of Court

COM (503) 326-2231
FAX (503) 326-3046

MEMORANDUM

DATE:

FROM: Terence H. Dunn, Clerk, U.S. Bankruptcy Court

TO: Debtor's Attorney (or Debtor) in Case No.: _____

RE: Additional requirements for cases with over 300 creditors and interested parties.

The Court enters all bankruptcy scheduled creditors into an electronic database. To ensure prompt case administration, LBR 1007-2.E. requires you to comply with the requirements of this memo for submission of creditor matrix data in an electronic format to the court. The electronic matrix must be identical to the paper matrix, and will be loaded directly into the court's database as submitted. If there are more than 5,000 entities on the matrix, however, a paper matrix is NOT required. Since either your creditor schedules, or an amendment thereto, lists more than 300 entities, the following apply:

A. You may either:

1. a. Provide an electronic matrix of all entities listed on schedules D, E, F, G, & H, or amendments thereto, including all "precautionary" creditors, with complete names and addresses of each entity (Note: **DO NOT** list the debtor(s) or debtor's attorney as they are already in the system). **PREFERABLY** provide it on a CD (Compact Disk) or, if necessary, an IBM compatible 3.5" 1.44MB floppy. **IN ADDITION**: (1) the data file **MUST BE DOS TEXT**; (2) the file name must **NOT EXCEED** eight (8) characters; **AND** (3) if more than 5,000 listed entities, a copy must also be submitted.
- b. The electronic matrix must be prepared in the format required by the attached LBF #104 (e.g., single column), except the requirements for page numbering and debtor's name on each matrix page **DO NOT** apply.
- c. **ONLY** the PAPER matrix, if not already filed with the petition as required, may be submitted in three columns if formatted for use with adhesive mailing labels.
- d. The diskette must be submitted with a signed certification that all the entity names and addresses on the diskette are identical to those on the schedules and, if there are less than 5,000 entities listed, also to those on the paper matrix filed with the applicable bankruptcy petition.

OR

2. a. Provide to Poorman Douglas a matrix of all entities listed on schedules D, E, F, G, and H, or amendments thereto, including all "precautionary" creditors, by listing them only once and providing a complete name and mailing address for each (Note: **DO NOT** list the debtor(s) or debtor's attorney as they are already in the system) in electronic or paper format. The list will be entered onto an electronic media for loading to the court's computer system pursuant to the court's requirements.

are made with Poorman Douglas. Poorman Douglas costs for various services related to this requirement (as of the date this LBF was created) are shown on the attached "Bankruptcy Services" sheet. This procedure does not relieve the debtor from originally filing documents in a Bankruptcy case (i.e., you must still timely file the original schedules and all required copies thereof). All costs associated with services provided by Poorman Douglas are PAYABLE to POORMAN DOUGLAS. The charge is considered an administrative expense & immediately reimbursable from any estate assets without further court order. Questions about billing should be directed to Mr. Steve Hankins, (503)350-5800, at Poorman Douglas.

- c. The diskette must be submitted with a signed certification that all the entity names and addresses on the diskette are identical to those on the schedules and, if there are less than 5,000 entities listed, also to those on the paper matrix filed with the applicable bankruptcy petition.

- B. Also see LBF #104.5 (Mailing Addresses for Federal and State Governmental Units) which is a list of mailing addresses required by governmental agencies for use. The most current version of this form is available on the Internet @ www.orb.uscourts.gov. These agencies request their listed address be used to insure they receive timely notice at the appropriate location. **PROCESSING OF ENTITIES IN THIS CASE DOES NOT INCLUDE THE ABILITY FOR THE COURT TO MAKE THESE ADDRESS CHANGES.** It is therefore requested you make any applicable address changes before submitting your matrix to the court. Poorman Douglas has the ability to handle these address changes and has suggested a cost of \$.38 per address edit. Any address change must appear on both the paper and electronic matrix!

- C. **WITHIN FIVE WORKING DAYS OF** the above date (or with the schedules if you have a court order allowing a later filing), **YOU MUST FILE EITHER:** (1) the Certification of Submission below, OR (2) the electronic media as described in pt. A.1. above.

- D. This procedure does not relieve the debtor from originally filing documents in a Bankruptcy case (i.e., you must still timely file the original schedules and all required copies thereof).

- E. Thank you very much for your cooperation, and please call Maggie Rivera-Flesey with any questions at (503)326-2231, ext 154.

CERTIFICATION OF SUBMISSION TO POORMAN DOUGLAS

I, the undersigned, hereby certify that all necessary material has been submitted to Poorman Douglas for creation of electronic data, and the required paper matrix, per the requirements as stated in pt. A.2. above.

Signature & Date

Printed Name & Title

Relation to Debtor