

GUIDELINES FOR SUBMITTING A MATRIX ON DISK WITH A TRADITIONAL FILING

Pursuant to Local Bankruptcy Rule 1007-2, a debtor who has more than one hundred (100) creditors shall, instead of filing a printed matrix, provide to the Clerk a computer disk prepared using the following guidelines:

1. Use a formatted CD Rom
2. List the names, addresses and zip codes in a single column with margins no less than one (1) inch.
3. Each line **can not be more** than forty (40) characters in length
4. Each creditor record **can not be more** than five (5) lines long
5. Each name/address block **must** be separated by two (2) blank lines
6. **Do not** include account numbers on the creditor list
7. One disk per debtor labeled with the debtor's name and submitted in a protective case

Please refer to Local Bankruptcy Rule 1007-2 for other requirements regarding any department or agency of the United State that is listed on the matrix.