

Instructions for Submission of the Creditor List by Non-Electronic Filers

General Information

Submitting the list of creditors using electronic media, [e.g., CD, DVD, or USB key] allows the court to efficiently process a higher volume of cases in a faster amount of time. The following guidelines must be strictly followed in order to properly submit the list of creditors and begin processing of the bankruptcy case.

Disk Type

The Creditor List may be created on:

- Compact Disc [CD]
- Digital Versatile Disc [DVD]
- USB key [thumb drive]
- Clerk's Office public area computer

Note: The Clerk's office public area computers do not contain software to 'burn' the list of creditors to a CD/DVD. If you have access to a computer with this software and are able to create a creditor list on CD/DVD, the CD/DVD must be 'finalized' before submitting to the Court in order to be read into the Court's electronic filing system. Consult your computer's documentation for more information on how to do this.

Alternatively, the filer may create the creditor list using the Clerk's Office public area computer.

File Requirements:

- Each case must be submitted with a separate disk, CD, DVD or USB key containing the creditors with their names and addresses
- The file must be saved in a "pure text" format, e.g. Notepad, included in all versions of Microsoft Windows (do not use Word or WordPerfect)
- The file must be located in the electronic media root directory and named creditor list .txt

File Content:

- Only include the names and addresses of creditors specific to a particular case
- The court will automatically add the debtor, joint debtor, debtor's attorney, case trustee and the US Trustee – do not add these names to the list of creditors

Creating the Creditor List

Creating the list in pure text (.txt) format:

Step	Action
1	Insert a, CD, DVD or USB key into the computer
2	Double click on the “Notepad” icon on the desktop (Notepad may also be found by accessing the Start menu – in the search field, type: Notepad); a new .txt (pure text) file will open
3	Type the creditors names and addresses (left justified) using up to 5 lines for each address and adding at least one space between creditors. Do not use symbols (#,@), apostrophes, or punctuation. Example: Citibank 123 Four Street Providence RI 02903 Home Depot 123 Depot Street Providence RI 02903
4	Continue until all creditor names and addresses have been entered

Saving the list:

Step	Action
1	In the upper left corner, click File -> Save
2	Select Desktop as the location
3	In the box FILE NAME, type in your name
4	Click SAVE
5	Close the file by clicking the “x” in the upper right corner

Transferring to Disk:

Step	Action	
1	With the curser over the .txt file, right click on the mouse	
2	Highlight the "Send To" feature and select:	
	If...	Then...
	For CD or DVD	DVD Drive (D)
	USB Key	USB Disk (E)
3	Remove the /CD/DVD,USB Key.	

Labeling

The following information should be included on each form of electronic media submitted:

- Name of individual preparing creditor list.
- Debtor's full name
- Number of creditors on the electronic media

It is advisable to save a backup copy of the creditor file, either on the hard drive of the computer or a second media, in case another copy of the file is needed later.

Returning Electronic Media

If the filing takes place at the Clerk's Office window, the electronic media will be submitted immediately, scanned and returned to the filer.

If the filing takes place through the mail, the electronic media will be returned along with any extra copies of documents, provided that a self-addressed, stamped envelope is supplied. Otherwise, the electronic media will be destroyed.

Computer Virus Protection:

The Clerk's Office has computer software which scans the electronic media for viruses in order to prevent possible damage to court records as well as affording protection to those who request the return of their electronic media from the Court. Since new strains of computer viruses are regularly created, the Court subscribes to a virus detection update service which allows us to detect the most recent computer viruses. All computer users are strongly urged to ensure that safeguards exist in their offices to detect and eradicate current and future computer viruses. You should also be aware that whatever virus detection software you use must be updated regularly because old software will not detect new viruses.

Submission of electronic media with a virus will be subject to appropriate court action.

NOTE: Any procedural or systems-based questions with regard to these instructions can be directed to the automation department at 626-3100, ext. 3126 or 3140.