

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

General Information

Submitting the list of creditors in electronic form 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 electronically submit the list of creditors (mailing matrix) and begin processing of the bankruptcy case.

Disk Type

The Creditor List may be created on:

- 3 ½ floppy disk
- CD
- DVD
- USB key

Note: The Court's public area computers do not contain software to 'burn' the list of creditors to a CD, DVD or USB key. If you have access to a computer with this software and are able to create a mailing matrix on CD, the CD must be 'finalized' before submitting to Court. Consult your computer's documentation for more information on how to do this.

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 disk/CD root directory and named matrix.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 floppy disk, 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

Step	Action	
2	Highlight the "Send To" feature and select:	
	If...	Then...
	For 3 ½ floppy disk	Floppy Disk Drive (A)
	For CD or DVD	DVD Drive (D)
	USB Key	USB Disk (E)
3	Remove the floppy disk/CD/USB Key (for floppy disks: when the green light outside Drive A on the CPU unit goes out, you may remove the disk)	

Labeling

The following information should be included on each disk submitted:

- Name of submitting firm or practitioner, if applicable
- Debtor's full name
- Number of creditors on the disk

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

Returning Disk

If the filing takes place at the court window, the disk will be submitted immediately, scanned and returned to the filer!

If the filer used a court provided disk, the disk should be returned to the court staff assisting you

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

Computer Virus Protection:

The court has computer software which scans disks for viruses in order to prevent possible damage to court records as well as affording protection to those who request the return of disks 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 a computer disk 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 our systems staff at 626-3100, ext. 3126 or 3140.