

## United States Bankruptcy Court

### District of Rhode Island

## Instructions for Electronic Submission of List of Creditors by Non-Electronic Filers

### General Information

The Creditor List must be submitted to the Court on either a 3 ½” floppy disk or on a regular CD. 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 mailing matrix may be created on a floppy disk (supplied at the time of filing) in the Court’s public area. 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:*

Must be a 3 ½” floppy disk, CD, DVD or USB key in plain text (not Word, WordPerfect, etc).

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

#### *File Requirements:*

1. Each case must be submitted with a separate disk or CD containing the creditors with their addresses; the system can only read one file per disk.
2. The file must be saved in a “pure text” format (see subsection Text Format on the following page)
3. The file must be located in the disk/CD root directory and named credlist.txt

#### *File Content:*

The creditor list should only include the specific creditors to that particular case. The court has software which 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!**

## How to create a Creditor List

Insert a floppy disk, CD, DVD or USB key into the computer.  
Double click on the “Notepad” icon on the desktop.

**\*\*If you do not have a “Notepad” icon on your desktop, you can press the “Start” button and click on “Run”. Then type “Notepad” in the field and press the “Ok” button.**

Start typing the creditor’s names and addresses (**left justified**), **using up to 5 lines, NO symbols (c/o, &, #, @), no apostrophes, punctuation or colons and only initial capital letters.**)

Leave at least one space (up to 2 spaces) between each creditor’s name and address.

An example below

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Citibank  
123 Four Street  
Providence RI 02903

Home Depot  
6 Depot Street  
Providence RI 02903

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After you have entered all your creditor’s names and addresses:  
**Click on FILE** (top left) and choose **SAVE AS**

Select **Desktop** from the drop down screen  
The **File name** should be changed to **your name**  
click **Save**

Minimize the Notepad window and your Creditor should be on the desktop.  
Put the mouse on the file you just created and right click with the mouse, highlight the Send to feature and select:

- 3 1/2 Floppy A: if a floppy

Once the green light on the floppy goes out you can **remove** the disk and file it with your petition.

- CD or DVD burning drive if submitting a CD or DVD
- USB Key if you will be submitting a USB Key or Removable drive

Once you remove the disk you can close “Notepad” by going to “File\Exit” or simply click on the “X” at the top right of the window.

*Labeling:*

1. 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
2. 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/overnight box, 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.