FORMAT FOR CREDITOR MATRIX
(Please refer to last page for diskette guidelines)

*In this district, a mailing matrix is required when filing the following:
- a new petition
- new schedules upon conversion if five or more creditors are added*
- an amendment to schedules adding five or more creditors*

*The matrix need only reflect the **new** creditors.

In order to ensure that the matrix you file can be properly read by optical scanner, we ask that you observe the following guidelines:

1. Lists must be typed in one of the following standard typefaces or print styles.

    ✳ Courier 10 pitch
    ✳ Prestige Elite
    ✳ Letter Gothic

2. List should be left-justified with a one-inch left margin.

3. Lists should be typed on a single page in a single column rather than in three columns (see example attached).

4. Lists must be typed so that no letters are closer than ½ inch from any edge of the paper.

5. Each name/address must consist of no more than 5 (five) total lines, with at least *one blank line* between each of the name/address blocks.

6. Each line must be 40 characters or less in length.

7. DO NOT include the following people (who were formerly required on creditor matrixes). They will be retrieved automatically by the computer for noticing.

8. Debtor

9. Joint Debtor

10. Attorney for the Debtor(s)

Things to Avoid

Although the Court is using sophisticated equipment and software to ensure accuracy in creditor list reading, certain problems can still occur. By following these guidelines, the Court will avoid delays or additional effort in mailing notices.

The following problems can prevent your lists from being read by the optical scanner, requiring you to re-submit your creditor list in an acceptable form.

AVOID:

1. <u>Extra marks on the list - such as letterhead dates, debtor name, coffee stains, handwritten marks.</u>

2. Non-standard paper such as onion skin, half-sized paper, or colored (such as yellow) paper.

3. Poor quality type caused by submitting a photocopy or carbon, using an exhausted typewriter, or using a typewriter with a fabric ribbon.

4. Unreadable type faces or print styles such a proportionally-spaced fonts, *dot-matrix printing, or exotic fonts (such as Olde English or script).* Use only Courier 10, Prestige Elite, or Letter Gothic.

5. Misaligned lists caused by removing the paper from the typewriter before completing the list, or inserting the paper into the typewriter crooked.

6. Incorrect Typewriter Settings will cause unreadable lists. Make certain that your typewriter is set for 10 pitch type style.

7. Stray Marks should be avoided. Do not type lines, debtor name, page numbers, or anything else on the front of a creditor list. Any identifying marks you choose to add can be typed on the back of the list.

8. Upper Case Only (all capital letters) should be avoided. Type in upper and lower case as you would on a letter.

9. Zip Code must be on the last line. Nine digit zip codes should be typed with a hyphen separating the two groups of digits. **DO NOT** type attention lines or account numbers on the last line; put these on the second line of the name/address if needed. (The zip code must be at the end of the zip code sorting equipment to find it).

10. Fabric Ribbons should be avoided. They produce letters which are too fuzzy to be properly scanned.

WARNING: DO NOT USE DOT MATRIX PRINTERS.

ERRORS TO AVOID
IN PREPARING CREDITOR LISTS

Debtor: Allnet Svcs

▲

PAGE TITLES

If you want to type titles or other identification on lists, type it on the back of list, never on the front.

ALL UPPER CASE →

Use upper and lower case (capitals and small letters) as if you were typing a letter.

BOLD TYPE

→

Do not use a boldface setting on your typewriter or word processor

WRONG FONT →

You may use Courier 10, Prestige Elite, or Letter Gothic. No other font is acceptable.

WRONG PITCH

→

If you use a 10-pitch font, make sure typewriter is set to 10 pitch.

HANDWRITING

→

Handwriting is not scanable and will interfere with the reading of the rest of the list.

PAGE NUMBER

→

Stephen R. Miller, III
Coal Building
1098 17th Street, NW
Baltimore, MD 20207

MULTI-TRONICS ANIMATIONS
3037 STRONG WAY
SUITE 10
BALTIMORE, MD 20938
     -or-

107-B CASTLE BUILDING
WESTERN PARKWAY BLVD.
LOGSTON, TX 10938

Arctic Expeditions
Incorporated
536 East 48th Ave.
Anchorage, AK 99505

Gow Fire Protection, Inc.
459 North 98th Street
Hoquiam, WA 98550
ATTN: Steve Jamison

Larry Miller, Jr.
Landover Food & Bev.
Suite 12B
Burg, MD 24309 5182

Coopers & Lybrand
Box 3605
Los Altos, CA 94022

← **TOO CLOSE TO EDGE**

You must keep all typing exactly one inch from any edge, top, or side

← **TOO LONG**

A name/address block must be 5 lines for 40 characters each or less

FABRIC RIBBON

Use an office-quality film ribbon to ensure proper scanning

← **ATTENTION LINE**

If you must type an attention line or account number for a creditor, put it on the second line of the address, not at the end

← **9-DIGIT ZIP CODE**

Separate the two groups of digits with a dash, not a space

STRAY MARKS

No lines, symbols, letterhead, or other non-address data should appear on creditor list

First City Natn'l Bank
of Beaumont
P.O. Box 3391
Beaumont, TX 77704

Flex Northwest
1540 NW 46th Street
Seattle, WA 98372

General Welding Supply Co.
P.O. Box 3617
Baltimore, MD 20984

George S. Bush Export, Inc.
1400 Exchange Building
Buffalo, NY 10984

Glander International
Lake Success Plaza
One Hollow Lane
Lake Success, NY 11042

Gus Electronics
Marine Division
3700 West 61st Avenue
Anchorage, AK 99502

Hansberry's Appliance
Parts Division
400 9th Avenue North
Seattle, WA 98109

Hardware Specialty Company
3419 11th Avenue, SW
Seattle, WA 98134

Hill, Batis, and Nash
Attorneys at Law
Suite 5125
One World Trade Center
Baltimore, MD 20045

Hocking International
Chemical Corporation
2121 Hoover Avenue
National City, CA 92050-3821

Peterboro Food and Beverage
405 Landover Road
Suite 12B

Diskette Guidelines for Matrixes

When a matrix is submitted on diskette, it should conform to the following guidelines:

✳ Each address must contain 5 lines or less.

✳ Address lines may not exceed 40 characters in length (any excess will automatically be truncated).

✳ There must be 1 blank line between each complete address. Do not leave blank lines within an address.

✳ The document must be stored in ascii text format (not delimited). If the matrix is prepared in a word processor, it should be exported to the appropriate format before the diskette copy is created. Since procedures vary with each word processing program, consult the program's user's guide for assistance.

✳ Submit the matrix on a 3.5" diskette. **Name the document the debtor's last name and use an extension of .txt.** For example, a matrix for John Doe would be saved as "doe.txt".

✳ When a diskette with a matrix is submitted over the counter, another blank diskette is immediately given in exchange.

✳ When a diskette with a matrix is received in the mail, one will be returned to the sender provided a stamped, self-addressed mailer is enclosed.

✳ Regardless of how a diskette is submitted, the data will be erased and the diskette will become part of the exchange pool.

✳ A paper matrix shall also be submitted.