

How to Convert a Creditor Matrix to a .txt File

The following instructions will guide you to correctly format a creditor matrix and save it as a **.txt** file.

A creditor matrix contains each creditor's name and mailing address. This information is used for noticing and also for claims information when applicable. The creditor matrix must be in a n ASCII file format with an appropriate text extension such as **.txt** before it can be successfully uploaded into the CM/ECF system.

Suggested Creditor Matrix Specifications

- The name and address of each creditor must be five (5) lines or less.
- Each line may contain no more than 40 characters including blanks.
- Names and addresses should be left justified (flush against the left margin, no leading blanks.)
- Account numbers or "attention" lines should be placed on the second line of the name/address.
- City, state and ZIP code must be on the last line.
- Nine digit ZIP codes must be typed with a hyphen separating the two groups of digits.
- All states must be two-letter abbreviations.
- Each creditor must be separated by a least one blank line.
- Do not include page number, headers, footers, etc.

To Save the Creditor Matrix File with a .txt Extension

- After creating the creditor list in WordPerfect or Microsoft Word, open the file. Click on **F**ile on the toolbar to display the drop-down list.
- Click **S**ave **A**s in the drop-down list.
- If using WordPerfect, do the following:
 - ▶ Click the drop-down menu arrow in the **F**ile **T**ype box and select the file type **A**SCII **D**OS **T**ext.
- If using Microsoft Word, do the following:
 - ▶ Click the drop-down menu arrow in the **S**ave **A**s **T**ype box and select the file type **T**ext **F**iles (*.txt) or **T**ext **O**nly (*.txt).
- Enter the file name in the **F**ile **N**ame: box. (The system provides the same file name with a **.txt** extension.)
- Click the **[S**ave] button.