

**UNITED STATES BANKRUPTCY COURT**

**SOUTH CAROLINA**

**Clerk's Instruction: Submission of the List of Creditors Electronically or  
on Computer Diskette (CI-1007-1(a)<sup>1</sup>)**

**(a) General Information**

As part of the filing requirements set forth by the Federal Rules of Bankruptcy Procedure 1002, 1003 and 1007, the debtor shall file with the petition a mailing matrix alphabetically listing the name and address of each creditor shown on the schedules. The automated docketing system in this court provides for the computerized processing of creditors to enable a high volume of cases to be processed within limited time constraints. Creditors can be initially loaded into the computer database for each case in one of three ways: (1) "loading" the information from a 3 ½ " high-density disk supplied at the time of filing (required by SC LBR 1007-1 or (2) submitting the creditors electronically in a text file via CM/ECF or (3) by "scanning" a hard (paper) copy mailing matrix supplied at the time of filing provided it is accompanied by a waiver (Local Official Form 1007-1(a) of SC LBR 1007-1) The waiver is intended to accommodate persons filing *pro se*. Mailing lists submitted incorrectly may be required to be resubmitted.

**(b) Creditor Format of Matrices submitted on disk, electronically filed via CM/ECF, or conventionally filed:**

- (A) Must be typed in Courier 12 point font (10 cpi)
- (B) lists should be typed in a single column
- (C) each name and address must consist of no more than 5 (five) total lines of single spaced type
- (D) one blank line should appear between each creditor address
- (E) ZIP codes must be located on the same line as the city and state which should be the last line of the address
- (F) use ZIP +4 format with a hyphen between the fifth and the sixth number
- (G) each line must be 30 characters or less in length
- (H) if "attention" lines or account numbers are used, they should appear on the second line of the address, not on the last line
- (I) no headers, footers or page numbers should be used in the text
- (J) use all capital letters, no lower case
- (K) no punctuation should be used except for the hyphen in item (5) above

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<sup>1</sup> Please refer to SC LBR 1007-1 and LOF 1007-1(a) if a waiver to this rule is requested. If the completed waiver is not accepted by the clerk's office, you will be required to submit the mailing matrix on computer disk within forty-eight (48) hours.

(c) **Content of Matrices submitted on disk, electronically filed via CM/ECF, and conventionally filed:**

The creditor list should include all creditors and parties entitled to notice of that particular case. Do not add the debtor, joint debtor, attorney for debtor, case trustee or United States Trustee in the list of creditors since these will be added automatically. Refer to Operating Order 02-07 to determine creditors and parties in interest to be included on the matrix under the conditions noted.

(d) **File Saving for creditors submitted on disk or electronically filed via CM/ECF:**

- (A) After all creditors are typed, the file should be saved to a diskette in text format, not the word processor's document format. The file name should be *creditor.scn*. The creditor list saved as *creditor.scn* must be in ASCII, or "pure text" format in order for the court's computer to read the data. All word processing packages have the capability of saving a word processing document as "pure text". Any text editor such as the DOS editor (EDIT), most word processors such as WordPerfect or Microsoft Word are capable of producing the required output.

**Examples for Microsoft Word or WordPerfect for Windows:**

After the matrix has been typed, place a formatted diskette in the floppy drive and select the following items from the menu bar at the top of the window:

File

Save As...

Save File as Type: (*select one of the following type*)

**MS-DOS Text or ASCII (DOS) Text**

File Name: (*enter **creditor.scn** in the box below this item*)

Drives:

**A:** (*or whatever is appropriate for your PC*)

OK (left click the button one time with the mouse to complete saving the file)

**Examples for WordPerfect 5.1 for DOS**

After the matrix has been typed, place a formatted diskette in the floppy drive and select the following keyboard commands.

<CTL>+f5 (hold the 'CTRL' key down and press the "f5" key) next  
select

1 DOS Text next select

1 Save

Document to be saved (DOS Text): (enter the drive letter and file  
name: 'A:CREDITOR.SCN')

(e) Submitting Mailing Matrices on Disk

(1) **Disk Type:**

Must be a 3 ½ "disk in Microsoft DOS compatible format in any density up to 1.44MB.

(2) **File Requirements:**

- (A) each case must be submitted with a separate disk containing the creditors with their addresses; the system can only read one file per disk.
- (B) the file must be saved in a “pure text” format (see subsection **Text Format** on the following page).
- (C) the file must be located in the disk’s root directory and named *creditor.scn*.

(3) **Labeling Disk:**

- (A) Do not write on a disk label with ballpoint pen because the disk may be damaged. Use a felt-tip pen or write lightly in pencil. The following information should be included on each disk submitted:
  - (i) name of submitting firm or practitioner
  - (ii) debtor’s full name
  - (iii) the number of creditors on the disk
- (B) 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.

(4) **Returning Disk:**

A used disk of comparable media will be traded for the submitted disk. If the filing takes place at the court window, the disk will be substituted immediately. All disks that the court receives will be recycled and traded on an on-going basis.

(f) Submitting Certification Verifying Creditor Matrix

Pursuant to SC LBR 1007-1, every mailing matrix submitted must be accompanied with a Certification Verifying Creditor Matrix (see Local Official Form 1007-1(b)). The certification must meet the following requirements:

- (1) be signed by debtor or attorney for the debtor when applicable
- (2) if Local Official Form 1007-1(b) to this rule is not used, the certification must state “The above named debtor, or debtor’s attorney if applicable, does hereby certify that the Master Mailing List of creditors, submitted on computer disk or submitted electronically via CM/ECF, has been compared to, and contains identical information to, the debtor’s schedules, statements and lists pursuant to SC LBR 1007-1.”

(g) Additional Certification Verifying Schedules and/or Statements

Schedules and/or statements submitted subsequent to a filing of the voluntary petition and matrix (an incomplete filing) must be accompanied by an additional certification. This certification must meet the following criteria:

- (1) be signed by debtor or attorney for the debtor when applicable

- (2) the certification must state “The above named debtor, or debtor’s attorney if applicable, does hereby certify that the schedules and/or statements contains an identical list of creditors as those previously submitted on computer disk or submitted electronically via CM/ECF”
- (3) the certification must state that no additional creditors have been included on the schedules and/or statements since the submission of the original creditor matrix.

If additional creditors have been added, refer to SC LBR 1009-1.

**(h) Computer Virus Protection**

The court has computer software which scans disk and electronically submitted data for viruses in order to prevent possible damage to court records. 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.

**NOTE:**

Any procedural or systems based questions with regard to these instructions may be directed to our Intake staff at 765-5436 (ext. 3045) who will connect you with the appropriate party.