

Guidelines for the Filing of a List of Creditors and Submitting on CD ROM

General Information

As part of the filing requirements set forth by the Federal Rules of Bankruptcy Procedure 1002 and 1007, and SCLBR 1007-1, the debtor shall file with the petition a mailing matrix alphabetically listing the name and address of each creditor shown on the schedules (Official Bankruptcy Form B 6 D-H). The following are procedures for preparing and submitting the creditor matrix on CD ROM.

Preparation of the Creditor Matrix

- Use the Courier 12 point font (10 cpi)
- The list should be typed single spaced in a single column. Double space between each creditor.
- Each name and address must be no more that 5 (five) total lines of single spaced type. Each line should contain no more that 40 characters
- If “attention” lines are used, they should appear on the second line of the address.
- The city, state and zip code must be typed on the last line of the address. Use the standard 2 (two) letter abbreviation for the state and be sure to separate the first 5 (five) digits of the zip code with a hyphen. Example: “Columbia SC 29205-8469”
- No punctuation should be used except the hyphen when formatting the zip code.
- No headers, footers, or page numbers should be used in the text.

Submission of Creditor Matrix on CD ROM

- Once all creditors are typed, the file shall be saved in text format. (MS-DOS or ASCII (DOS) Text)
- The name should be “creditor.scn” or creditor.txt
- The file must located in the CD’s root directory
- Label the CD with the debtor’s full name and number of creditors on the CD.

*If a matrix must be hand written, it should be printed and legible.