

## SPECIFICS FOR CREDITOR MATRIX ON DISK

Particularly for large creditor lists (i.e., 50 or more creditors), it greatly speeds processing if the listing is presented on a floppy disk. Please observe the following:

1. Data must be in ASCII format.
2. Each creditor (name and address) can be up to five (5) lines at and MUST be separated by at least one blank line. (SEE EXAMPLE BELOW)
3. Each line can be up to 35 characters in length.
4. The first line MUST contain the creditor name.
5. Use the remaining lines for the address.
6. Please mail your floppy with a Letter of Certification signed by the attorney referencing the case year and number and stating that the floppy contains all of the case creditors. Send it to:

U.S. Bankruptcy Court  
ATTN: IT Dept.  
1000 Elm Street Suite 1001  
Manchester, NH 03101

7. If you wish to submit anything other than what is stated above, you must clear this with the Court's Information Technology Department. You can reach them at 222-2619 or 222-2627.

### EXAMPLE:

John Smith  
  
1345 Main Street  
  
Boston, MA 02222