United States Bankruptcy Court Middle District of Florida

* * P U B L I C   N O T I C E * *

Instructions For Filing Master Mailing Matrices
In Computer Readable Format

Effective August 1, 1996
Revised December 6, 2016

1.   The revised Local Rule 1007-2 (effective August 1, 1996) requires that the master mailing matrix be provided to the Clerk in a computer readable format in <u>all</u> cases regardless of size.

Here are the requirements for submitting the master mailing matrix in computer readable format.

If you have any questions or problems regarding these requirements, please call Laurie Ellwood, Network Administrator, at (813) 301-5063 or email ecfhelp.tpa@flmb.uscourts.gov.

2.   What you need is:

    a)   A computer with the ability to produce and copy Dos Text or Text Only files to CD or USB stick.

    b)   A CD burner or USB stick to copy the file(s) to. Note these will not be returned to you after processing.

    c)   A program that will produce text files such as a word processor or text editor, or other programs with the capability of producing output in text only format.

 NOTE: Many Bankruptcy programs have the capability of producing output in text format.

3.   How do you produce these matrices?

       (a) Simply follow the same instructions as you would to produce a matrix on hard copy and format as follows:

       Lists should be typed in one column "left justified".

       Individuals should be listed in last name, first name format.

       Each name and address must consist of no more than 4 (four) total lines SINGLE SPACE, with at least ONE BLANK LINE between each of the name/address blocks.

       ZIP codes must be located on the same line as the city and state. This must be the last line of each name/address block. The city and state also NEED to be separated by a comma.

       Nine-digit ZIP codes should be typed with a hyphen separating the two groups of digits.

       All states must be two-letter postal abbreviations.
       *Example: correct = CA; wrong = California, Calif. (See the list of abbreviations that follows this notice).

       Each line of information must be 28 characters or less in length.

       Entities with more than one address may be listed as many times as necessary to assure proper notice.

       Do not include the following entities since they will be added automatically by clerk's office staff and retrieved from the system for noticing:
                   * Debtor   * Attorney for the Debtor(s)
                   * Joint Debtor   * U.S. Trustee
                   * Case Trustee

       Do not type "attention" lines or account numbers on the last line. If needed, this information must be placed on the second line of the name/address block. (City, State and Zip MUST be on the last line.)

       Do not use a header or footer to identify your case! Label the CD or USB.

b) Save this data in Dos Text or Text Only format in a file called Creditor.txt.

c) Copy or Print the file(s) to a formatted Compact Disk or USB stick. (*These must be formatted for "Windows".)

d) Label the CD or USB with the case name and file it with the petition. Example: John Doe Inc. creditor.txt 1/26/2016

e) Only one case should be included on each CD or USB. Only one creditor.txt file can be processed from each and they are not returned.

4. Benefits of submitting creditor matrices in text format:

a) You may use Word Perfect, Microsoft Word, Notepad, Wordpad, or any other word processor or editor with the capability of creating Text Only or Dos Text files.

b) Many Bankruptcy programs have the capability of producing output in text format.

c) You may use other programs that you are currently using to produce schedules, etc. as long as you can produce the text file output. This eliminates duplication of data entry!

d) Processing is quicker and more efficient.

5. Updated instructions for filing master mailing matrices in computer readable format will be maintained at the Court's intake counters in Jacksonville, Orlando and Tampa, on PACER and on the Court's Internet home page at http://www.flmb.uscourts.gov.

SAMPLE TEXT FILE SAVES

Using Word to save a document as a text file:

1.   Choose File and Save As
2.   Select Location where you want to save the document
3.   Change **File Name** to "Creditor".
4.   Change **Save as Type** to "Plain Text"
5.   Copy or save the file to the appropriate CD or USB drive
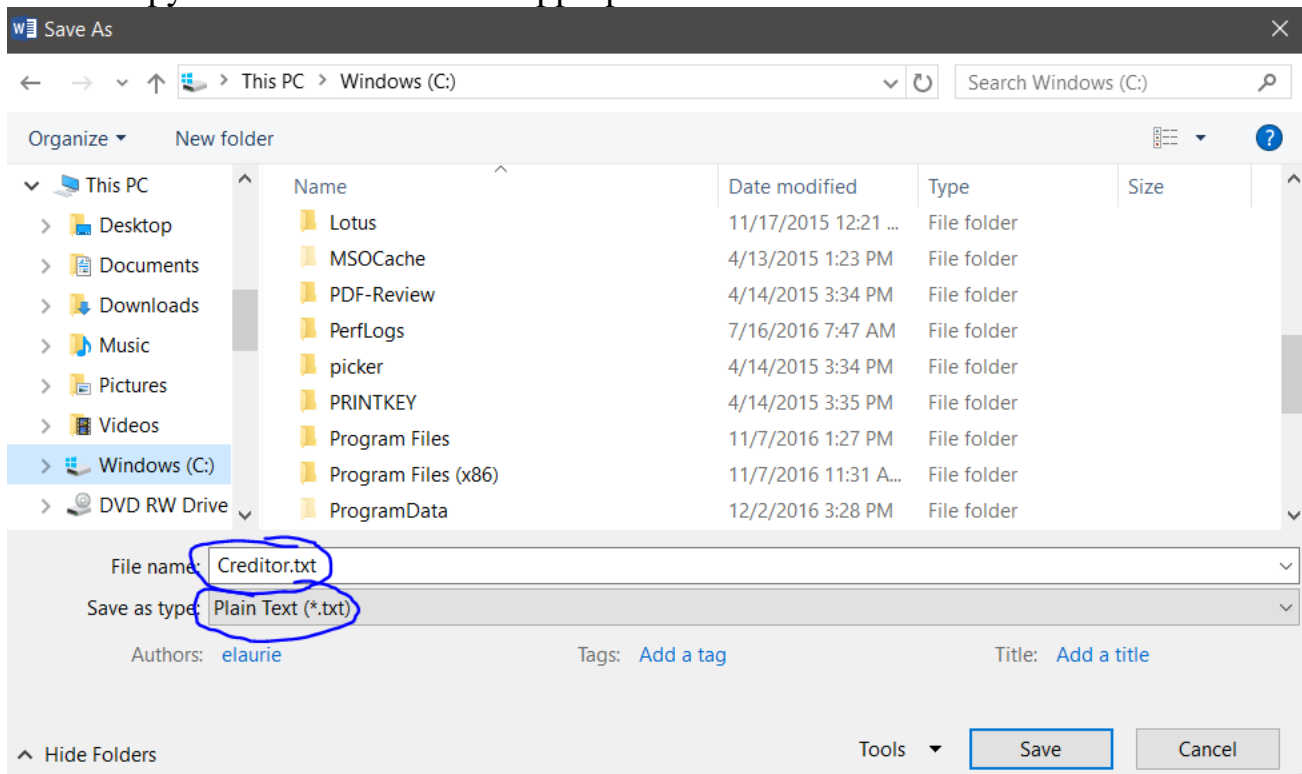
Creating a matrix disk using a Bankruptcy program:

 NOTE: Some Bankruptcy programs differ. If these instructions do not apply to the package you are using, contact the software vendor for instructions.

1.   Make sure your software is configured to print in text mode (not graphics).
2.   Select print the to disk option.
3.   Place a blank formatted disk into your CD drive or USB port.
4.   Print the matrix.
5.   Type "D:\creditor.txt" or "E:\creditor.txt" when prompted for a file name.

SAMPLE CREDITOR LIST

Alldere, R.U., Esq.
2 Rushing Court
San Diego, CA 92189

Careless, Maria
25 North Aria Blvd.
Grecian, NY 80062

Charles Prince Productions
3 Diana Court
Balmoral, MD 12960

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

General Nuisance Elimination
P.O. Box 1230
Baltimore, MD 20984

Kelley Appliances
Attn: Parts Division
462 9th Avenue, North
Seattle, WA 98109

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

Household Finance Corp.
Accnt. # 1234567
305 Ponce de Leon Blvd.
Coral Gables, FL 33134

STANDARD 2 LETTER POSTAL ABBREVIATIONS

Alabama	AL	Oregon	OR
Alaska	AK	Pennsylvania	PA
Arizona	AZ	Puerto Rico	PR
Arkansas	AR	Rhode Island	RI
California	CA	South Carolina	SC
Colorado	CO	South Dakota	SD
Connecticut	CT	Tennessee	TN
Delaware	DE	Texas	TX
District of		Utah	UT
Columbia	DC	Vermont	VT
Florida	FL	Virginia	VA
Georgia	GA	Washington	WA
Hawaii	HI	West Virginia	WV
Idaho	ID	Wisconsin	WI
Illinois	IL	Wyoming	WY
Indiana	IN		
Iowa	IA		
Kansas	KS		
Kentucky	KY		
Louisiana	LA		
Maine	ME		
Maryland	MD		
Massachusetts	MA		
Michigan	MI		
Minnesota	MN		
Mississippi	MS		
Missouri	MO		
Montana	MT		
Nebraska	NE		
Nevada	NV		
New Hampshire	NH		
New Jersey	NJ		
New Mexico	NM		
New York	NY		
North Carolina	NC		
North Dakota	ND		
Ohio	OH		
Oklahoma	OK		