

FORMAT FOR MAILING MATRIX

1. Lists must be typed in one of the following standard typefaces or print styles:

- * Courier 10 Pitch
- * Prestige Elite
- * Letter Gothic

2. Lists should be typed on a single page in a single column rather than in three columns.

The reason the addresses must be in a single column is because the optical character reader scans the material automatically from left to right, line by line. If on the current matrices being submitted to the court, the first column has an address with three lines, the second column has an address with four lines and the third column has an address with five lines, the optical character reader will see the blank line after the first address and not read any further. Thus, we will feed into the OCR single column addresses that will be read automatically and completely.

3. Lists must be typed so that no letters are closer than 1/2 inch from any edge of the paper.

4. Each name/address must consist of no more than 5 (five) total lines, with at least one blank line between each of the name/address blocks.

5. Each line must be 40 characters or less in length.

6. DO NOT include the following people as they will be automatically retrieved by the computer for noticing:

- * Debtor
- * Joint Debtor
- * Attorney for the Debtor(s)

The following problems could prevent the list from being read by the optical scanner and should be avoided:

1. Extra marks on the list - such as letterhead, dates, debtor name, coffee stains, and handwritten marks.

2. Non-standard paper such as onion silk, half-sized paper, or colored (such as yellow) paper.

3. Poor quality type caused by submitting a photocopy or carbon, using an exhausted typewriter, or using a typewriter with a fabric ribbon.
4. Unreadable type faces or print styles such as proportionally spaced fonts, dot-matrix printing, or exotic fonts (such as *Olde English* or *script*).
5. Misaligned lists caused by removing the paper from the typewriter before completing the list, or inserting the paper into the typewriter crooked.
6. Incorrect typewriter settings will cause unreadable lists. Make certain that your typewriter is set for 10 pitch if you are using a 10 pitch type style.
7. Stray marks should be avoided. Do not type lines, debtor name, page numbers, or anything else on the front of the creditor list. Any identifying marks you choose to add can be typed on the back of the list.
8. All upper case letters should be avoided.
9. Zip code must be on the last line. Nine digit zip codes should be typed with a hyphen separating the two groups of digits. **DO NOT** type attention lines or account numbers on the last line; put these on the second line of the name/address if needed. (The zip code must be at the end for the zip code sorting equipment to find it.)
10. Fabric ribbons should be avoided. They produce letters which are too fuzzy to be properly scanned.

ADDITIONAL INFORMATION MAY BE OBTAINED FROM THE CLERK'S OFFICE