

REVISED FORMAT FOR CREDITORS MATRIX

In order to insure that the cases you file can be properly read by the optical scanner, **we** ask that you observe the following guidelines. Your cooperation is essential if **we** are to make any major improvements in our existing system.

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 (see examples attached).

The reason 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 consists 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 (who were formerly required on creditor matrices). They will be retrieved automatically by the computer for noticing.

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

THINGS TO AVOID

Although the court is using sophisticated equipment and software to insure accuracy in creditor list reading, certain problems can still occur. By following these guidelines, the court will avoid delays or additional effort in mailing notices.

The following problems can prevent your lists from being read by the optical scanner, requiring you to re-submit your creditor list in an acceptable form:

1. Extra marks on the list - such as letterhead, dates, debtor name, coffee stains, handwritten marks.
2. Non-standard paper such as onion skin, half-sized paper, or colored (such as yellow) paper.
3. Poor quality type caused by submitting a photocopy or carbon, using an exhausted typewriter ribbon, or using a typewriter with a fabric ribbon.
4. Unreadable typefaces or print styles such as proportionally spaced fonts, dot matrix printing, or exotic fonts (such as Olde English or script). Use only Courier 10, Prestige Elite, or Letter Gothic.
5. Misaligned lists caused by removing the paper from the typewriter before completing the list or inserting the paper into the typewriter crookedly.

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 a creditor list. Any identifying marks you choose to-add can be typed on the back of the list
8. Upper case only (all capital letters). should be avoided. Type in upper and lower case as you would on a letter.
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.

ERRORS TO AVOID IN PREPARING CREDITOR LISTS

Debtor: Allnet Svcs



PAGE TITLES

If you want to type titles or other identification on list, type it on the back of the list, never on the front.

Stephen R. Miller III
Coal Building
1092 17th Street, NW
Baltimore, MD 20207



TOO CLOSE

You must keep all typing at least 1/2 inch from any edge: Top, bottom or side.

MULTI-TRONICS ANIMATIONS
3837 STRONG WAY NORTH
SUITE 10
BALTIMORE, MD 20938
OR
107-D CASTLE BUILDING
NORTH PARKWAY BLVD.
HOUSTON, TX 10938



ALL UPPERCASE

Use normal sentence case.



TOO LONG

A name/address block must be 5 lines of 40 characters each or less.

BOLD TYPE

Do not use a boldface setting on your typewriter or word processor.



**Arctic Expeditions
Incorporated**
536 East 48th Ave.
Anchorage, AK 99505

FABRIC RIBBON

Use an office-quality film ribbon to insure proper scanning.

WRONG FONT

You may use Courier 10, Prestige Elite or Letter Gothic. No other font is acceptable.



Gow Fire Protection, Inc.
459 North 98th Street
Hoquiam, WA 98550
ATTN: Steve Jamison



ATTENTION LINE

If you must type an attention line or account number for a creditor, put it on the second line of the address, not at the end.

WRONG PITCH

If you use a 10 pitch font, make sure the typewriter is set to 10 pitch.



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



9-DIGIT ZIP CODE

Separate the two groups of digits with a dash, not a space.

HANDWRITING

Handwriting is not scannable and will interfere with the reading of the rest of the list.



John Smith
123 STREET
Best City, Tx
12345-1111
-5



STRAY MARKS

No lines, symbols, letterhead or other non-address data should appear on the creditor list.

PAGE NUMBERS

Do not number pages or type anything but creditors on list.



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EXAMPLE CREDITOR LIST: Courier 10 Pitch

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

Flex Northwest
1540 NW. 46th Street
Seattle, WA 98372

General Welding Supply Co.
1400 Exchange Building
Buffalo, NY 10984

Glander International
Lake Success Plaza
One Hollow Lane
Lake Success, NY 10042

Gus Electronics
Marine Division
3700 West 61st Avenue
Anchorage, AK 99502

Hansberry's Appliance
Parts Division
400 9th Avenue North
Seattle, WA 98109

Hardware Specialty-Company
3419 11th Avenue, SW
Seattle, WA 98134

Hill, Batis, and Nash
Attorneys at Law
Suite 5125
One World Trade Center
Baltimore, MD 20045

Hocking International
Chemical Corporation
2121 Hoover Avenue
National City, CA 92050-3821

EXAMPLE CREDITOR LIST: Prestige Elite

Note: This sample is actually Prestige BT which is similar to Prestige Elite. Prestige Elite was not available for computer word processing at the time of this writing.

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Beaumont, TX 77704

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1400 Exchange Building
Buffalo, NY 10984

Glander International
Lake Success Plaza
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Lake Success, NY 10042

Gus Electronics
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Anchorage, AK 99502

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Attorneys at Law
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One World Trade Center
Baltimore, MD 20045

Hocking International
Chemical Corporation
2121 Hoover Avenue
National City, CA 92050-3821

EXAMPLE CREDITOR LIST: Letter Gothic

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Seattle, WA 98372

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Buffalo, NY 10984

Glander International
Lake Success Plaza
One Hollow Lane
Lake Success, NY 10042

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