

**UNITED STATES BANKRUPTCY COURT
NORTHERN DISTRICT OF CALIFORNIA**

In re

ORDER CONCERNING CREDITOR LIST

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)
) **AMENDED GENERAL ORDER 13**
)
)

This General Order sets forth amended requirements regarding the list of creditors to be provided with bankruptcy petitions pursuant to FRBP 1007(a). The amended requirements shall become effective on February 1, 1996.

(1)

Unless the debtor appears in propria persona, the debtor, or some other person as the court may direct, shall provide the clerk with a PC computer readable diskette containing a file with a list of the name and address of each creditor ("diskette") and a scannable creditor list containing the same list of names and addresses ("scannable creditor list").

(2)

In cases in which the debtor appears in propria persona with fifty or more entities that hold either claims or interests, the debtor, or some other person as the court may direct, shall provide the clerk with a diskette and a scannable creditor list.

(3)

In cases where the diskette is not required, the debtor, or some other person as the court may direct, shall provide the clerk with a scannable creditor list.

(4)

The diskette and scannable creditor list shall be prepared in accordance with instructions and specifications as required by the clerk and shall be provided at the time the petition is filed. Failure to provide the diskette or the scannable creditor list in a timely manner may subject the case to dismissal.

DATED: December 5, 1995

/s/ _____
THOMAS E. CARLSON
Chief Judge
United States Bankruptcy Court

U.S. Abbreviations:

AK AL AR AZ CA CO CT DC DE FL GA HI IA ID IL IN KS KY LA MA MD ME MI MN MO MS MT NC ND NE NH NJ NM NV NY OH OK OR PA RI SC SD TN TX UT VA VT WA WI WV WY
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Pursuant to Amended General Order No. 13

Instructions and Requirements for Diskettes.

All bankruptcy petitions submitted by an attorney for filing must be accompanied by a creditor diskette. For all cases submitted in propria persona with fifty (50) or more entities that hold either claims or interests, a diskette is required. For filing purposes, a scannable creditor list is also required. It is the responsibility of the filing party that the diskette of creditor names and addresses contains the same creditor names and addresses as on the scannable creditor matrix. Creditor matrix diskette can be created using any popular word processing software (e.g. WordPerfect, Word) or bankruptcy software (e.g. Matthew Bender). Please adhere to the following requirements in preparing diskettes:

Diskette format, file format and name and diskette label:

The diskette must be 3.5" and formatted in MS-DOS or PC-DOS format.

The creditor matrix file must be in ASCII (DOS text) format and must be named FILE.TXT. For instructions on how to save a document in ASCII format, refer to the software user manual.

Place a label on the diskette with the debtor name, case number (if known), law firm name and contact person or debtor name if without an attorney, and phone number.

Format of creditor names and addresses:

The text of the ASCII file must conform, as applicable, to the requirements of the scannable creditor matrix. Do not include matrix cover page or signature page, if any.

Creditor names should be first name <space> last name.

Creditor names and address should be in upper and lower case, not all upper case.

Type creditor names and addresses in a single column.

Have no more than five lines for each creditor name and address. Maximum of 40 characters per line.

Put 3 blank lines between each creditor. See sample sheet attached.

The attention line, account number, or social security number, if any, should not be the last line, but may be included on the second line of the address.

The last line of each name and address block must include the city, state, and ZIP code. Use a comma between city and state.

Use the two-letter abbreviations without periods or other punctuation for state names. (See the list at the top.)
Nine digit ZIP codes should be typed with a hyphen separating the fifth and sixth digits.

Do not include names and addresses of the debtor(s) or the United States Trustee.

Do not use these symbols * " + & % # . Do not use the lower case "l" in place of the numeric "1." Do not use the upper or lower case letter "o" in place of the numeric "0."

James Albert
123 Main Street
San Francisco, CA 94104

Anderson Company
4567 Maple Drive
Downers Grove, IL 60515

Bank of Sea Court
Account # 4123 4567 8901 2345
1610 Visa Avenue
San Mateo, CA 94020

Ann Barbara Brown
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7890 Peachtree Industrial Blvd.
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Coral Designs, Inc.
Attn: Amy Aubergine
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1010 Windsor Drive
Hartford, CT 06003

Barry Cressida
56 Broadway
Hicksville, NY 11802

Dupont Systems
Account number: H 7890 12 345
678 A Street
San Mateo, CA 94111

Pursuant to Amended General Order No. 13

Instructions and Requirements for Scannable Creditor Matrix.

U.S. Abbreviations:

AK AL AR AZ CA CO CT DC DE FL GA HI IA ID IL IN KS KY LA MA MD ME MI MN MO MS MT NC ND NE NH NJ NM NV NY OH OK OR PA RI SC SD TN TX UT VA VT WA WI WV WY
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All bankruptcy petitions submitted for filing must be accompanied by a creditor matrix cover sheet and a properly prepared creditor matrix. A scannable creditor list is required for all cases even when a diskette is required. It is the responsibility of the filing party that the list of creditor names and addresses contains the same creditor names and addresses as on the diskette. In order for the matrix to be scanned, it must adhere to the following requirements:

Paper and typeface quality:

Use blank, unlined, standard white 8½ X 11 inch bond paper. The copy should be clean without smudges, smears or stray marks.

Print must be letter quality. Dot matrix print is not acceptable. Use only one of the following typefaces: Courier 10 pitch, Prestige Elite or Letter Gothic.

Page format:

The pages should be numbered on the back of each page, not on the front.

All type must be at least one and one-half inches 1½" from any edge of the paper.

Format of creditor names and addresses:

Creditor names should be first name <space> last name.

Creditor names and address should be in upper and lower case, not all upper case.

Have only one column of names and addresses on each page. Do not use a 3 column format contained in some commercial bankruptcy forms packages. Do not place more than 8 name and address sets per page. See sample sheet attached.

Have no more than five lines for each creditor name and address. Maximum of 40 characters per line.

Put 3 blank lines between each creditor.

The attention line, account number, or social security number, if any, should not be the last line, but may be included on the second line of the address.

The last line of each name and address must include the city, state, and ZIP code. Use a comma between city and state. Use the two-letter abbreviations without periods or other punctuation for state names. (See the list at the top.) Nine digit ZIP codes should be typed with a hyphen separating the fifth and sixth digits.

Do not include the names and addresses of the debtor(s) or the United States Trustee.

Do not use these symbols * " + & % # . Do not use the lower case "l" in place of the numeric "1." Do not use the upper or lower case letter "o" in place of the numeric "0."

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