

Mailing Matrix on Disk: Technical Requirements

These instructions summarize the requirements for filing a mailing matrix on disk found in the *Special Requirements for Mailing Matrixes*. A description of the information that must be included on the mailing matrix is included in the Clerk's *Special Requirements for Mailing Matrixes* which can be found on the Court's Website at http://www.pawb.uscourts.gov/mailing_matrixes.htm.

1. Use a 3.5" disk formatted for use on an IBM or compatible PC.
2. ONE case per text file.
3. ONE text file per disk. *Corel WordPerfect* → Save As ASCII DOS Text *Microsoft Word* → Save As MS-DOS Text (*.txt), Text Only (*.txt) or Plain Text (*.txt).
4. The file MUST be named with the debtor's last name (i.e., johnson.txt, smith.txt, etc.) and may be shortened if necessary.
5. The text in the file MUST be left margin justified. NO leading spaces or tabs.
6. Maximum of 40 characters per line.
7. Maximum of five (5) lines per creditor.
8. Separate each creditor's address with one blank line.
9. If needed, the 'Attention' line must be placed beneath the name line.
10. The street address or post office box number MUST be on the line above the city, state and zip code.
11. The ZIP code MUST be on the last line. Nine-digit ZIP codes should be typed with a hyphen separating the two groups of digits. The ZIP code must be at the end of the same line as the city and state in order for the U.S. Postal ZIP code sorting equipment to find it.
12. Do NOT include account numbers as part of the address.
13. Type the number "1" (one) rather than the lower case letter "l" (L) when using numerics.

Debtor's Obligation to Assure Accuracy - It is the responsibility of the debtor or such other person as the Court may order to ensure that the mailing matrix is complete and correct.

- Please see the reverse side for a sample mailing matrix -

Maria Careless
25 North Aria Blvd.
Grecian, NY 80062

Charles Smith
3 Winston Street
Balmoral, MD 12960

Last Bank of San Diego
Attn: Collections Dept.
12345 E. Main St.
San Diego, CA 92101-1010

Kent Clark
5414 U.S. Steel Tower
600 Grant Street
Pittsburgh, PA 15219

Anthony Blair
10 Downing Street
Lake Bluff, IL 60044

James Marathon
7698 South Main Street
Findlay, OH 45840

John Szczerbiak
220 North Tallawanda Avenue
Oxford, OH 45056

Denise Felsner
2345 Oak Harbor Road
Ann Arbor, MI 48109