

Creditor Matrix Checker.exe

File CreditorMatrixChecker.exe copies all necessary files to your PC to enable you to review and correct Creditor Matrix text files prior to submitting them to the bankruptcy court. It is provided in an effort to eliminate the many errors encountered when loading creditor diskettes into the court's CM/ECF case management system and when issuing bankruptcy notices.

Double-click on the CreditorMatrixChecker.exe file to extract the necessary program files. Choose a new folder on your PC, like C:\CMATRIX, in which to store the files. The folder will be automatically created if it does not already exist.

When the files are created, double-click on the CMATRIX.EXE icon to start the Creditor Matrix check.

Below are some Program Notes. They can also be viewed by clicking on the Program Notes button when the application is running:

Creditor Matrix Check

This program was developed by California Northern U.S. Bankruptcy Court. It checks the contents of Creditor Matrix text files for address formats that may not be suitable for mailing bankruptcy notices or that may fail to load successfully into the court's CM/ECF case management system. It can also be used to make changes to individual lines or globally throughout the file.

SELECT FILE ...

When the program starts, you will be asked to select the Creditor Matrix text file. Use the Up-Arrow or Down-Arrow to navigate to the folder where the file is located. Choose the A: drive if the file is provided on a diskette. The original file will not be overwritten unless you save the modified file to that same file name. One reason for retaining the original file is to have it available to send to us if you find any problems with the program. We would like to see samples of Creditor Matrix files for which the program did not successfully locate problems. Use the PROGRAM SUGGESTIONS button to send them.

CHECK FOR ERRORS

This button starts the process of inspecting the Creditor Matrix and displaying any potential

addressing problems. The initial pass eliminates any weird ASCII characters and adjusts all lines to the left. It also removes any known problems that cause the loading process to fail in the court's CM/ECF system, such as a trailing dollar sign (\$) on any line. Other adjustments are made, including the substitution of single quotes (') for double quotes ("), which should not affect the addressing but was known to have caused problems when loading. Please let us know if you find other such problems. Spacing between lines may change, but this has no impact on the Creditor Matrix. Each character change is counted, and the number of changes is displayed at the end of this step, along with the modified file. At that time, several more option buttons become available.

VIEW ORIGINAL FILE

When the modified file is displayed, this button allows you to view the original contents of the file, which remain unchanged. Notice that the button label then changes to "VIEW MODIFIED FILE" to allow you to jump back and forth between these files. Each file remains positioned at the record you last highlighted, making it easy for you to compare the contents of each. You can also use this feature in conjunction with the "FIND" button to quickly locate the same text in both files.

CHECK FOR MORE ERRORS

Click this button to start the remainder of the address checks, including:

- lines exceeding 40 characters
- more than 5 lines per address
- missing state code or country
- missing or improper zip codes
- duplicate addresses (all lines)

The checks take place in the order shown above, except the third and fourth occur in the same pass. If any error is found, an error message will be displayed, and the line containing the error will be highlighted. At that time, you can make any changes necessary. You can also click the button to skip the current check (useful when merely inspecting the file - after too many of the same errors occur).

When making changes, take advantage of the key combinations (Ctrl-C to copy, Ctrl-X to cut, and Ctrl-V to paste). First, highlight the portion you want, then press the control key together with the appropriate letter. Also, click on "INSERT BLANK LINE" or "DELETE CURRENT LINE" to add or remove lines as necessary.

Some error messages may not require any modification. If so, merely click the "CONTINUE" button to move on. One of the current features of the program is that it expects a comma after the city in the last line of a domestic address. This is by far the most common situation, but the U.S. Postal Service accepts addresses without the comma (New York NY 10004-1234). Let us know if this or other condition needs to be accommodated because of frequent occurrence.

Some changes take place automatically without an error message, because the fix is obvious.

For example, if a complete state name were found on the last line of the address (San Francisco, California 94120), it would be converted to its 2-letter abbreviation (San Francisco, CA 94120) and would be counted as one error. Another automatic change is the removal of duplicate addresses. If all lines are identical, one of the addresses will be deleted, and the count of all deleted addresses will be displayed at the end of the process. You can verify any of these changes by comparing the original file with the modified file. When all checks are completed, the addresses will have been sorted (to find duplicates).

REPLACE

This button is provided to enable changes to be made throughout the file. For example, if you find repeated occurrences of "Houston, Tex 77279", click this button and enter "Tex" (without quotes) in the first field and "TX" in the second field. Then click "REPLACE WHOLE WORDS ONLY". The program will display the number of changes made. Words like "Textiles" will remain unchanged unless you had clicked "REPLACE ALL OCCURRENCES."

RESTART ALL CHECKS

This button restarts the second set of checks, starting with lines exceeding 40 characters. If you made a considerable number of changes, it might be a good idea to run these again to see if you neglected to make a fix or perhaps introduced other errors. It is also available in case you want to determine the approximate number of changes required before starting the actual modification.

CHANGE ALL TO UPPER-CASE

This button is provided because the U.S. Postal Service prefers upper-case letters on all lines of the address block. Lower-case letters in various type styles are acceptable provided they meet postal guidelines for OCR (Optical Character Recognition) readability. However, some courts request the Creditor Matrix be submitted in 'proper' format, consisting of both upper and lower case text. Check with your court for their requirements. If all text is converted to upper-case, the best time to do so would be AFTER all updates are completed. This will enable easier comparison between the original and modified files during the update process.

U.S. ZIP CODE SEARCH

When this button is clicked, your default web browser will be selected and will bring up the United States Postal Service web site. If nothing happens when this or other web button is clicked, you may need to first select a default web browser.

The correct zip code can be found a couple different ways. For example, if the zip code is missing and there is a street address, copy the street address (Ctrl-C) and remember the city and state before clicking this button. At the web site, click "Zip+4 Code" from the pull-down menu. Paste in the street address (Ctrl-V) and enter the city and state. When the correct zip code appears, copy it (also with Ctrl-C after first highlighting it), close or shrink the web site window, and paste it after city and state.

If the incorrect zip code contains too few or too many numbers, you can highlight and copy the city before clicking this button. At the web site, with "All ZIP Codes for City/Town" showing, paste in the city and choose the state. When all zip codes for that city appear, you can readily determine the missing or extra number by viewing the common zip code patterns. Many East Coast zip codes start with a zero, which is often missing in the Creditor Matrix file.

FOREIGN ADDRESS TIPS

This button brings up a web site (recommended to us by the U.S. Postal Service) that provides samples of correct address formats for most countries. Notice that one common feature for international mailing addresses is the addition of the country name spelled out by itself on the last line of the address. When the web page is showing, you can quickly verify the correct format for a foreign address by clicking on "Edit" at the top of the screen, then choose "Find (on This Page)" and enter the country you want to find.

ADDITIONAL SEARCHES

This button brings up the Advanced Search page for the Yahoo web site. It can be useful in initially finding address information when little information is known. For example, if you want to find the address for "Hasiholan Jaya Patent" somewhere in Jakarta, you can click on this button to enter the exact phrase quoted above and find the address.

PROGRAM SUGGESTIONS

If you find problems with the program or would like to see additional features, click this button to access the Internet Comment Form for our California Northern Bankruptcy Court web site. We welcome any feedback.