

INSTRUCTIONS FOR CREDITOR MATRIX DISKETTE

Last Revised: September 2010

The following instructions are applicable to all word processing software and third-party bankruptcy software packages:

1. Open your word processing software and enter the creditor information, making sure of the following:
 - a. Creditors are listed in a single column.
 - b. There are two blank spaces separating each creditor.
 - c. The second line of each creditor listed must be either a street address or a P.O. Box, with the periods included (e.g., 200 South Main Street or P.O. Box 241).
 - d. The last line of each creditor must be in the format of City, State (two-letter abbreviation), Zip (e.g., Alexandria, VA 22314).
 - e. No Account numbers or dollar amounts may be included within the creditor information.

2. Choose the 'Save As' function in your word processing software. In earlier versions of WordPerfect, this is known as 'Text In/Out'. In most software packages, there will be a box that will indicate the format of the document (e.g. Word 5.0 format, WordPerfect 5.1). This box usually is located just below where the name of the file is entered. The format for all diskettes should be one of the following (depending on your software): ASCII DOS Text, Plain DOS Text or Text Only. These are the only formats that will be accepted. When you have selected the correct format, save the file.