

**UNITED STATES BANKRUPTCY COURT  
DISTRICT OF CONNECTICUT**

**CLERK'S INSTRUCTIONS ON FILING A MATRIX**

**Matrix** as required by Local Bankruptcy Rule 1007-2 shall conform to the following.

1. General Requirements.

(A) At the time of filing a voluntary petition or within 15 days following the entry of an order for relief on an involuntary petition, the debtor (or petitioning creditor or partner, upon order of the Court) shall file a separate matrix on a 3.5" floppy disk if the petition has more than ten (10) creditors and equity security holders. The disk shall be filed in a **sealed envelope** and shall contain names and addresses, including zip code, for every scheduled creditor. In addition to the floppy disk, a paper matrix is required at time of filing. The floppy disk shall be filed in accordance with the format and specifications annexed as Exhibit "A".

An attorney who is filing several petitions simultaneously, including one or more petitions with more than ten (10) creditors and equity security holders, in lieu of providing an additional, individual disk for each petition, may submit a single floppy disk. The floppy disk shall be filed in accordance with the format and specifications annexed as Exhibit "B".

The foregoing requirements are waived for pro se debtors and may be waived only upon submission of a written affidavit by an attorney, attesting to a lack of capacity to comply with the requirement. The waiver request shall be accompanied by a matrix filed in accordance with the format and specifications annexed as Exhibit 'C'.

(B) The Tax Collector of the town in which the debtor lives.

2. If the debtor is a partnership, the matrix shall contain the names and current mailing addresses of each general and limited partner.
3. If the debtor is a corporation, the matrix shall contain the names and current mailing addresses of the present officers and directors, of if none, the immediate past officers and past directors.

4. Accuracy of Information provided.

The debtor and debtor's attorney shall be responsible for the preparation of the matrix. The debtor shall sign and verify the list attesting to the accuracy and completeness of the information to the best of the debtor's ability.

5. Amendment of the Matrix

Whenever amendments to schedules add new entities or make corrections to matrix, the debtor shall file with the document an amended matrix on floppy disk if more than ten (10) creditors are amended. The floppy disk shall be filed in accordance with the format and specifications annexed as Exhibit "A". If less than ten (10) creditors are amended the amended matrix may be filed in accordance with the format and specifications annexed as Exhibit "C". The amended matrix shall include only the names and addresses of the entities added, deleted or corrected. The amended list shall clearly indicate the nature of the amendment.

**6. You are not required to list the following agencies unless they are a creditor in this bankruptcy matter.**

U. S. Trustee  
One Century Tower  
New Haven, CT 06510

U. S. Attorney  
P.O. Box 1824  
New Haven, CT 06508

IRS  
Special Procedures  
135 High Street  
Stop 155  
Hartford, CT 06103

7. **Local Style Rules to be followed are displayed under Exhibit E.**

**Anyone who needs technical assistance in complying with this order may contact the Systems Department at (860) 240-3675. Further instructions are attached under Exhibit D.**

July 3, 2000

Deborah S. Hunt  
Clerk of the Court

## EXHIBIT "A"

Floppy Disk: **Single Case** (More than 10 creditors), accompanied by a paper matrix;

The additional list of creditors on floppy disk shall be filed in a sealed envelope. **The debtor's name and address, social security/taxpayer identification number, chapter filed under and attorney name, address and telephone number shall appear on the envelope.** The disk should be in the following format:

1. **Must be 3.5 floppy disk;**
2. Must be formatted for use on an IBM or compatible PC;
3. Contain one ASCII file;
4. File must be named "debtor's name.scn" (ie: Smith.scn);
5. The first line of all addresses must be the name of the creditor;
6. **Debtor's, debtor's attorney, U.S. Trustee name and addresses are not required on the matrix; This is a creditor's matrix only.**
7. **The address line must be 5 lines or less, including the creditor's name;**
8. Each line of the address must contain no more than 30 characters;
9. Each address must be separated by two blank lines
10. **If multiple creditors with same address only list once on matrix;**
11. **The state name must be two characters in length capitalized, not spelled out, no punctuation between or after letters; (ie: "CT" is valid) ("CT., C.T., Ct, Conn, and Connecticut are not valid")**
12. **Clean reformatted disks can be picked up at the clerk's office, or by providing a self-addressed stamped envelope to return back to you.**

## EXHIBIT "B"

Floppy disk: **Multiple Cases** (lists of creditors with more than 10 creditors per case), accompanied by a paper matrix;

The disk must be filed in a sealed envelope. **The debtors' names and addresses, social security/taxpayer identification numbers, chapter filed under and the attorney name, address and telephone number shall appear on the envelope.** The floppy disk shall be segmented by individual debtor and shall conform to the following format and specifications:

1. **Must be 3.5 floppy;**
2. Must be formatted for use on an IBM or compatible PC;
3. Contain one ASCII file;
4. File must be names "(debtors name.scn)" (ie: "Smith.scn");
5. The first line of all addresses must be the name of the creditor;
6. **Debtor's, debtor's attorney and U.S. Trustee names and addresses are not required on the matrix; This is a creditor's matrix only.**
7. **The address line must be 5 lines or less, including the creditor's name;**
8. Each line must contain no more than 30 characters;
9. Each address must be separated by two blank lines;
10. **If multiple creditors with same address only list once on matrix;**
11. **The state name must be two characters in length capitalized, not spelled out, no punctuation between or after the letters; (ie: "CT" is valid), ("CT., C.T., Ct., Conn, and Connecticut are not valid")**
12. **Clean reformatted disks can be picked up at the clerk's office, or by providing a self-addressed stamped envelope to be returned to you.**

EXHIBIT "C"

MATRIX (Must be filed with Affidavit of Lack of Capacity to Prepare a Disk unless Pro Se)

**The matrix shall be filed in a sealed envelope, unfolded and unstapled, with the debtor's name and address, social security/taxpayer identification number and attorney name, address, telephone number and chapter of filing affixed to the envelope.** The matrix should be in the following format:

1. Printed on clean white plain 8 ½ x 11 paper;
2. Must be typewritten using only one of the following standard typefaces or print styles:

COURIER 10 PITCH  
PRESTIGE ELITE  
LETTER GOTHIC  
NO DOT MATRIX PRINTERS

DO NOT use proportional typefaces or print styles.

3. Contain no more than 10 addresses to a page;
4. Must be single column;
5. **No more than 5 lines per address, including creditor's name;**
6. No more than 30 characters per line;
7. No type within ½ inch of any edge of paper;
8. **States must be abbreviated in 2 characters, capitol letters (i.e. "CT");**
9. Never type matrix in all capital letters;
10. **Never use the %, c/o, attn:, or /;**
11. Minimum of one blank line between addresses;
12. **Debtor's, debtor's attorney, U.S. Trustee names and addresses not required on the matrix; This is a creditor's matrix only.**
13. Nine digit zip codes should be typed with a hyphen separating the two groups of digits all on same line;
14. Must be an original document and not a copy;
15. Contain absolutely NO headers, footers, page numbers, account numbers, or other extraneous marks that are not directly material to a creditor name or address.

example:

Jerry and Jane Barnes  
P.O. Box 102  
Elkins, NH 03233

Norwich Savings Society  
Lynn Clapproot  
1585 Boston Road  
Springfield, MA 01129

EXHIBIT "D"

**UNITED STATES BANKRUPTCY COURT  
DISTRICT OF CONNECTICUT**

Creating an ASCII File

The purpose of this document is to provide additional information regarding the proper procedure for storing creditor matrix data on a floppy diskette in ASCII format as described in Standing Order 22.

All data stored on a floppy diskette and submitted to the Court must be in ASCII format, i.e. in a **text format, a DOS format or a MSDOS text format**. Depending on your word processing application there are several ways to accomplish this. All wordprocessors will save a file automatically in the format for that specific wordprocessor.

When using WordPerfect for DOS (depending on your Revision level 5.0 or 5.1) the key strokes are **CTRL F5 1**. For additional information see your help files under ASCII or saving files or consult your manual or contact the software manufacturer.

When using WordPerfect for Windows or Microsoft Word for Windows (depending on your revision level) click on the file menu selection - click on **save as** - then choose the correct text format type at the bottom of the dialog box. For additional information see your help files under ASCII or savings files, consult your manual or contact the software manufacturer.

EXHIBIT "E"

**SOME LOCAL STYLE RULES**

1. Enter data (all data) as if you were typing a proper business letter. Capitalize the first letter in a proper noun.

Michael D. Sturm  
not MICHAEL D. STURM

2. Use spacing, as in a proper business letter.

P.O. Box  
not POB

Smith, Inc.  
not Smith,Inc.

101 Johns Avenue  
not 101 Johns Avenue

3. Always place a period (.) after an initial.

Fred P. Stall  
not Fred P Stall  
Fred P. Stall Jr.  
not Fred P. Stall Junior

4. When adding an Address, **attn.**, **c-o**, **c/o**, are not needed before a persons name. If the person is an attorney, you may put **Esq.** After their name.

John P. Smith  
John P. Smith, Esq.  
not Attn: John P. Smith  
c-o John P. Smith

5. When the address includes numbers from 1-10 use the word, any address with numbers over 10 use the numerical digit.

26 <sup>th</sup> Street	One Commercial Plaza
12 <sup>th</sup> Avenue	Ten Columbus Boulevard

6. A list of metacharacters that should not be used, they may cause problems in the database:

*	asterisk, star or splat
?	question mark
[ ]	brackets
[-]	brackets with a dash
\	backslash
/	forward slash
'	single quotes
" "	double quotes
“ ”	grave accents
\$	dollar sign
#	pound sign
;	semi colon
{ }	braces
!	exclamation point
^	carat
~	tilde
%	percent sign

**7. DO NOT include account numbers in the address. These account numbers will be included on the outside of the envelopes.**

EXHIBIT "F"

STATE ABBREVIATIONS

AL	ALABAMA	MT	MONTANA
AK	ALASKA	NE	NEBRASKA
AR	ARKANSAS	NV	NEVADA
AZ	ARIZONA	NH	NEW HAMPSHIRE
CA	CALIFORNIA	NJ	NEW JERSEY
CO	COLORADO	NM	NEW MEXICO
CT	CONNECTICUT	NY	NEW YORK
DE	DELAWARE	NC	NORTH CAROLINA
DC	DISTRICT OF COLUMBIA	ND	NORTH DAKOTA
FL	FLORIDA	OH	OHIO
GA	GEORGIA	OK	OKLAHOMA
HI	HAWAII	OR	OREGON
ID	IDAHO	PA	PENNSYLVANIA
IL	ILLINOIS	RI	RHODE ISLAND
IN	INDIANA	SC	SOUTH CAROLINA
IA	IOWA	SD	SOUTH DAKOTA
KS	KANSAS	TN	TENNESSEE
KY	KENTUCKY	TX	TEXAS
LA	LOUISIANA	UT	UTAH
ME	MAINE	VT	VERMONT
MD	MARYLAND	VA	VIRGINIA
MA	MASSACHUSETTS	WA	WASHINGTON
MI	MICHIGAN	WV	WEST VIRGINIA
MN	MINNESOTA	WI	WISCONSIN
MS	MISSISSIPPI	WY	WYOMING
MO	MISSOURI		

U. S. TERRITORIES

AS	AMERICAN SAMOA	MX	MEXICO
GU	GUAM	CM	NORTH MARIANA ISLAND
TT	MARSHALL ISLAND	TT	PALAU
TT	MICRONESIA	PR	PUERTO RICO
VI	VIRGIN ISLANDS		