Re 138

United States Bankruptcy Court
Southern District of New York

192

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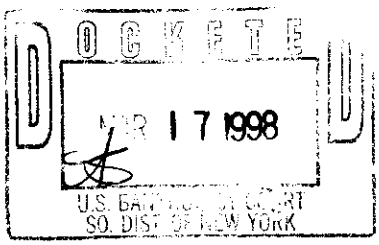
In The Matter of

AMENDED GENERAL ORDER

FILING A LIST OF CREDITORS

IN A BANKRUPTCY CASE



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This order amends General Order M-138, dated December 12, 1994. If you are filing a petition for a debtor with fewer than one thousand (1000) creditors and equity security holders, you must also file a separate, additional creditor list on a floppy disk (3.5" only), in addition to the list or schedules included in the petition. The disk should be filed in a sealed 8 ½" X 11" envelope or disk mailer and contain names and post office address, including zip codes, of the debtor's creditors. If a debt is owed to a United States agency, you must list the particular agency or department and address to which such debt is owing. The floppy disk should be filed using the format and specifications annexed as Exhibit "A". You should include a certification in your petition that the information entered on the floppy disk is true, complete and correct. If you file the floppy disk separately, you should include a single page certification in the same envelope or disk mailer as the disk. The debtor's name as well as the case number, if it is known, should be on the envelope or disk mailer.

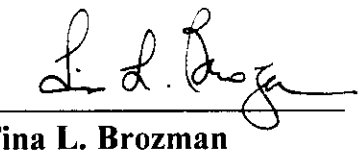
If an attorney or petition preparer is filing several petitions simultaneously, including one or more petitions with fewer than one thousand (1000) creditors and equity security holders, an individual disk for each petition is required. The disk should be submitted in a sealed 8 ½" X 11" envelope or disk mailer with the names of each of the debtors listed on the envelope or disk mailer at the time of filing. When schedules are amended for the purpose of adding creditors, you must file a disk listing the additional creditors only .

The requirements for filing a disk cannot be waived, except for a *pro se* debtor who has not used an outside service to prepare the petition. If a service is used, the service must provide a floppy disk listing creditors.

Moreover, the court will assist attorneys and *pro se* debtors in preparing creditor listings by providing training and access to a personal computer. Vendors can also be used to prepare a creditor disk.

If you are filing a petition with one thousand (1000) or more creditors and equity security holders, immediately contact the Clerk of Court to determine if 28 U.S.C. §156(c) is applicable. Pursuant to this section, an outside agent may be used to process claims and noticing.

DATED: March 16, 1998
New York, New York



Tina L. Brozman
Chief Judge

EXHIBIT "A"

Floppy Disk: Single Case (less than 1000 Creditors)

The additional list of creditors on floppy disk shall be filed in a sealed 8 ½" x 11" envelope. The debtor's name and address, social security/taxpayer's 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"disk ONLY.**
2. **Must be formatted for use on an IBM or compatible PC.**
3. **Contain one ASCII format; Save ASCII (DOS) TXT..**
4. **One case per file.**
5. **One file per disk.**
6. **File must be named "Creditor.scn".**
7. **The first line of the file must be the name of the debtor. If the disk is not filed with the petition, then the case number must be substituted for the debtor name using three asterisks before and after the case number (*i.e.* ***9412345***).**
8. **The second line must be blank.**
9. **Start the list of creditors on the third line; ALL CAPS.**
10. **The address must be 4 lines or less; do not include account numbers.**
11. **Each line of the address must contain no more than 30 characters.**
12. **Each CREDITOR must be separated by two blank lines.**
13. **"Attention" or "c/o" cannot be entered as either the first or last line of the address.**
14. **The state name can be either two characters or written out fully, however the state name cannot contain periods (i.e "N.Y."). NY or New York are valid.**
15. **Use only one space between the state and the zip code.**
16. **Use a hyphen between the first five and second four digits in the zip code (*i.e.* 99999-9999).**
17. **There should be no trailing blanks after the zip code.**
18. **No more than 1000 creditors should be listed on one disk.**