

UNITED STATES BANKRUPTCY COURT
SOUTHERN DISTRICT OF NEW YORK



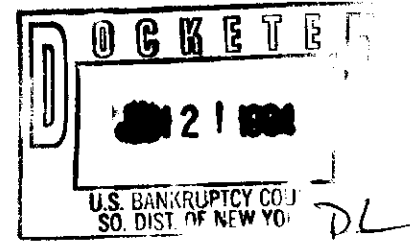
M-133

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In The Matter of

GENERAL ORDER

FILING A LIST OF CREDITORS

IN A BANKRUPTCY CASE
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A mandated 20% reduction in the staffing allocation of the clerk's office and an advancement in technology have made it necessary to change the procedure for submitting lists of creditors to be filed in bankruptcy cases. Therefore, effective immediately:

If a Debtor files a Petition with less than **fifty (50)** creditors and equity security holders, the Petition *shall* be accompanied by an *unstapled* creditor matrix list *or* a creditor list on floppy disk in a sealed envelope containing names and post office addresses, including zip codes, of the debtor's creditors, the debtor, the debtor's attorney, the United States Trustee and if a debt is owing to the United States then to the particular agency or department, if known, to which such debt is owing. The matrix list shall be prepared in accordance with the procedures and specifications annexed as **Exhibit "A"** and shall include a certification by the debtor that the matrix is true, complete and correct. If the debtor files a floppy disk, the floppy disk shall be filed in accordance with the format and specifications annexed as **Exhibit "B"** and shall include a certification by the debtor that the information entered on the floppy disk is true, complete and correct.

If a Debtor files a Petition with **fifty (50)** or more but less than **two hundred fifty (250)** creditors and equity security holders, the creditor list *shall* be submitted on a floppy disk in a sealed envelope containing names and post office addresses, including zip codes, of the debtor's creditors, the debtor, the debtor's attorney, the United States Trustee and if a debt is owing to the United States then to the particular agency or department, if known, to which such debt is owing.

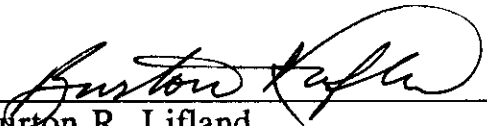
The creditor list on floppy disk shall be filed in accordance with the format and specifications annexed as **Exhibit "B"** and shall include a certification by the debtor that the information entered on the floppy disk is true, complete and correct.

An attorney who is filing several petitions simultaneously, including one or more petitions with less than **fifty (50)** creditors and equity security holders and/or one or more petitions with **fifty (50)** or more creditors but less than **two hundred fifty creditors (250)**, in lieu of providing an individual matrix list of creditors and equity security holders for each petition with less than **fifty (50)** creditors and equity security holders, may submit a single floppy disk in a sealed envelope containing the lists of creditors and equity security holders for each of the petitions filed, including names and post office addresses, with zip codes, of the debtor's creditors, the debtor, the debtor's attorney, the United States Trustee and if a debt is owing to the United States, then to the particular agency or department, if known, to which such debt is owing. The floppy disk shall be filed in accordance with the format and specifications annexed as **Exhibit "B"** and shall include a certification by the debtor that information contained on the floppy disk is true, complete and correct.

Until further notice, if a Debtor files a Petition with **two hundred fifty (250)** or more but less than **one thousand (1000)** creditors and equity security holders, the Debtor *shall* submit a listing of creditors on magnetic tape directly to the Administrative Office of the United States Courts, BANS Project, Washington, D.C. 20544, containing names and post office addresses, including zip codes, of the debtor's creditors, the debtor, the debtor's attorney, the United States Trustee and if a debt is owing to the United States, then to the particular agency or department, if known, to which such debt is owing. The tape shall be prepared in accordance with the format and specifications annexed as **Exhibit "C."** An affidavit of service shall be filed with the clerk's office contemporaneously with submission of the magnetic tape. When the Bankruptcy Noticing Center is operational (expected in July, 1994), filers will be advised of the procedure for filing creditor information when the creditor body is **two hundred fifty (250)** to **one thousand (1000)** creditors.

If a Debtor files a Petition with **one thousand (1000)** or more creditors and equity security holders, the Debtor *shall* immediately contact the clerk of court to determine if the claims process should be undertaken pursuant to **11 USC § 156(c)**.

DATED: June 21, 1994
NEW YORK, NEW YORK



Burton R. Lifland
Chief Judge

Exhibit "A"

MATRIX (Less than 50 creditors)

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 and telephone number and should be in a format as follows:

1. Printed on clean white 8 1/2" x 11" paper;
2. Contain no more than 10 addresses to a page;
3. Contain absolutely **NO headers, footers, page numbers,** or other extraneous marks that are not directly material to a creditor name or address;
4. Have at least a two inch left hand margin;
5. Be in all capital letters;
6. Each address must be no more than 4 lines;
7. Each line of the address must be 30 characters or less;
8. Each address must be separated by two blank lines;
9. The state name can be either two characters or written out fully, however the state name **cannot** contain periods(i.e. "N.Y." is invalid but "NY" and "New York" are valid);
10. A matrix may not contain more than 50 addresses, and
11. The first line must be the name of the debtor. If the matrix is not filed with the petition, then the case number must be substituted for the debtor name¹ (**9412345**) when the matrix is submitted; use three asterisks before and after the case number.

example:

DEBTOR: JOHN DOE¹

CHEMICAL BANK
55 WATER STREET
NEW YORK, NEW YORK 10041

CON EDISON
JAF STATION
P.O. BOX 1702
NEW YORK, NY 10116-1702

INTERNAL REVENUE SERVICE
HOLTSVILLE, NEW YORK 00501

NYS DEPARTMENT OF TAXATION & FINANCE
PROCESSING DIVISION-SALES TAX
W.A. HARRIMAN STATE CAMPUS
ALBANY, NEW YORK 12227-0001

NY TELEPHONE
BOX 559001
BROOKLYN, NEW YORK 11255-9001

REPUBLIC NATIONAL BANK
1002 MADISON AVENUE
NEW YORK, NEW YORK 10021-1895

THE WALDORF ASTORIA HOTEL
301 PARK AVENUE
NEW YORK, NY 10022

XEROX CORPORATION
CONOVER MASS BUILDING
205 EAST 42ND STREET
NEW YORK, N Y 10017

Exhibit "B"

Floppy Disk (Under 250 Creditors)

The floppy disk shall be filed in a sealed envelope, with the debtor's name and address, social security/taxpayer identification number and attorney name, address and telephone number affixed to the envelope and be in a format as follows:

A. **Single Case (Under 250 Creditors)** the floppy disk:

1. Must be 3.5" or 5.25";
2. Must be formatted for use on an IBM or compatible PC;
3. Contain one ASCII file;
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 (**9412345**); use three asterisks before and after the case number.
8. The second line must be blank;
9. Start the list of creditors on the third line;
10. The address must be 4 lines or less;
11. Each line of the address must contain no more than 30 characters;
12. Each address must be separated by two blank lines;
13. The state name can be either two characters or written out fully, however the state name **cannot** contain periods(i.e. "N.Y." is invalid but "NY" and "New York" are valid);
14. There should be no trailing blanks after the zip code, and
15. No more than 249 creditors should be listed on one disk.

A floppy disk containing lists of creditors for more than one case must be filed in a sealed envelope, with the debtors' names and addresses, social security/taxpayer identification numbers and the attorney name, address and telephone number affixed to the envelope. The floppy disk shall be segmented by individual debtor and shall conform to the following format and specifications:

B. Multiple Cases (Under 250 Creditors) the floppy disk:

1. Must be 3.5" or 5.25";
2. Must be formatted for use on an IBM or compatible PC;
3. Contain one ASCII file;
4. One file per disk;
5. File must be named "creditor.scn";
6. The first line for each case on the file must be the name of the debtor. If the disk is not filed with the petitions, then the case numbers must be substituted for the debtors' names (**9412345**); use three asterisks before and after each case number.
7. The second line must be blank;
8. Start the list of creditors on the third line;
9. The address must be 4 lines or less;
10. Each line of the address must not contain more than 30 characters;
11. Each address must be separated by two blank lines;
12. State name can be either two characters or written out fully, however the state name **cannot** contain periods (i.e. "N.Y." is invalid but "NY" and "New York" are valid);
13. There should be no trailing blanks after the zip code;
14. No more than 249 creditors should be listed per case.
15. After the last creditor for each case, there should be five blank lines before listing the name (or case number) of the next debtor, and
16. Follow instructions B.6-12.

Exhibit "C"

Magnetic Tape: 250 to 1000 creditors

Debtors or attorneys for debtors filing scheduled creditor data for **250** or more entities must prepare a listing on magnetic tape for submission to the Administrative Office of the United States Courts, BANS Project, Washington, D.C. 20544.

The tape requirements are:

1. 1600 or 6250 BPI 9-track magnetic tape
2. IBM standard header labels (or indicate contents on accompanying documents)
3. 800 character data records
4. EBCDIC character set
5. Blocking factor = 5 records

The tape, list of creditors and the tape envelope should be annotated as follows:

Case Number(s) (with Judge Initials) Debtor Name(s)
Filing Date Chapter Debtor Attorney Name
Attorney Address and Telephone Number
Number of Creditors

The tape should be segmented by case number for multiple case filings that are consolidated or jointly administered.

FOR FURTHER INFORMATION ON FORMATING OR DISK PREPARATION, CONTACT PATRICK DELL'ARENA AT (212) 668-2870 EXT.3522 OR VITO GENNA AT (212) 668-2870 EXT.3521.