M-138

UNITED STATES BANKRUPTCY COURT
SOUTHERN DISTRICT OF NEW YORK

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In The Matter of

AMENDED
GENERAL ORDER

FILING A LIST OF CREDITORS

IN A BANKRUPTCY CASE

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If a Debtor files a Petition with more than **ten (10)** but less than **one thousand (1000)** creditors and equity security holders, the Petition ***shall*** be accompanied by a separate, additional creditor list on floppy disk, in addition to the list or schedules included within the petition. The disk shall be filed in a sealed 8 1/2" x 11" envelope and shall contain 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 floppy disk shall be filed in accordance with the format and specifications annexed as **Exhibit "A"** 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 more than **ten (10)** but less than **one thousand (1000)** creditors and equity security holders, in lieu of providing an additional, individual disk list of creditors and equity security holders for each petition with more than **ten (10)** creditors and equity security holders, may submit a single floppy disk if the total number of creditors listed does not exceed **one thousand (1000)** creditors.

The disk shall be submitted in a sealed 8 1/2" x 11" envelope and shall contain 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

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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.

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

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 **28 USC § 156(c)**.

DATED: December 8, 1994
NEW YORK, NEW YORK

Burton R. Lifland
Chief Judge

EXHIBIT "A"

Floppy Disk: Single Case (More than 10 but less than 1000 Creditors)

The additional list of creditors on floppy disk shall be filed in a sealed 8 1/2" x 11" 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" 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 1000 creditors should be listed on one disk.

EXHIBIT "B"

Floppy disk: Multiple Cases (lists of creditors with more than 10 creditors per case but no more than 1000 creditors for all cases entered on the disk)

The disk must be filed in a sealed 8 1/2" x 11" 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" 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 1000 creditors should be listed;
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.

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.