

REVISED FORMAT FOR CREDITORS MATRIX

In order to insure that the cases you file can be properly read by the optical scanner, we ask that you observe the following guidelines. Your cooperation is essential if we are to make any major improvements in our existing system.

1. Lists must be typed in one of the following standard typefaces or print styles:
 - Courier 10 pitch
 - Prestige Elite
 - Times New Roman – Font size 11
2. **Lists should be typed on a single page in a single, centered column** rather than in three columns (see examples attached).

The reason the addresses must be in a single column is because the optical character reader scans the material automatically from left to right, line by line. If on the current matrices being submitted to the court, the first column has an address with three lines, the second column has an address with four lines and the third column has an address with five lines, the optical character reader will see the blank line after the first address and not read any further. Thus, we will feed into the OCR single column addresses that will be read automatically and completely.

3. Lists must be typed so that no letters are closer than ½ inch from any edge of the paper.
4. Each name/address must consist of no more than 5(five) total lines, with at least one blank line between each of the name/address blocks.
5. Each line must be 40 characters or less in length.
6. **DO NOT** include the following people (who were formerly required on creditor matrixes). They will be retrieved automatically by the computer for noticing.
 - Debtor
 - Joint Debtor
 - Attorney for the Debtor(s)

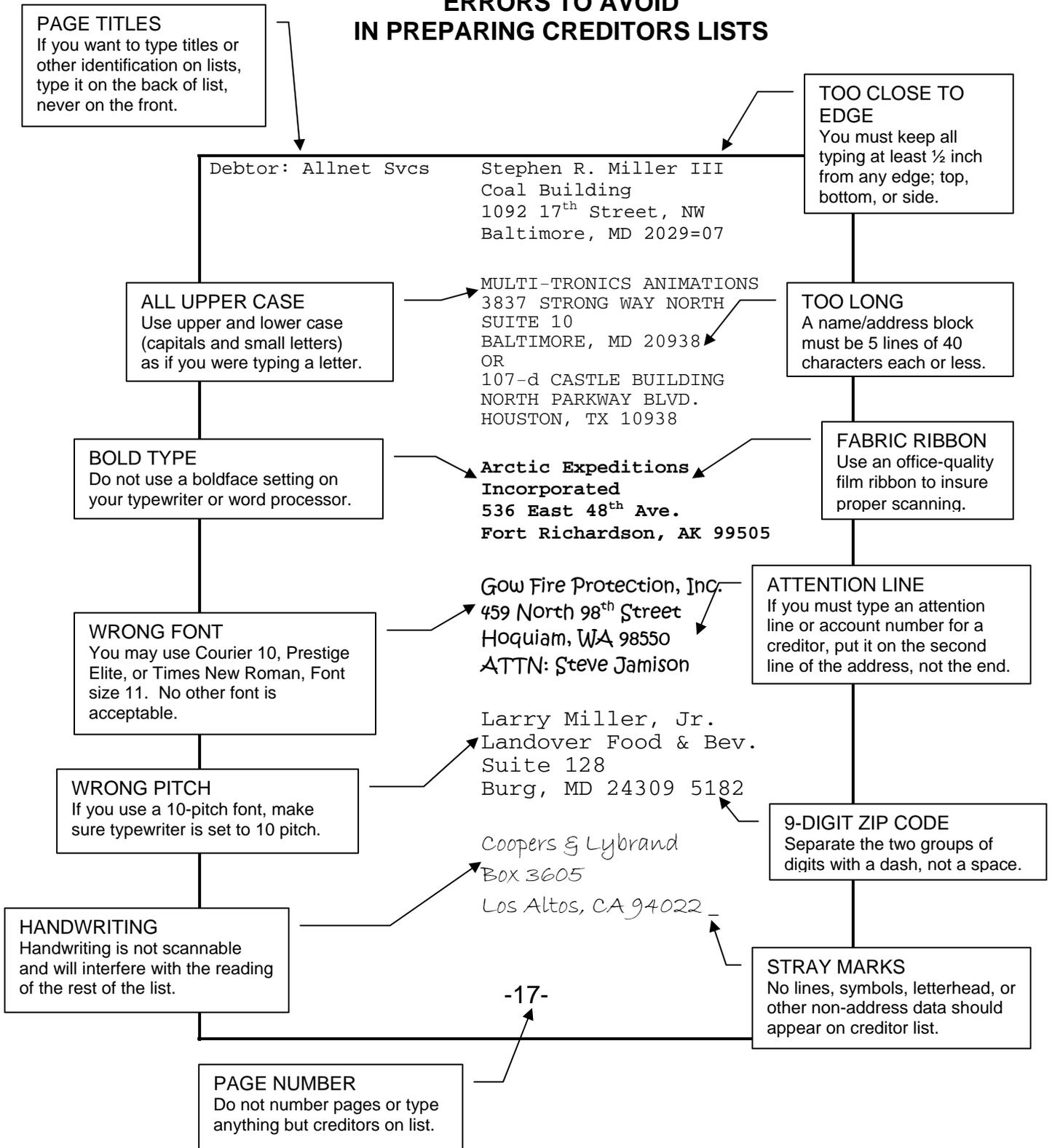
Things to Avoid

Although the court is using sophisticated equipment and software to insure accuracy in creditor list reading, certain problems can still occur. By following these guidelines, the court will avoid delays or additional effort in mailing notices.

The following problems can prevent your lists from being read by the optical scanner, requiring you to re-submit your creditor list in an acceptable form.

1. Extra marks on the list – such as letterhead, dates, debtor name, coffee stains, handwritten marks.
2. Non-standard paper such as onion skin, half-sized paper, colored (such as yellow) paper, or legal sized paper.
3. Poor quality type caused by submitting a Photocopy or carbon, using an exhausted typewriter, or using a typewriter with a fabric ribbon.
4. Unreadable type faces or print styles such as proportionally-spaced fonts, dot-matrix printing, or exotic fonts (such as Olde English or script). Use only Courier 10, Prestige Elite, or Times New Roman – Font Size 11.
5. Mis-aligned lists caused by removing the paper from the typewriter before completing the list, or inserting the paper into the typewriter crooked.
6. Incorrect Typewriter Settings will cause unreadable lists. Make certain that your typewriter is set for 10 pitch if you are using a 10 pitch type style.
7. Stray Marks should be avoided. Do not type lines, debtor name, page numbers, or anything else on the front of a creditor list. Any identifying marks you choose to add can be typed on the back of the list.
8. Upper Case Only (all capital letters) should be avoided. Type in upper and lower case as you would on a letter.
9. Zip Code must be on the last line. Nine digit zip codes should be used with a hyphen separating the two groups of digits. Do NOT type attention lines or account numbers on the last line; put these on the second line of the name/address if needed. (The zip code must be at the end for the zip code sorting equipment to find it.)
10. Fabric Ribbons should be avoided. They produce letters which are too fuzzy to be properly scanned.

ERRORS TO AVOID IN PREPARING CREDITORS LISTS



EXAMPLE CREDITOR LIST: Prestige Elite

Metromedia Video Productions
1224 Murray Avenue
San Luis Obispo, CA 93401

MultiTronics Animations
3837 Stone Way North
Studio 7
Baltimore, MD 20459

Eastman Kodak
Special Films Division
5742 Kodak Avenue
Rochester, NY 20948

N.W. Marine Retirement
Trust
P.O. Box C-34203
Seattle, WA 98124

Nabisco
6518 Ravenna Avenue, NE
Seattle, WA 98126

Northwest Instrument and
Camera Supply
2525 Westin Building
2001 6th Avenue
Seattle, WA 98274

A.M. Test, Inc.
Suite 6
4900 9th Avenue, NW
Daly City, CA 95015

Arctic-Expeditions, Inc.
536 East 48th Avenue
Anchorage, AK 99505

AT&T Consumer Sales
P.O. Box 6729
Portland, OR 97228

Allnet Communications
and Paging, Inc.
P.O. Box 239
Hoquiam, WA 98550

Gow Fire Protection, Inc.
459 North 89th Street
Houston, TX 87909

EXAMPLE CREDITOR LIST: Courier 10 Pitch

Metromedia Video Productions
1224 Murray Avenue
San Luis Obispo, CA 93401

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EXAMPLE CREDITOR LIST: Times New Roman, 11

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