

**UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF TEXAS**

05/16/2001

NOTICE

This notice is to encourage the submission of creditor matrices on diskette rather than on paper as presently required and also to improve the processing of amended petitions.

Creditor Matrices on Diskette

There are several advantages for attorneys who use a diskette for the matrix rather than paper. The electronic file on the diskette ensures that there is an exact match between the creditor data that you submitted and the data on file used by the Court for noticing. This should reduce the number of notices mailed out the Court's Bankruptcy Noticing Center (BNC) but returned to the debtor's attorney for re-noticing.

In addition, the requirement to submit a paper copy of a creditor matrix is eliminated in all cases where the creditor matrix is submitted on diskette.

The complete specifications and requirements for submission of a creditor matrix on a diskette are posted to the Court's web site at www.txeb.uscourts.gov. These specifications require the use of 3.5 inch high density MS-DOS diskettes with the electronic matrix file in ASCII format. Each diskette must contain only the creditors for a single case and labeled with the debtor's name. There are other technical requirements as well.

In the future, the submission of a creditor matrix in an electronic format is expected to become a requirement in most instances.

If you have any technical questions concerning the preparation and submission of a creditor matrix on diskette, please call Ms. Sandi Weeks (Automation Support Specialist) at (903) 590-1212 x220.

Amended Petitions

Please ensure that any amended petitions are clearly annotated with whatever data is being amended (i.e. the debtor's social security number is added or changed). We are sometimes having difficulty discerning the rationale for the amended petitions and thus not processing the amended petition promptly and properly.

James D. Tokoph
Clerk, U.S. Bankruptcy Court