

## How to Convert a Creditor Matrix to a .txt File Attorney Users Procedure

The following instructions guide you to correctly format a creditor matrix and save it as a **.txt** file when using WordPerfect version 9 or Microsoft Word 2000.

A creditor matrix contains creditor information, such as the name of the creditor and their mailing address. This information is used for noticing, and claims information, when applicable. The creditor matrix must be in a .txt file before it can be successfully uploaded.

### Creditor Matrix Specification

Please refer to the **CM-ECF Style Guide** for the correct format and punctuation rules and abbreviations to use when preparing your matrix.

- ◆ Names and addresses should be left justified (flush against the left margin, no leading blanks.)
- ◆ Do not include page numbers, headers, footers, etc.
- ◆ The name and address of each creditor must be five (5) lines or less.
- ◆ Each line may contain no more than 40 characters including blanks.
- ◆ The creditor name must be on the first line.
- ◆ If account numbers or “attention” lines are included, they must on the second line.
- ◆ City, state abbreviation and zip code must be on the last line.
- ◆ Nine digit zip codes must contain a hyphen separating the two groups of digits.
- ◆ All states must be two-letter abbreviations.
- ◆ Each creditor must be separated by at least one blank line.



## To Save the Creditor Matrix File with a .txt Extension using WordPerfect 9

**STEP 1** Left click **[File]** in the WordPerfect toolbar (See Figure 1.)

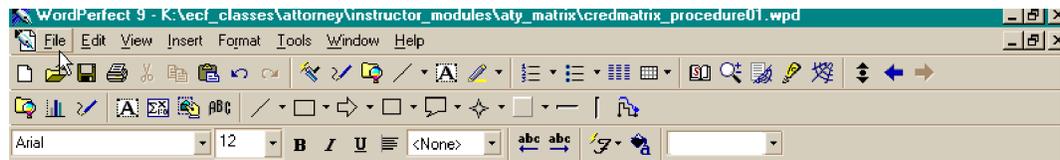


Figure 1

**STEP 2** The **File** drop down list displays (See Figure 2.)

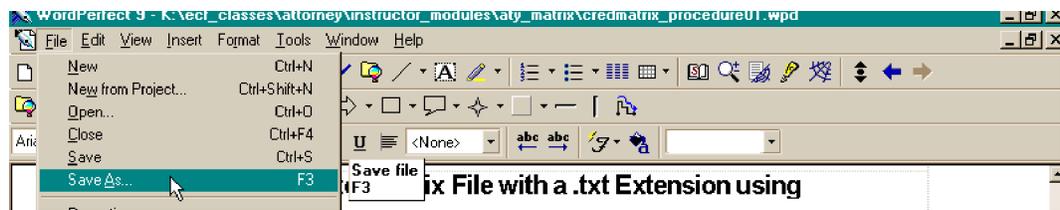


Figure 2

◆ Left click **[Save As]** in the drop down list.

**STEP 3**  
The **SAVE AS** screen displays (See Figure 3.)

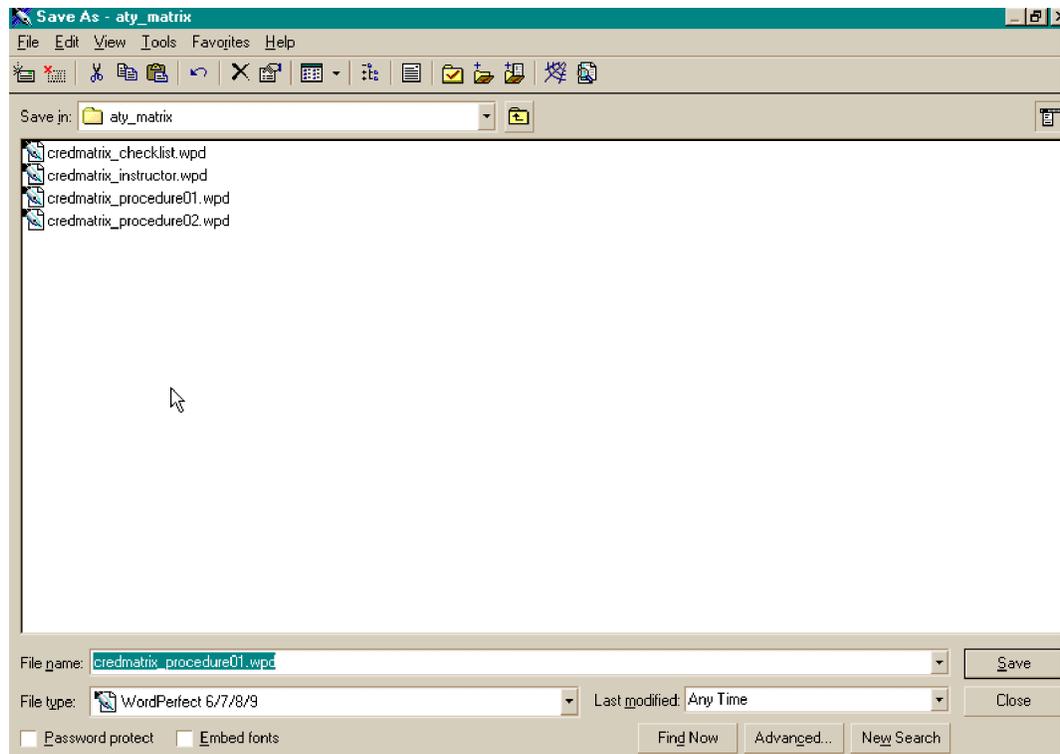
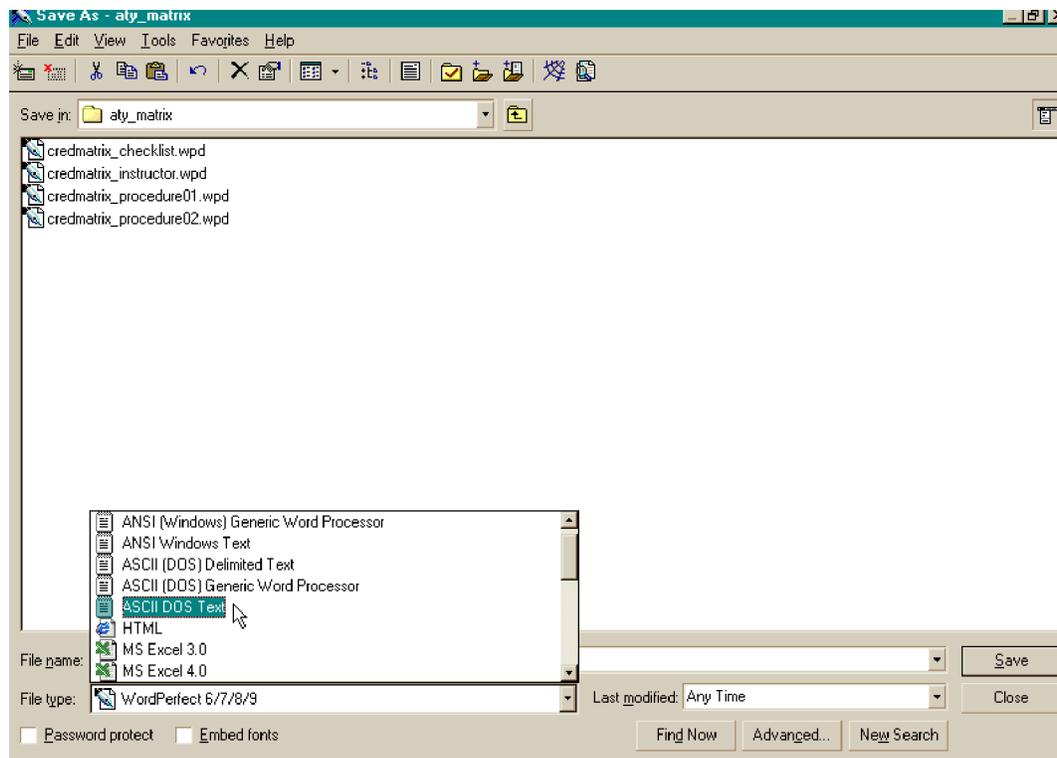


Figure 3

- ◆ Left click the drop down arrow in the **File type** box.

**STEP 4** The **File type** drop down box displays (See Figure 4.)



**Figure 4**

- ◆ Use to scroll bar to locate the “**ASCII DOS Text**” option.
- ◆ Left click “**ASCII DOS Text**” to select.

**STEP 5** Left click in the **File name** box, then key the file name you wish to use for the matrix (See Figure 4.)

**NOTE:** The preferred practice is to use the debtor name in the file name. This

will allow you to prepare and save the creditor matrix before you open the case and obtain a case number. Example names are:

- ! gary\_grant\_matrix.txt
- ! acme\_enterprises\_matrix.txt
- ! gary\_mary\_grant\_matrix.txt

**STEP 6** Left click in the **Save in** box (See Figure 4).

- ◆ Left click the **Save in** drop down arrow and navigate to the desired folder to save the file.

-OR-

- ◆ Key the correct path description in the **Save in** box.

**STEP 7** Left click [**Save**] to continue (See Figure 4.)

## To Save the Creditor Matrix File with a .txt Extension using Microsoft Word 2000

**STEP 1** Left click **[File]** in the Microsoft Word toolbar (See Figure 5.)

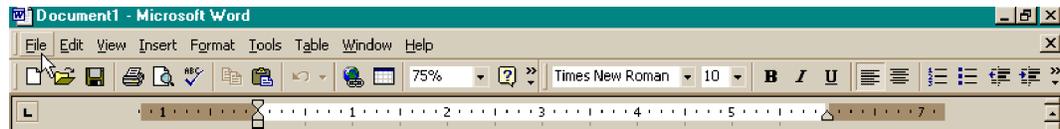


Figure 5

**STEP 2** The **File** drop down list displays (See Figure 6.)

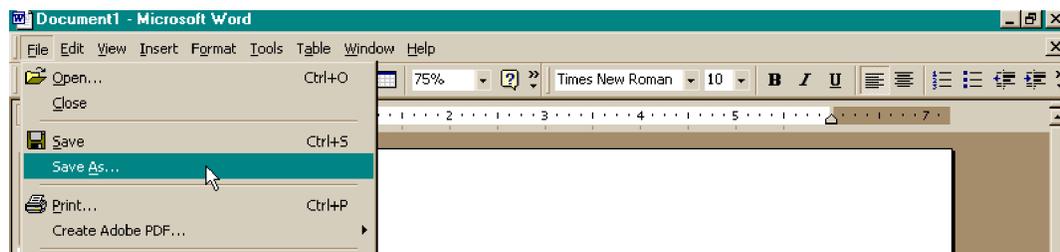


Figure 6

◆ Left click **[Save As...]** in the drop down list.

**STEP 3** The **SAVE AS** screen displays (See Figure 7.)

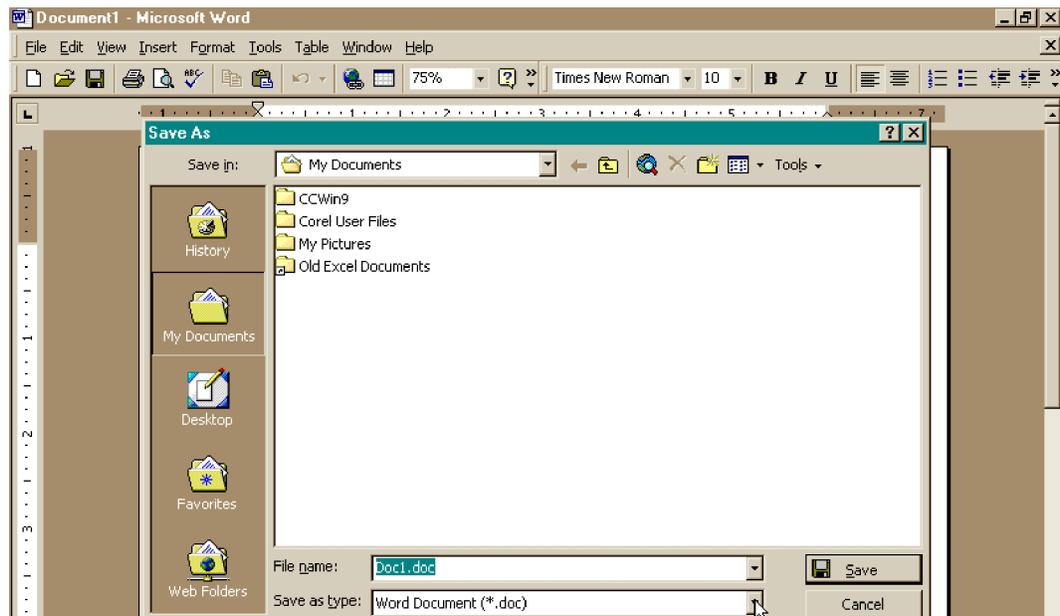
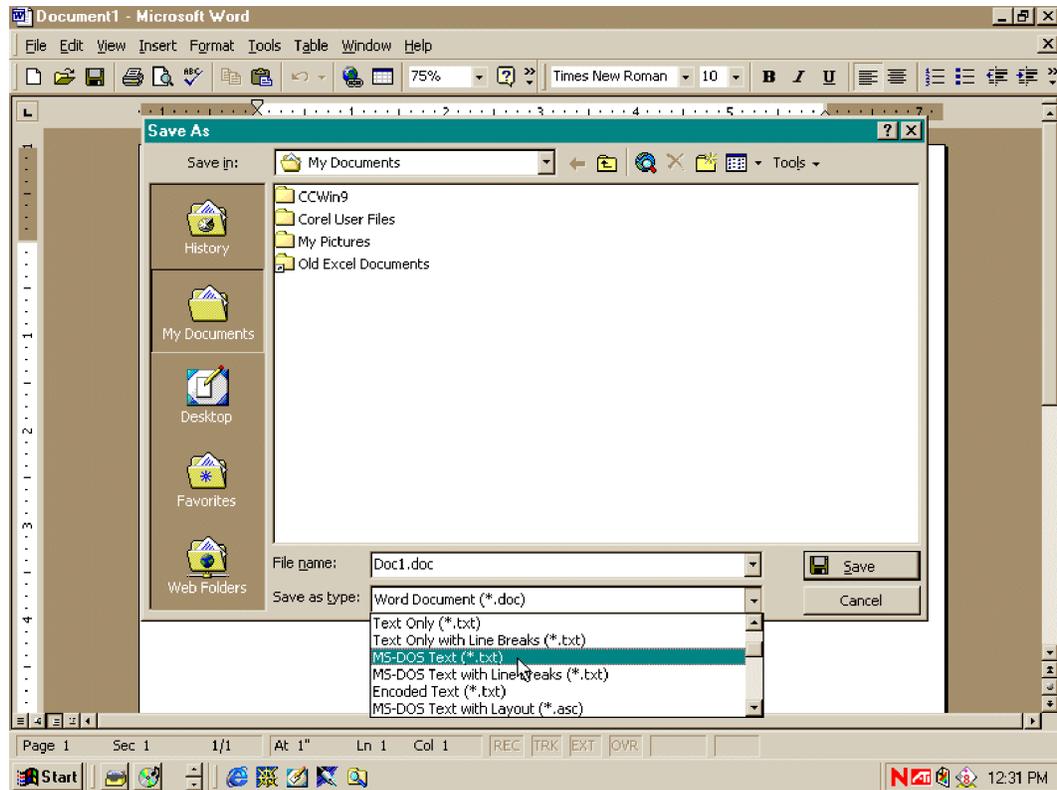


Figure 7

- ◆ Left click the drop down arrow in the **Save as type** box.

**STEP 4** The **Save as type** drop down box displays (See Figure 8.)



**Figure 8**

- ◆ Use to scroll bar to locate the “MS-DOS Text” option.
- ◆ Left click “MS-DOS Text” to select.

**STEP 5** Left click in the **File name** box, then key the file name you wish to use for the matrix (See Figure 8.)

**NOTE:** The preferred practice is to use the debtor name in the file name. This will allow you to prepare and save the creditor matrix before you open the case and obtain a case number. Example names are:

- ◆ gary\_grant\_matrix.txt
- ◆ acme\_enterprises\_matrix.txt
- ◆ gary\_mary\_grant\_matrix.txt

**STEP 6** Left click in the **Save in** box (See Figure 8.)

- ◆ Left click the **Save in** drop down arrow and navigate to the desired folder to save the file.

-OR-

- ◆ Key the correct path description in the **Save in** box.

**STEP 7** Left click [**Save**] to continue (See Figure 8.)