

## How to Convert a Creditor Matrix to a .txt File

The following instructions will guide you to correctly format a creditor matrix and save it as a **.txt** file.

A creditor matrix contains each creditor's name and mailing address. This information is used for noticing and also for claims information when applicable. The creditor matrix must be in an ASCII file format with an appropriate text extension such as **.txt** before it can be successfully uploaded into the CM/ECF system.

### Suggested Creditor Matrix Specifications

- ◆ The name and address of each creditor cannot be more than 5 lines. If a record is more than 5 lines, the 6<sup>th</sup> line will be combined with line 5 and the 7<sup>th</sup> or 8<sup>th</sup> lines will be truncated.
- ◆ Each creditor name may contain no more than 50 characters including spaces. Each Address line (maximum 5 lines) may include 40 characters including spaces.
- ◆ Names and addresses should be left justified.
- ◆ Spaces in the first position of a line will cause an exception report for that creditor record.
- ◆ Special characters such as ~, ½ or ^ will cause problems. The #, C/O, and & characters have not been reported to cause errors.
- ◆ Account numbers or "attention" lines should be placed on the second line of the name/address.
- ◆ City, state and ZIP code must be on the last line.
- ◆ Nine digit ZIP codes must be typed with 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.
- ◆ Do not include page numbers, headers, footers, etc.

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

**STEP 1** After creating the creditor list in WordPerfect or Microsoft Word, open the file. Click on **File** in the WordPerfect or Microsoft Word toolbar to display the drop down list. (See Figure 1.)



Figure 1

**STEP 2** Click **Save As** in the drop down list. (See Figure 2.)

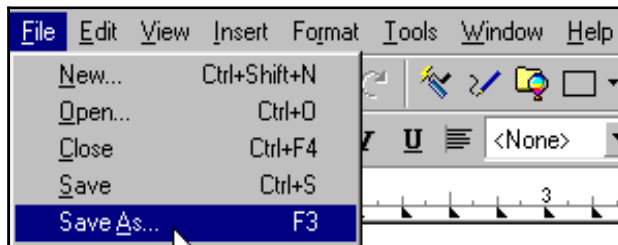


Figure 2

If in Microsoft Word, Skip to Step 4.

If in WordPerfect:

**STEP 3** Click the drop down menu arrow in the **File Type** box. (See Figure 3.)

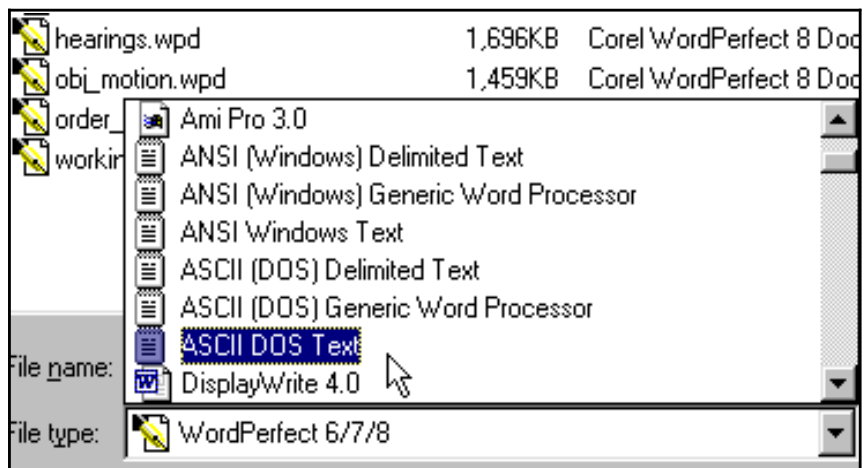


Figure 3

- ◆ Select the file type **ASCII DOS Text**.

**STEP 4**      **If in Microsoft Word:**

- ◆ Click on the drop down box arrow in the **Save As Type** box. (See Figure 4.)

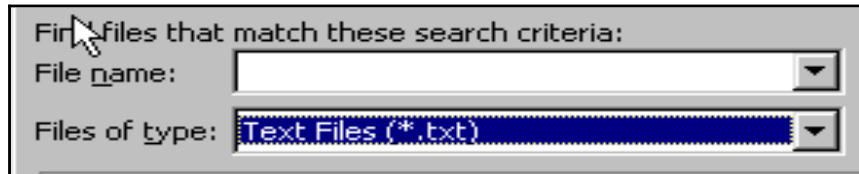


Figure 4

- ◆ Select the file type of **Text Files(\*.txt)** or **Text Only(\*.txt)**.

**STEP 5**      Enter the file name in the **File Name:** box. (The system provides the same file name with a .txt extension.)

**STEP 6**      Click the **[Save]** button.