GENERAL ORDER 01-01

UNITED STATES BANKRUPTCY COURT
FOR THE SOUTHERN DISTRICT OF WEST VIRGINIA

GENERAL ORDER REQUIRING SUBMISSION OF
MAILING MATRIX IN ELECTRONIC MEDIA FORM

It appearing to the Court that the submission of the mailing matrix required by Local Bankruptcy Rule 1007-2 (previously designated as Local Bankruptcy Rule 3.06) in electronic media form will facilitate the efficiency and accuracy of the Clerk's administration of bankruptcy cases, it is

GENERALLY ORDERED that the mailing matrix for every bankruptcy petition filed after September 15, 2001, shall be submitted in electronic media form pursuant to the guidelines set forth in the attached revised Appendix B of the Local Bankruptcy Rules, unless the case is filed pro se by an individual debtor or corporate officer, the petition, schedules and matrix are handwritten, or other cause satisfactory to the Clerk or Judge. It is further

GENERALLY ORDERED that, to ensure the accuracy of the submission of the mailing matrix by electronic media, every bankruptcy petition must also be accompanied by the paper mailing matrix required by Local Bankruptcy Rule 1007-2 and revised Appendix B thereto.

ENTERED: September 6, 2001

RONALD G. PEARSON, JUDGE

FORMAT FOR MAILING MATRIX
(Revised August 24, 2001)

1. Unless waived by the Clerk, the mailing matrix required by Local Bankruptcy Rule 1007-2 shall be submitted in electronic media form **and** in paper form pursuant to General Order 01-01. The electronic media will be used by the Clerk's Office to establish the creditor data base; the paper copy of the matrix will be lodged in the court file as a backup. The electronic formats currently acceptable are a 3-1/2 IBM-formatted diskette or a Macintosh formatted diskette in ascii text (.txt). Other formats will be accepted after confirmation of the compatibility of the format with the electronic systems in use by the Clerk's Office. The format of the electronic file contained on the diskette shall comply with the requirements for the paper matrix set out below.

2. Creditor lists must be typed in one of the following standard typefaces or print styles:

   * Courier 10 Pitch
   * Prestige Elite
   * Letter Gothic
   * In a single column rather than in three columns.

3. Lists must be typed so that no letters are closer than 1/2 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 list the following parties as they will be automatically retrieved by the computer for noticing:

   * Debtor
   * Joint Debtor
   * Attorney for the Debtor(s)
   * Assistant U.S. Trustee
   * Internal Revenue Service
   * State Department of Tax & Revenue

The following could prevent the list from being read by the optical scanner and should be avoided:

1. Extra marks on the list - such as letterhead, dates, debtor name, coffee stains, and handwritten marks.

2. Non-standard paper such as onion silk, half-sized paper, or colored (such as yellow) 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).

5. Misaligned 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 - make certain that your typewriter is set for 10 pitch if you are using a 10 pitch type style.

7. Stray marks - do not type lines, debtor name, page numbers, or anything else on the front of the creditor list. Any identifying marks you choose to add can be typed on the back of the list.

8. Words typed in all upper case letters - some upper case letters will scan as different characters.

9. Attention lines or account numbers on the last line of the address - put these on the second line of the address if needed. Zip codes must be on the last line. Nine digit zip codes should be typed with a hyphen separating the two groups of digits. (The zip code must be at the end for the zip code sorting equipment to find it.)

10. Fabric ribbons - they produce letters which are too fuzzy to be properly scanned.

ADDITIONAL INFORMATION MAY BE OBTAINED FROM THE CLERK'S OFFICE