

UNITED STATES BANKRUPTCY COURT
DISTRICT OF OREGON

LBF #104: INSTRUCTIONS FOR PREPARATION OF CREDITOR MAILING LIST

A list of creditors is required to be filed with each petition. The creditor list will be used by the court to send notice of your bankruptcy filing to your creditors. A creditor list is also required when new creditors are added to the case after the petition is filed.

The creditor list must comply with the requirements below in order to ensure it can be properly read by the court's computer equipment. Your failure to follow these instructions may result in the petition or amendment being returned to you unfiled. It may also result in a notice not being properly served on a creditor.

A. Requirements for Submitting Creditor Lists (Local Bankruptcy Rule 1007-2)

1. Submit the creditor list as a .txt file on a 3.5" floppy disk or CD as explained in Section B. (See Section C if you do not have access to a computer or are otherwise unable to comply with this requirement.)
2. List each creditor only once on the list, even if you have multiple accounts.
3. Use 10pt or 12pt standard fonts (such as Courier, Times New Roman, Arial).
4. Type the creditor names and addresses in one column along the left side of the page.
 - Single space each creditor listing.
 - Put any attention lines, account #s, etc. only on Line 2 of a creditor listing.
 - Put only the city, state, and zip code on the last line. Use the 2-letter abbreviation for the state.
 - Do not use more than 5 lines for any creditor listing.
 - Do not exceed 40 characters (that is, letters, numbers and spaces) on any line.
 - Put a blank line between creditors.

See Page 2 for a sample creditor list.

B. Saving the Creditor List as a .Txt File

1. Use a computer that is Windows compatible (not MacIntosh).
2. Create the list using the Notepad application or a word processing program.
3. Put a blank formatted disk or CD in the proper drive.
4. Save the list in a "text only" format (ASCII) as follows:
 - From the File menu, select **Save As**.
 - In the **Save In** box, click on the arrow.
 - Select the letter of the drive where the disk is located (for example, "A" or "D").
 - Type the name of the debtor(s) in the **File Name** box.
 - Click on the down-arrow in the **Save as type** or **File Type** drop-down box, and select a text-only (.txt) format (for example, **Plain Text** if using Word).
 - Click **Save**.
 - Verify that the file name has only one extension and it is **".txt"** (not ".doc" or ".wpd").
5. Attach a label to the disk and legibly write the debtor's name and total number of listed creditors on it.

C. Filing the Creditor List on Paper. If you do not have access to a computer or are otherwise unable to submit the creditor list on a disk, you may submit it on paper with a separate signed statement that you are unable to submit the list as a computer file ("certification of inability to comply").

D. Requirements for Corporate Debtors, Partnership Debtors and Involuntary Petitions

1. Corporate debtors must include the names and addresses of the most recent officers and directors and all equity security holders (voluntary petitions) or the names and addresses of all last known officers (involuntary petitions).
2. Partnership debtors must include the names and addresses of all general and limited partners (voluntary petitions) or the names and addresses of all petitioners, petitioners' attorneys, and last known general partners (involuntary petitions).

Sample Creditor Mailing List

AB Mortgage Company, Inc.
4545 Willow Ave.
Anytown, OR 97232

Waste Disposal
POB 760
Everywhere, OR 97477

Phone Service, Inc.
2334 Left Center
City, OR 97210

Dr. Abel Townsend
Peninsula Hospital
4023 Swimming Ln
OverThere, CA 94066

Valley Water District
P. O. Box 176
Nowhere, WA 98668

Credit Card
c/o Finance Corp.
80234 SW 1st Street
Big City, IL 60197

Association of Retired Employees
Pacific Northwest Division
9 Market Street, Suite 11
Small Town, OR 97381-3555

Electric Cooperative
1001 South 80th Ave.
A Place In, WA 98652

Magazines
Attn: Billing Dept.
PO Box 98
Big Apple, NY 10022