

**UNITED STATES BANKRUPTCY COURT
SOUTHERN DISTRICT OF MISSISSIPPI
CHARLENE J. KENNEDY, CLERK**

DISKETTE REQUIREMENTS:

System

Requirements: Prepared on an IBM-compatible PC with DOS 3.1 or higher.

Diskette Size: 3 1/2" high-density diskette.

Software: A program that will produce ASCII text files such as a word processor or text editor, or other programs with the capability of producing output in ASCII format. Examples: WordPerfect, WordPerfect for Windows, MICROSOFT Word, Word Star, Professional Write, or any other word processor or text editors such as edlin, fred, etc. Other programs which produce the matrix, schedules, etc. can be used as long as they can produce the ASCII file output.

Disk Label: Print case name and date.

Examples: Instructions are attached for saving data in ASCII format using several common programs. (Matrix Layout)

If you are having difficulty saving to diskette, you should refer to the documentation that came with your software or contact the software vendor for assistance.

NOTE: UPON REQUEST, A BLANK DISKETTE WILL BE EXCHANGED FOR THE DISKETTE FILED WITH THE CLERK'S OFFICE. IF RETURN BY MAIL IS REQUESTED, A POSTAGE PAID DISKETTE MAILER MUST BE PROVIDED AT THE TIME OF FILING. ONLY ONE MATRIX PER DISK.

MATRIX CONTENTS:

1. Name and address of creditors shall not exceed four (4) lines.
2. There should be no duplication of creditors if mailing address is the same. If husband and wife are at the same address, list only once.
3. At least one single space between the city, state and zip code is required. City, state and zip code information must be on the same line. The name and the address must be in all caps with no punctuation. Matrix pages should not be numbered.
4. Official United States Postal Service state abbreviations must be used. A list is attached for your use. (State Abbreviations)
5. Each address must include a zip code.
6. Any foreign addresses must be on a separate page.
7. Unknown street addresses should be reflected as shown below:

CREDITOR NAME
STREET ADDRESS UNKNOWN
CITY ST ZIP CODE

A notice will not be mailed to an address containing only a name, or name and "address unknown" notation.