

**UNITED STATES BANKRUPTCY COURT  
FOR THE EASTERN DISTRICT OF KENTUCKY**

**STANDING ORDER**

Effective May 1, 2002, the mailing list matrix required pursuant to Local Rule 1007-2 (E.D. Ky. LBR 1007-2) shall also be submitted by diskette in the format approved by the Clerk of Court. The debtor or the attorney for the debtor shall obtain from the Clerk of Court the most current version of the court document titled **GUIDELINES FOR MATRIX ON DISKETTE (Local Form No. 1-1)** located at [www.kyeb.uscourts.gov](http://www.kyeb.uscourts.gov).

**FORM NO. 1-1. GUIDELINES FOR MATRIX ON DISKETTE**

Names and addresses must be aligned flush against the left margin.

Do not include page numbers, headers, footers, etc.

Do not include the debtor or the attorney for the debtor on the matrix. They will be retrieved automatically by the computer for noticing.

Address lines may not exceed 40 characters per line (excess characters will be truncated).

Name and address lines combined must contain 5 lines or less.

The creditor's name must be on the first line.

The last line of each creditor address must be the city, state and zip.

All states must be 2-letter abbreviations. Do not use abbreviations for city names.

Nine-digit zip codes should be typed with a hyphen separating the two groups of digits.

There must be at least 1 blank line between each complete address. Do not leave blank lines within an address.

Submit the matrix on a 3.5" diskette. The matrix must be stored in text format. Name the document using the debtor's last name. If the matrix is prepared in a word processor, it should be exported to the appropriate format before the diskette copy is created. For example, using Microsoft Word the file should be saved as "Text Only (\*.txt)"; however, using WordPerfect the file should be saved as "ASCII DOS Text" (not delimited). Since procedures vary with each word processing program, consult the program's user guide for assistance.


Diskettes will be erased after the matrix has been loaded to the case. Diskettes submitted by mail will be returned to the sender if a self-addressed, stamped envelope is included. Diskettes not returned will become part of the exchange pool. Diskettes submitted over the counter will be

returned to the filer after the matrix is loaded, or they may immediately take a blank diskette from the exchange pool.

A paper matrix shall also be submitted pursuant to Local Rule 1007-2.

Dated: 4/26/02

BY THE COURT

  
Joseph M. Scott, Jr.  
Chief Judge