

**IN THE UNITED STATES BANKRUPTCY COURT FOR THE
DISTRICT OF PUERTO RICO**

ELECTRONIC FILING OF MASTER ADDRESS LIST

I- General Requirements.

- 1.1 At the time of filing a **voluntary petition** or within fifteen (15) days following the entry of an order for relief on an **involuntary petition**, the debtor (or petitioning creditor or partner, upon order of the court) shall file a master address list on floppy disk. The disk shall be filed in an envelope and shall contain either in alphabetical order or in the same order as listed on the Schedule D, E, and F, the name and last known mailing address and zip code of every scheduled creditor, including creditors having filed a proof of claim. The floppy disk shall be filed in accordance with the format and specifications annexed as Exhibit A.
- 1.2 The master address list shall also include those agencies and officers of the United States required to receive notice in accordance with Bankruptcy Rule 2002 (j).
- 1.3 An attorney who is filing several petitions simultaneously must submit a single floppy disk for **every** petition. The floppy disk shall be filed in accordance with the format and specifications annexed as Exhibit A.
- 1.4 The foregoing requirement is waived for pro se debtors.
- 1.5 If the debtor is a partnership, the master address list shall contain the names and current mailing address of each general and limited partner.
- 1.6 If the debtor is a corporation, the master address list shall contain the names and current mailing addresses of the present officers, or if none, the immediate past officers and directors. In addition, the Chapter 11 debtor shall file within the time specified in Bankruptcy Rule 1007 its list of equity security holders and a separate master address list containing the name and last known address or place of business of each equity security holder.
- 1.7 The debtor and debtor's attorney shall be responsible for the preparation and accuracy of the master address list required by this General Order. Master address lists submitted incorrectly must be resubmitted within three (3) working days. In those cases with time constriction due to the '341 meeting and upon the approval of the Court, the master address list may be submitted by fax. Failure to do so will result in the dismissal of the bankruptcy case.
- 1.8 Whenever amendments to schedules add, delete or correct entities mailing addresses, the debtor shall file a motion indicating the nature of amendment. The motion shall include the names and addresses of the entities added, deleted or corrected.

If creditors are amended, the debtor shall file a motion indicating the nature of amendment which include only the names and addresses of the creditors added,

deleted or corrected.

II- Disk Type

Must be a 3 1/2 diskette in Microsoft DOS Compatible format in any density up to 1.44 MB.

III- Labeling Disk

The following information should be included on each disk submitted:

- 3.1 name, firm, telephone number and USDC number of attorney,
- 3.2 debtor's full name,
- 3.3 when receiving the diskette, the cashier must write the date of filing of the same.

IV- Returning Disk

All disks will be returned if they are properly labeled as specified above. The same can be requested at the Clerk's office counter area.

EXHIBIT A

I - List Format

1. **Lists must be typed in a single column, left justify, and capital letters only.**
2. The first line of the file must be the name of the debtor (Do not include the name of the joint debtor).
3. Leave a double space down
4. Start the list of creditors with their corresponding addresses on the fourth line. Each name and address must consist of five (5) or less lines of single space type. ***Do not include commas, periods or any other character, only hyphens must be typed for nine digit Zip Codes.***
5. Each line must be forty (40) characters or less in length.
6. The addresses are to be written in the format approved by the U.S. Postal Service annexed as Exhibit B.
7. Each address must be separated by two blank lines.

II - Text Format

The creditor matrix must be in an **ASCII file format** with an appropriate text extension such as **.txt**. Most word processing packages have the capability of saving a word processing document as text format, a **DOS text** format or an **MS-DOS text** format.

Another useful tool is the **Notepad**, included as an accessory in most Microsoft Windows packages. File name must be saved as debtor's initials plus the last four (4) digits of the social security number. For example: **JVR1234.txt**. Please, do not include the initials of middle names. If debtor is a Corporation, the file must be saved as Corporation's initials plus the last four (4) digits of the Employment Identification number (EIN).

III - Instructions for saving the creditor matrix file with a **.txt** extension

If using **Microsoft Word** (depending on your revision level).

1. Click on the **File** menu bar selection.
2. Click on **Save as** in the drop down list.
3. In the **Save as type** dialog box select the file format **Text Only or Text Files (*.txt)**.
4. **Save in** the 3 2 floppy drive (normally a:).
5. In the **File name** box type debtor=s initials plus the four last digits of the social security number (the system provides the same file name with a **.txt** extension).
6. Click on **Save**.

If using **WordPerfect** (depending on your revision level).

1. Click on the **File** menu bar selection.
2. Click on **Save as** in the drop down list.

3. In the *File type* dialog box select the file format *ASCII DOS Text* or *Text Only*.
4. **Save in** the 3 2 floppy drive (normally a:).
5. In the **File name** box type debtor=s initials plus the four last digits of the social security number. Do not delete the *txt* extension (i.e. *a:\JVR1234.txt*).
6. Click on **S**ave.

Instructions for saving in **WordPerfect (DOS Versions 5.0 and 5.1)**

1. Press **Ctrl F5**
2. Select option #1: **DOS TEXT**
3. Select option #1: **Save**
 - Word Perfect will prompt: Document to be saved (**DOS Text**):
 - Type a:\debtor's initials plus the last four (4) digits of the social security number followed by the suffix *TXT*, and press enter (i.e. *a:\JVR1234.txt*)
4. Click on **S**ave.

If using **Notepad for Windows**.

1. Click on **F**ile menu bar selection.
2. Click on **S**ave as in the drop down list.
3. In the *Save as type* dialog box select the file format **Text Documents (*.txt)**.
4. **Save in** the 3 2 floppy drive (normally a:).
5. In the **File name** box type debtor's initials plus the four last digits of the social security number. Do not delete the *txt* extension (i.e. *a:\JVR1234.txt*).
6. Click on **S**ave.

EXHIBIT B

The addresses of creditors and parties in interest contained in the master address list are to be written in the basic format approved by the United States Postal Service which is shown below:

Urbanization	NAME * URBANIZATION ** NUMBER AND NAME OF STREET *** CITY STATE ZIP CODE + 4
Buildings and/or Condominiums	NAME NAME OF BUILDING/CONDOMINIUM NUMBER AND NAME OF STREET APT NO OR SUITE CITY STATE ZIP CODE + 4
Rural Zones	NAME SUFFIX RR ROUTE NUMBER, BOX NUMBER CITY STATE ZIP CODE + 4
Highway Contracts	NAME SUFFIX HC ROUTE NUMBER BOX NUMBER CITY STATE ZIP CODE + 4
Box Office	NAME SUFFIX PO BOX, BOX NUMBER CITY STATE ZIP CODE + 4

*All caps and no periods, comas or other signs.

**Always use the word URB before the Urbanization (there are some exceptions, see instructions attached) and in the second line before any number and street name.

***Always use the house number before the street name. Use the word CALLE before the street name. Do not abbreviate nor use the suffix ST. Do not use hyphen nor spaces in street or house number (A17,B100C) except when a block and house number exists (23-180 CALLE 11 for BLOQUE 23 CASA 180 CALLE 11).

For technical assistance please contact Marie Cruz, CM/ECF Project Coordinator at (787) 977-6115.