

**United States Bankruptcy Court  
Middle District of Florida  
Tampa Division**



**David K. Oliveria, Clerk of Court  
Terrence S. Miller, Chief Deputy  
Chas. G. Kilcoyne, Deputy-in-Charge**

**Sam M. Gibbons United States Courthouse  
801 N. Florida Avenue, Suite 727  
Tampa, Florida 33602-3899**

## INTAKE

The following are some of the questions most often asked and their answers:

Q. Where do I file documents?

A. **All documents are filed at the Intake Section located on the 7<sup>th</sup> floor between the hours of 8:30am and 4:00pm.**

**PLEASE NOTE: We do not have an office in the Fort Myers Courthouse, so do not attempt to file documents there.**

Q. Where are the Section 341 Meeting of Creditors held?

A. **The Assistant U.S. Trustee's Office and Section 341 Meeting of Creditor's Rooms are located at 501 E. Polk Street, Suite 1200, Tampa, Florida 33602, telephone number (813) 228-2000.**

**Section 341 Meetings are held in the following rooms:**

**Room 100A, Chapter 7 and 13 cases**

**Room 100B, Chapter 11 cases**

**Room 100C, Chapter 7 cases**

Q. Where can I get the Certificate of Necessity form to file an emergency motion or any other informative memoranda, etc?

A. **You may obtain these forms and memos at the Intake Section or on the Internet. Our website address is [www.flmb.uscourts.gov](http://www.flmb.uscourts.gov).**

Q. Does the Clerk's office issue subpoenas?

A. **Yes, the Clerk's office can still issue subpoenas, but usually only do so for pro se debtors. Any attorney admitted to practice in the Middle District of Florida can issue and serve their own subpoenas. The clerk's office can supply the new forms upon request, and are available at the Intake Section.**

Q. Can you give me a case number?

A. **Yes, but request you use VCIS or PACER. If you are here in person there are "user friendly" computers for public use in the file viewing area. Anyone can use these computers to search for the name, case number and any other available information about a debtor who filed after August, 1985, up through and including the actual day of the search.**

If the debtor filed prior to August, 1985, you may personally search the index cards that list bankruptcies filed before computerization; or you can send a \$20.00 research fee with a written request for a manual search of the card catalog. The card catalog is kept in the file viewing room.

Q. Can I view a file that is scheduled for hearing?

A. Files are available for viewing except on the actual day of a hearing, or if the Judge is currently working on the file.

When requesting a file, please fill out the Request for Case File completely and legibly, indicating the current date, the case number, your full name printed, your daytime phone number and which type of file you wish to view. The various types of files are:

- General File
- Claims File
- Adversary File
- Stay File
- Reports File

**PLEASE DO NOT REMOVE ANY DOCUMENTS FROM THE FILE**

If you truly need to review a file that has been pulled for hearing or that is in Chambers, contact the appropriate Supervisor.

Q. What kind of information can I receive over the telephone?

A. Due to a directive issued from the Administrative Office in Washington, DC, as of August 16, 1993, court personnel are prohibited from giving any other information than that which is available on the first screen of the computer. This information consists of:

Case Number	Date Filed
Judge Assignment	Chapter
Asset/No-Asset	Conversion Date
Debtor(s) Name	Debtor(s) Address
Social Security Numbers	
341 Meeting Date	341 Meeting Location
Claims Bar Date	Complaint Deadline
Number of Adversaries	
Discharge Date	Closed Date
Debtor's Attorney Name	Telephone Number & Address
Trustee's Name	Telephone Number & Address
Creditor's Attorney Name	Telephone Number & Address
Trustee's Attorney Name	Telephone Number & Address

If you require more information than that is provided above, you may visit the Clerk's Office to review the file or search the record on the computers provided in the file viewing room or send a written request for information with a twenty (\$20.00) dollar research fee.

Q. What cases are stored in the Federal Archives in Georgia?

A. At this time all cases, which were, closed prior to 1995 are stored in the Federal Records Center, East Point, Georgia. We will verify that a case is in storage when the occasion arises.

Q. Why can't you do more than one search a day for me?

A. On August 16, 1993, the Administrative Office released new guidelines regarding searches. These guidelines were designed to encourage maximum use of the available automated database systems. This means that a search fee would not be charged for a single request for basic information; however, the Administrative Office does wish to encourage those who require bankruptcy information on a regular basis to utilize all automated databases furnished for public use.

Q. What forms are available at the Clerk's Office?

A. The following is a list of the forms available. They may be obtained at either of the Intake Section counters:

<b>B3</b>	<b>Application and Order to Pay Filing Fee in Installments</b>
<b>B10</b>	<b>Proof of Claim</b>
<b>B104</b>	<b>Adversary Proceeding Cover Sheet</b>
<b>B131</b>	<b>Exemplification Certificate</b>
<b>B250A</b>	<b>Summons in an Adversary Proceeding</b>
<b>B250D</b>	<b>Third Party Summons</b>
<b>B250E</b>	<b>Summons in an Involuntary Case</b>
<b>B254</b>	<b>Subpoena for Rule 2004 Examination</b>
<b>B255</b>	<b>Subpoena in an Adversary Proceeding</b>
<b>B256</b>	<b>Subpoena in a Case under the Bankruptcy Code</b>
<b>B263</b>	<b>Bill of Costs in an Adversary Proceeding</b>
<b>B264</b>	<b>Writ of Execution to the U.S. Marshal</b>
<b>B265</b>	<b>Certificate of Judgment for Registration in Another District</b>
-	<b>Request for Transcript</b>
-	<b>Appeal Cover Sheet</b>
-	<b>Certificate of Necessity, RE: Emergency Motions</b>

**UNITED STATES BANKRUPTCY COURT  
MIDDLE DISTRICT OF FLORIDA**

David K. Oliveria, Clerk of Court  
Lee Ann Bennett, Chief Deputy

**TAMPA and FORT MYERS DIVISIONS**

Honorable Paul M. Glenn, Chief Judge  
Honorable Alexander L. Paskay  
Honorable Thomas E. Baynes, Jr.  
Honorable Michael G. Williamson  
Honorable K. Rodney May

Chas. G. Kilcoyne, Deputy-in-Charge

VCIS	(813) 301-5210
Public Information	(813) 301-5162
PACER	(813) 301-5206

**ORLANDO DIVISION**

Honorable Arthur B. Briskman  
Honorable Karen S. Jennemann

Mario Toscano, Deputy-in-Charge

VCIS	(407) 648-6800
Public Information	(407) 648-6364
PACER	(407) 648-6212

**JACKSONVILLE DIVISION**

Honorable George L. Proctor  
Honorable Jerry A. Funk

Michael Shadburn, Deputy-in-Charge

VCIS	(904) 232-1313 x7313
Public Information	(904) 232-2852

**NORTHERN DISTRICT OF FLORIDA**

William Blevin, Clerk of Court

**TALLAHASSEE, GAINESVILLE and PANAMA CITY DIVISIONS**

Honorable Lewis M. Killian, Jr., Chief Judge

Richard Mildenberger, Chief Deputy

Ruth Hutcheson, Deputy-in-Charge

Public Information (850) 942-8933

**PENSACOLA DIVISION**

Public Information (850) 435-8475

**SOUTHERN DISTRICT OF FLORIDA**

Karen Eddy, Clerk of Court

**MIAMI, FORT LAUDERDALE and WEST PALM BEACH DIVISIONS**

Honorable Robert A. Mark, Chief Judge

Honorable Steven H. Friedman

Honorable Paul G. Hyman

Honorable Raymond B. Ray

Honorable A. Jay Cristol

Kathy Gould-Feldman, Chief Deputy

Chris Lacoursiere, Deputy-in-Charge/Ft. Lauderdale

Cameron Cradic, Deputy-in-Charge/West Palm Beach

Automated Phone (305) 536-5979

Public Information (305) 536-5216

## **MIDDLE DISTRICT OF FLORIDA**

### **CASE NUMBER REQUIREMENTS**

Due to the size of the Middle District of Florida Bankruptcy Court, the Divisions are broken down by their office number and by the Judges. It is **imperative** that when filing any document or pleading, the **complete** number is used to ensure that the document is properly handled.

**ALL** documents must contain the entire case number, for example, 01-00001-8P7.

- The first two digits signify the year the case was filed
- The next five digits are the chronological number assignment
- The next digit designates the division in which the case was filed:
  - 3 = Jacksonville
  - 6 = Orlando
  - 8 = Tampa
  - 9 = Fort Myers
- The letter signifies which Judge has been assigned to the case:
  - B** Chief Judge Thomas E. Baynes, Jr. - Tampa
  - P** Judge Alexander L. Paskay – Tampa and Fort Myers
  - P** Judge George L. Proctor - Jacksonville
  - M** Judge K. Rodney May - Tampa
  - B** Judge Arthur B. Briskman - Orlando
  - J** Judge Karen S. Jennemann - Orlando
  - F** Judge Jerry A. Funk - Jacksonville
  - G** Judge Paul M. Glenn - Tampa
  - W** Judge Michael G. Williamson - Tampa
- The last digit designates the Chapter under which the case is currently proceeding:
  - 7 = Chapter 7
  - 9 = Chapter 9
  - 1 = Chapter 11
  - 3 = Chapter 13
- 01-99999-9P1 is the case number for a 2001, Chapter 11 case from the Fort Myers Division assigned to Judge Paskay.

**NORTHERN DISTRICT OF FLORIDA**

**CASE NUMBER REQUIREMENTS**

The Northern District does not use a suffix at the end of the case number; instead, the first digit after the year number is always a 0 (zero), the second digit after the year number is the division number:

0	=	Gainesville
2	=	Panama City
4 or 5	=	Pensacola
7	=	Tallahassee

For example: 01-07001 is the first case filed in 2001 in Tallahassee.  
01-00001 is the first case filed in 2001 in Gainesville.

**SOUTHERN DISTRICT OF FLORIDA**

**CASE NUMBER REQUIREMENTS**

The first digit after the year number is the county number, then the case number, then BKC and the Judge's initials.

County Numbers:	1	=	Dade County
	2	=	Broward County
	3	=	West Palm Beach County

Judge's Initials:	RAM	=	Chief Judge Mark
	AJC	=	Judge Cristol
	PGH	=	Judge Hyman
	SHF	=	Judge Friedman
	RBR	=	Judge Ray

For example: 01-10001-BKC-AJC is the first case filed in Dade County in 2001 assigned to Judge Cristol.

01-30001-BKC-RAM is the first case filed in West Palm Beach County in 2001 assigned to Chief Judge Mark.

## Fee Schedule Pursuant to 28 U.S.C. §1930

November 1, 2003

### **Petition Filing Fees\*\***

Chapter 7	\$209.00
Chapter 7 - To Reopen	\$155.00
Chapter 9	\$839.00
Chapter 9 - To Reopen	\$800.00
Chapter 11	\$839.00
Chapter 11 - To Reopen	\$800.00
Chapter 12	\$239.00
Chapter 12 - To Reopen	\$200.00
Cases to a foreign proceeding (§304)	\$830.00

\*\* The filing fees include a miscellaneous administrative fee of \$39.00. The \$39.00 is not due when filing a motion to reopen. The Chapter 7 filing fee also includes a \$15.00 fee due to the Trustee

**NOTE:** The **Reopening fee** must be paid *at the time of filing* the motion. However, no fee is required if the reopening is to correct an administrative error or for actions related to the debtor's discharge.

### **Adversary and Motion Filing Fees**

Adversary Proceeding	\$150.00
Motion to Lift Stay	\$150.00
Motion to Compel Abandonment of Property	\$150.00
Motion to Withdraw Reference	\$150.00
Motion to Convert to Chapter 7	\$ 15.00
Motion to Convert a Chapter 7 or 13 to a Chapter 11	\$645.00

#### *Splitting Case*

Chapter 7	\$155.00
Chapter 11	\$800.00
Chapter 12	\$200.00
Chapter 13	\$155.00

### **Appeal Filing Fees**

Docketing of Appeal	\$250.00
Notice of Appeal	\$ 5.00
Docketing of Cross Appeal	\$250.00

**Other Fees**

Photocopies produced by the Clerk (5 page limit)	\$ .50 per page
Mailing Labels	\$ 5.00 per page
Document Certification	\$ 9.00 per document
Document Exemplification	\$ 18.00 per request
Amendment to Schedules (no fee for address change)	\$ 26.00
Reproduction of Recordings	\$ 26.00
Record Search	\$ 26.00
Registering a Judgment from another District	\$ 39.00
Filing any Document not related to this District	\$ 39.00
Retrieval of File from Archive	\$ 45.00
Return Check	\$ 45.00
Writ of Garnishment (deposit to registry, not a fee)	\$100.00
Notice of Removal (unless Notice if Filed by debtor or USA)	\$150.00

**Please note:** The Clerk's Office does not make change. The exact amount of money must be submitted to the cashier for service rendered. If you are paying a filing fee in cash, you must wait and allow the intake staff to verify the amount in your presence.

## CASE OPENING CHECKLIST

- |                          |  |                          |
|--------------------------|--|--------------------------|
| <input type="checkbox"/> | Petition with original signature(s) of:                                    |                          |
|                          | <input type="checkbox"/> Attorney and <input type="checkbox"/> Debtor(s)   | (All Chapters)           |
| <input type="checkbox"/> | Exhibit "A"  | (Chapter 11 Corporation) |
| <input type="checkbox"/> | Filing Fee   | (All Chapters)           |
| <input type="checkbox"/> | List of 20 Largest Unsecured Creditors                                     | (Chapter 11)             |
| <input type="checkbox"/> | Summary of Schedules   | (All Chapters)           |
| <input type="checkbox"/> | Schedule A - Real Property   | (All Chapters)           |
| <input type="checkbox"/> | Schedule B - Personal Property   | (All Chapters)           |
| <input type="checkbox"/> | Schedule C - Property Claimed as Exempt                                    | (All Chapters)           |
| <input type="checkbox"/> | Schedule D - Creditors Holding Secured Claims                              | (All Chapters)           |
| <input type="checkbox"/> | Schedule E - Creditors Holding Unsecured Priority Claims                   | (All Chapters)           |
| <input type="checkbox"/> | Schedule G - Executory Contracts and Unexpired Leases                      | (All Chapters)           |
| <input type="checkbox"/> | Schedule H - Co-debtors  | (All Chapters)           |
| <input type="checkbox"/> | Schedule I - Current Income of Individual Debtor(s)                        | (All Chapters)           |
| <input type="checkbox"/> | Schedule J - Current Expenditures of Individual Debtor(s)                  | (All Chapters)           |
| <input type="checkbox"/> | Unsworn Declaration under Penalty of Perjury Concerning Debtor's Schedules | (All Chapters)           |
| <input type="checkbox"/> | Statement of Financial Affairs   | (All Chapters)           |
| <input type="checkbox"/> | Statement of Intention   | (Chapter 7)              |
| <input type="checkbox"/> | Matrix in compliance with Local Rule 1007-2                                | (All Chapters)           |
|                          | <input type="checkbox"/> List of 20 Largest Unsecured Creditors Matrix     | (Chapter 11)             |
| <input type="checkbox"/> | Attorney's Disclosure of Compensation                                      | (All Chapters)           |
| <input type="checkbox"/> | Chapter 13 Plan  | (Chapter 13)             |

This checklist is being included to assist you in submitting the petition, schedules, statements and lists.

**Please do not submit this form to the Court under any circumstances.**

**COUNTIES OF FLORIDA**

**TOTAL NUMBER OF COUNTIES - 67**

<b>COUNTY</b>	<b>CODE</b>	<b>DIVISION</b>	<b>DISTRICT</b>
ALACHUA	12001		Northern
BAKER	12003	Jacksonville	Middle
BAY	12005		Northern
BRADFORD	12007	Jacksonville	Middle
BREVARD	12009	Orlando	Middle
BROWARD	12011		Southern
CALHOUN	12013		Northern
<b>CHARLOTTE*</b>	<b>12015</b>	<b>Tampa</b>	<b>Middle</b>
CITRUS	12017	Jacksonville	Middle
CLAY	12019	Jacksonville	Middle
<b>COLLIER*</b>	<b>12021</b>	<b>Tampa</b>	<b>Middle</b>
COLUMBIA	12023	Jacksonville	Middle
DADE	12025		Southern
<b>DE SOTO*</b>	<b>12027</b>	<b>Tampa</b>	<b>Middle</b>
DIXIE	12029		Northern
DUVAL	12031	Jacksonville	Middle
ESCAMBIA	12033		Northern
FLAGLER	12035	Jacksonville	Middle
FRANKLIN	12037		Northern
GADSDEN	12039		Northern
GILCHRIST	12041		Northern
<b>GLADES*</b>	<b>12043</b>	<b>Tampa</b>	<b>Middle</b>
GULF	12045		Northern
HAMILTON	12047	Jacksonville	Middle

<b>COUNTY</b>	<b>CODE</b>	<b>DIVISION</b>	<b>DISTRICT</b>
<b>HARDEE</b>	<b>12049</b>	<b>Tampa</b>	<b>Middle</b>
<b>HENDRY*</b>	<b>12051</b>	<b>Tampa</b>	<b>Middle</b>
<b>HERNANDO</b>	<b>12053</b>	<b>Tampa</b>	<b>Middle</b>
HIGHLANDS	12055		Southern
<b>HILLSBOROUGH</b>	<b>12057</b>	<b>Tampa</b>	<b>Middle</b>
HOLMES	12059		Northern
INDIAN RIVER	12061		Southern
JACKSON	12063		Northern
JEFFERSON	12065		Northern
LAFAYETTE	12067		Northern
LAKE	12069	Orlando	Middle
<b>LEE*</b>	<b>12071</b>	<b>Tampa</b>	<b>Middle</b>
LEON	12073		Northern
LEVY	12075		Northern
LIBERTY	12077		Northern
MADISON	12079		Northern
<b>MANATEE</b>	<b>12081</b>	<b>Tampa</b>	<b>Middle</b>
MARION	12083	Jacksonville	Middle
MARTIN	12085		Southern
MONROE	12087		Southern
NASSAU	12089	Jacksonville	Middle
OKALOOSA	12091		Northern
OKEECHOBEE	12093		Southern
ORANGE	12095	Orlando	Middle
OSCEOLA	12097	Orlando	Middle
PALM BEACH	12099		Southern
<b>PASCO</b>	<b>12101</b>	<b>Tampa</b>	<b>Middle</b>

<b>COUNTY</b>	<b>CODE</b>	<b>DIVISION</b>	<b>DISTRICT</b>
PINELLAS	12103	Tampa	Middle
<b>POLK</b>	<b>12105</b>	<b>Tampa</b>	<b>Middle</b>
PUTNAM	12107	Jacksonville	Middle
ST. JOHNS	12109	Jacksonville	Middle
ST. LUCIE	12111		Southern
SANTA ROSA	12113		Northern
<b>SARASOTA</b>	<b>12115</b>	<b>Tampa</b>	<b>Middle</b>
SEMINOLE	12117	Orlando	Middle
SUMTER	12119	Jacksonville	Middle
SUWANNEE	12121	Jacksonville	Middle
TAYLOR	12123		Northern
UNION	12125	Jacksonville	Middle
VOLUSIA	12127	Jacksonville	Middle
WAKULLA	12129		Northern
WALTON	12131		Northern
WASHINGTON	12133		Northern

❖ Denotes Fort Myers Division. The place of holding Court shall be Fort Myers.  
The Ft. Myers docket and files are kept and administered in the Tampa Division.



United States Bankruptcy Court  
Middle District of Florida  
Sam M. Gibbons United States Courthouse  
801 N. Florida Avenue, Suite 727  
Tampa, Florida 33602-3899



**\*\* PUBLIC NOTICE \*\***

**Update  
Public Access System**

**Effective February 28, 1997**

In an effort to enhance public access to electronic court records, The United States Bankruptcy Court for the Middle District of Florida has added the following features to its PACER system:

**Internet Access:**

Web address: <http://www.flmb.uscourts.gov>.

*Web site features:*

Bankruptcy Forms, Local Rules, Fee Schedules, Practice Guidelines, Statistics, General Information, Telephone Directory for the Clerk's Office and links to other Federal Agencies.

*Web PACER features:*

Consolidated case index and docket.  
High speed access via Digital Subscriber Line (DSL).  
Tampa Judge's calendars.  
Unclaimed Funds Directory.  
Daily Updates.

Sign on and send email with your comments!

Online Dial up PACER Access FAQ:

**Print/Download Creditor Matrix via dialup:**

**How to:**

Select: E-Transfer  
Creditor Matrix SEND  
Enter your case number  
Get printer ready  
Press F7 to print

**Details:**

Labels will print in 3 up mode.  
Large cases (10,000 or more) may take a while.  
Equipment needed for printing: HP-laser printer or equivalent and laser labels

The Court will continue to enhance these systems and plans to add more features to its Internet Web site in the coming months.



United States Bankruptcy Court  
Middle District of Florida  
Sam M. Gibbons United States Courthouse  
801 N. Florida Avenue, Suite 727  
Tampa, Florida 33602-3899



\* \* Public Notice \* \*

Instructions for Filing Master Mailing Matrices  
In Computer Readable Format

**Effective August 1, 1996**  
**Revised November 17, 1999**

1. The revised Local Rule 1007-2 (effective August 1, 1996) requires that the master mailing matrix be provided to the Clerk in a computer readable format in all cases regardless of size.

Here are the requirements for submitting the master mailing matrix in computer readable format.

**If you have any questions or problems regarding these requirements, please call Laurie Ellwood, Network Administrator, at (813) 301-5063.**

2. What you need is:
  - a) An IBM compatible PC with DOS version 3.1 or higher.
  - b) 3 1/2" diskette.
  - c) 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.

**NOTE:** Many Bankruptcy programs have the capability of producing output in ASCII format.

3. How do you produce these matrices?
  - a) Simply follow the same instructions as you would to produce a matrix on hard copy:

1. Lists should be typed in either one or three columns. (One is usually easier to type in.) If you are using three columns, Column 1 should start in position 1, Column 2 in position 29, and Column 3 in position 57.
  2. Individuals should be listed in last name, first name format.
  3. Each name and address must consist of no more than 4 (four) total lines SINGLE SPACE, with at least ONE BLANK LINE between each of the name/address blocks.
  4. ZIP codes must be located on the same line as the city and state. This must be the last line of each name/address block. The city and state also NEED to be separated by a comma.
  5. Nine-digit ZIP codes should be typed with a hyphen separating the two groups of digits.
  6. All states must be two-letter postal abbreviations. Example: correct = CA; wrong = California, Calif. (See the list of abbreviations that follows this notice).
  7. Each line of information must be 29 characters or less in length. If you are using two or three columns, do not exceed 28 characters in length for each address line for each column.
  8. Entities with more than one address may be listed as many times as necessary to assure proper notice.
  9. Do not include the following entities since they will be added automatically by Clerk's Office staff and retrieved from the system for noticing:
    - \* Debtor
    - \* Joint Debtor
    - \* Case Trustee
    - \* Attorney for the Debtor(s)
    - \* U.S. Trustee
  10. Do not type "attention" lines or account numbers on the last line. If needed, this information must be placed on the second line of the name/address block. (City, State and Zip MUST be on the last line.)
  11. Do not use a header or footer to identify your case! Label the floppy.
- b) Save this data in ASCII format in a file called creditor.scn.
- c) For Chapter 11 cases, save a separate list of top 20 creditors in ASCII format in a file called creditor.t20.

- d) Copy or Print the file(s) to a 3 1/2" diskette. (This floppy must be formatted using DOS 3.1 or higher.)
- e) Label the diskette with the case name and file it with the petition.

Example:

John Doe Inc. creditor.scn 1/26/97

- f) Only one case should be included on each floppy. Only one creditor.scn file can be processed from a single floppy.
4. Benefits of submitting creditor matrices in ASCII format on floppy:
- a) You may use Word Perfect, Microsoft Word, Word Star, Professional Write, or any other word processor or editor (edlin, fred, etc.) with the capability of creating ASCII files.
  - b) Many Bankruptcy programs have the capability of producing output in ASCII format.
  - c) You may use other programs that you are currently using to produce schedules, etc. as long as you can produce the ASCII file output. This eliminates duplication of data entry!
  - d) Processing is quicker and more efficient.
5. Updated instructions for filing master mailing matrices in computer readable format will be maintained at the intake counters in Jacksonville, Orlando, and Tampa, on PACER and on the Court's Internet home page at <http://www.flmb.uscourts.gov>.

## GLOSSARY

ASCII - AMERICAN STANDARD CODE FOR INFORMATION INTERCHANGE – ONE OF THE STANDARD FORMATS FOR REPRESENTING CHARACTERS. IT IS USEFUL WHEN FILES ARE SHARED BETWEEN PROGRAMS. A TEXT FILE IS IN ASCII FORMAT.

Using Word Perfect to save the document as ASCII file:

1. Press Text in/out (Ctrl-F5)
2. Select DOS Text (1)
3. Then select save (1) to save the file in DOS text format. (ASCII.)
4. Type in Drive letter A:\ or B:\ "creditor.scn"

Creating a matrix disk using a Bankruptcy program:

**NOTE:** Some Bankruptcy programs differ. If these instructions do not apply to the package you are using, contact the software vendor for instructions. If technical support is unavailable, please call Laurie Ellwood, Network Administrator at (813) 301-5063.

1. Make sure your software is configured to print in text mode (not graphics).
2. Select print the to disk option.
3. Place a blank formatted disk into your floppy drive.
4. Print the matrix.
5. Type "A:\creditor.scn" or "B:\creditor.scn" when prompted for a file name.

Using a Windows based program to create an ASCII file:

1. Choose File, Save As
2. Type in A:\creditor.scn or B:\creditor.scn
3. Choose a File type of ASCII, Text Only, or MS-DOS Text.

## SAMPLE CREDITOR LIST

Alldere, R.U., Esq.  
2 Rushing Court  
San Diego, CA 92189

Careless, Maria  
25 North Aria Blvd.  
Grecian, NY 80062

Charles Productions  
3 Henry Court  
Balmoral, MD 12960

First City Nat'l Bank  
of Beaumont  
P.O. Box 3391  
Beaumont, TX 77704

General Nuisance Elimination  
P.O. Box 1230  
Baltimore, MD 20984

Kelley Appliances  
Attn: Parts Division  
462 9th Avenue, North  
Seattle, WA 98109

Miller, Larry, Jr.  
Lanover Food & Bev.  
Suite 12B  
Burg, MD 24309-5182

Household Finance Corp.  
Acct. # 1234567  
305 Ponce de Leon Blvd.  
Coral Gables, FL 33134

**STANDARD 2 LETTER POSTAL ABBREVIATIONS**

Alabama	AL	Oregon	OR
Alaska	AK	Pennsylvania	PA
Arizona	AZ	Puerto Rico	PR
Arkansas	AR	Rhode Island	RI
California	CA	South Carolina	SC
Colorado	CO	South Dakota	SD
Connecticut	CT	Tennessee	TN
Delaware	DE	Texas	TX
District of Columbia	DC	Utah	UT
Florida	FL	Vermont	VT
Georgia	GA	Virginia	VA
Hawaii	HI	Washington	WA
Idaho	ID	West Virginia	WV
Illinois	IL	Wisconsin	WI
Indiana	IN	Wyoming	WY
Iowa	IA		
Kansas	KS		
Kentucky	KY		
Louisiana	LA		
Maine	ME		
Maryland	MD		
Massachusetts	MA		
Michigan	MI		
Minnesota	MN		
Mississippi	MS		
Missouri	MO		
Montana	MT		
Nebraska	NE		
Nevada	NV		
New Hampshire	NH		
New Jersey	NJ		
New Mexico	NM		
New York	NY		
North Carolina	NC		
North Dakota	ND		
Ohio	OH		
Oklahoma	OK		

**THE UNITED STATES BANKRUPTCY COURT  
MIDDLE DISTRICT OF FLORIDA**

TO: All Interested Parties  
DATE: May 14, 2001  
SUBJECT: After-hours Filing Procedures via Facsimile

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Pursuant to General Order 01-00002-MIS-TPA, please note the following procedures for after-hours filing of petitions and other papers. **This procedure shall only be used for the sole purpose of filing papers after Clerk's Office public hours of operation of 8:30am to 4:00pm. This procedure is not to be used as a convenience to any party. Accordingly, any paper received by facsimile after 12:00 midnight to 4:00pm on a workday will be discarded.**

1. The first page and the signature page must be received by facsimile no earlier than 4:00pm local time and no later than 12:00 midnight Eastern Standard Time. **Only send these two pages of the document. If more than one document, send first and signature page of each document.**
2. The original document together with any required fee must be received and time stamped by the Clerk's Office in Tampa not later than 10:00am local time of the next business day of the Court. **It is incumbent upon the party filing the document to notify the Clerk's Office that a copy of the document was transmitted by facsimile the previous day.**
3. Upon receipt of the original document and fee, if any, the Clerk will stamp the following notation on the document:

"This document is deemed filed on \_\_\_\_\_  
pursuant to General Order governing after-hours filing"
4. If the original document is not received timely, the Clerk will note the fact and the facsimile will have no force or effect.
5. The Clerk's Office will not assign a case number or adversary number to a document until the original is filed with the Court. The Clerk will not acknowledge the filing of the document to any creditor or other party until the original is filed.
6. Documents filed in accordance with the above procedures will be deemed filed on the date and at the time printed on the document by the facsimile machine in the Clerk's Office.

**Facsimile Telephone Number – (813) 301-5112**