

**File naming convention when filing documents on floppy disk.**

**Creditor matrix**

debtorlastname.txt

**Petition**

debtorlastname.pdf

**Other documents**

yy-nnnnn-s.pdf

Where

yy-nnnnn = the case number

s = an optional sequential number or document type identifier. This is needed only if there are multiple documents for the same case on the floppy.