

### **Format for Filing:**

1. The Clerk of the Court strongly urges the original or amended Master Mailing Lists be submitted on a 3.5" High Density (HD) MS DOS formatted diskette in the manner described in **Guidelines for Submitting a Master Address List on Diskette.**
2. Original or amended Master Mailing Lists may be submitted in electronic format.
3. Mailing lists submitted incorrectly may be required to be resubmitted.
4. The Clerk of Court may authorize other electronic media in the future.

### **Guidelines for Submitting a Master Address List on Diskette**

1. Only a 3.5" High Density (HD) MS DOS format diskettes will be accepted.
2. Include only one case on each diskette.
3. Save the file to the diskette in a generic **ASCII format** only (not delimited). If the matrix is prepared in a word processor, it should be exported to the appropriate format before the diskette copy is created.
4. Name the document the **debtor's last name** and use the extension of .txt.  
Example: A matrix for debtor John Smith would be Smith.txt
5. Diskettes must be clearly labeled with the debtor's name. The case number should also be included on the label if submitted after the case number has been assigned.
6. Diskettes can be picked up at a later time at the Intake counter for re-use.