

UNITED STATES BANKRUPTCY COURT  
NORTHERN DISTRICT OF OHIO

FILED

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CLERK U.S. BANKRUPTCY COURT  
NORTHERN DISTRICT OF OHIO  
CLEVELAND

In re

PROVISIONS FOR SUBMISSION )  
OF MATRICES )  
)

GENERAL ORDER NO. 02-1

**ORDER**

THE COURT FINDS that:

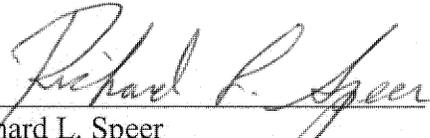
Federal Rule of Bankruptcy Procedure 2002 directs the bankruptcy Clerk to give all creditors and parties in interest notice of the commencement of a case and of the first date set for the meeting of creditors. Local Bankruptcy Rule 1007-2 currently requires the debtor to submit a paper matrix incorporating creditors listed within the petition, schedules and related documents to enable the Clerk to create an automated database and to facilitate the issuance of notices. With the introduction of automated scanning equipment, transition to electronic filing and advanced use of electronic mail, future filing procedures may involve submission of creditor matrices by paper indexes, disks or electronic mail files. Certain noticing procedures may necessitate uploading of creditor lists automatically without court staff intervention. The Court finds the responsibility for assuring a complete and correctly formatted creditor matrix should properly be placed on the debtor so that notices can be generated promptly and efficiently.

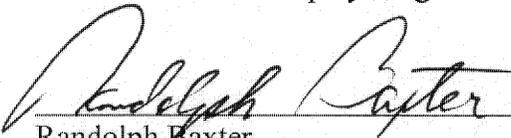
NOW, THEREFORE, IT IS ORDERED that:

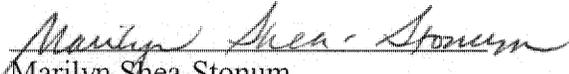
1. The debtor shall submit a matrix including all creditors and parties in interest with the petition.
2. The matrix shall be considered to be a "list of creditors," as that term is used in Federal Rule of Bankruptcy Procedure 2002(g).
3. It shall be the responsibility of the debtor, or debtor's counsel, to verify that all scheduled creditors and related parties are included within any disk, electronic mail or paper matrix and also that the matrix format is compatible with automated equipment used by the Court.
4. The debtor shall be responsible to cure, by re-serving affected creditors and parties in interest, any noticing deficiencies resulting from incomplete lists of creditors or improper formatting within the matrix.

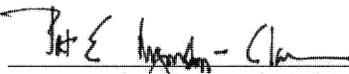
DATE: April 12, 2002

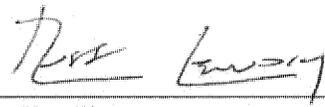
  
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William T. Bodoh  
Chief United States Bankruptcy Judge

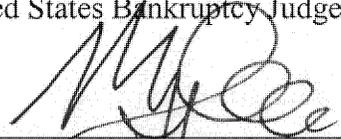
  
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Richard L. Speer  
United States Bankruptcy Judge

  
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Randolph Baxter  
United States Bankruptcy Judge

  
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Marilyn Shea-Stonum  
United States Bankruptcy Judge

  
\_\_\_\_\_  
Pat E. Morgenstern-Clarren  
United States Bankruptcy Judge

  
\_\_\_\_\_  
Russ Kendig  
United States Bankruptcy Judge

  
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Mary Ann Whipple  
United States Bankruptcy Judge