

UNITED STATES BANKRUPTCY COURT  
DISTRICT OF UTAH

MEMORANDUM

TO: Bankruptcy Petitioners & Pro Se Debtors

FROM: United States Bankruptcy Clerk's Office

SUBJECT: Format For List of Creditors

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To ensure that the list of creditors you file can be properly read by the optical scanner, we ask that you observe the following guidelines:

1. Lists must be typed in one of the following standard typefaces or print styles: Courier 10 Pitch, Prestige Elite, Letter Gothic.
2. Lists of creditors with addresses are to be typed on a single sheet of paper in a single column centered on the page.
3. A one (1) inch margin is required on the top and bottom of the list.
4. Each name/address must consist of no more than four (4) total lines, with at least one (1) blank line between each of the name/address blocks.
5. Each line must not exceed 40 characters in length.
6. DO NOT include the following people; they will be retrieved automatically by the computer for noticing: debtor, joint debtor, attorney for the debtor(s), U.S. Trustee. If debtor's mailing address is different than residence address, please include.
7. When submitting more than 100 creditors, submit your listing on a computer disc, following the same procedures as outlined above.

**THINGS TO AVOID**

The following problems can prevent your lists from being read by the OCR (optical scanner), requiring you to resubmit your creditor list in an acceptable form:

1. Extra marks on the list such as letterhead, dates, debtor(s) names, page numbers, coffee stains, handwritten marks.
2. Nonstandard paper, such as onion skin, half-sized paper, or colored paper.
3. Poor quality type caused by submitting a photocopy or carbon, using an exhausted typewriter ribbon, using a typewriter with a fabric ribbon (they produce letters which are too fuzzy to be properly scanned) or using a DOS computer print.
4. Unreadable typefaces or print styles such as proportionally-spaced fonts, dot-matrix printing or exotic fonts (such as Old English or script). Use only Courier 10, Prestige Elite or Letter Gothic.
5. Misaligned lists caused by removing the paper from the typewriter before completing the list, or inserting the paper into the typewriter crooked.
6. Incorrect typewriter settings will cause unreadable lists. Make certain that your typewriter is set for 10 pitch, if you are using a 10 pitch type style.
7. Zip codes must be used on the city/state line. Nine-digit zip codes should be typed with a hyphen separating the two groups of digits. Type "attention" lines on the second line of the name/address if needed. Avoid using "c/o" or "o/o."
8. Do not put account numbers in address.
9. Do not put out name of state. Use abbreviations (e.g. UT).

**EXAMPLE CREDITOR LIST: Courier 10 Pitch**

First City National Bank of Beaumont  
P.O. Box 3391  
Beaumont, TX 77704

Flex Northwest  
Attn: Willard Richards  
1540 NW 46th Street  
Seattle, WA 20984

General Welding Supply Co.  
P.O. Box 3517  
Baltimore, MD 20984

Tremonton Feed and Grain  
State Route 89  
Tremonton, UT 84756