

10/2005

United States Bankruptcy Court
Eastern District of Washington

Style Guide for Electronic Case Filing

Conventions for Names

Use **upper and lower case characters** for all names and capitalize the first letter in a proper noun.

George D Smith
United Services Fidelity and Guaranty

Punctuation - Avoid using periods or commas. *The preferred method is to omit the use of any punctuation.*

Jerry Lee St Thomas

When typing names that have upper and lower case letters or hyphens, do not insert spaces. Exceptions are names that begin with "St" or have multiple names.

Patricia DeLaGarza
Patrick MacDonald
Kathleen O'Connor
Last name: St Thomas
Last name: Kramer Johns

Avoid abbreviations unless it is part of a company name on the petition.

If an individual does not have a middle name, leave that field blank.

Business names should be entered entirely in the Last Name box. Do not use the First Name or Middle Name box when entering business names.

Some businesses start with the word "The", "A" or "An". Enter "The", "A" or "An" at the end of the business name.

Gap The
Step in Time A

Do not Insert a **space** between initials in a business names and United States.

TSG Corporation
JD Grocery & Mercantile
US Department of Agriculture

Conventions for Addresses

Abbreviate post office addresses without periods or a space between the P and O.

PO Box 1359
PO Drawer 33444

Use digits for numbers in addresses.

3322 S 26th Street
425 E 4th Avenue N
1 Valley Plaza

When a debtor has a mailing address and a physical address - Use the mailing address.

A **foreign address** must have the full name of the post office and country of destination printed in capital letters. The country name or APO destination must be the only information on the bottom line of the address.

Alfonso Diaz
Rio de Danubec 7 Rio Florido
CD JUAREZ CHIHUAHUA
MEXICO #1050

Sgt John Smith
C Company 237 Armor
Unit #21103 Box 512
APO AE 09014

Do not exceed four (4) lines for the address. The entire party name and address should not exceed five (5) lines.

Use the full nine digit zip code whenever possible.

Social Security Numbers

Enter the full Social Security Number or tax identification number with hyphens for the **debtor(s)** in the Party Information screen. Do not enter Social Security numbers for attorneys or parties.

Creditor Matrix

DO NOT include debtor name and attorney name on creditor matrix.

The “name” line may contain no more than 50 characters (including spaces).

The “address” lines may contain no more than 40 characters (including spaces).

List creditor once, even if there are multiple accounts.

“Attention” lines should be placed on the second line.

The name and address of each creditor must be five (5) lines or less.

City, state and zip code must be on the last line. There must be a comma placed immediately after the city name.

All states must be the two-letter U.S. Postal Code abbreviations.

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

Attachments

Amendment to Schedules - Add the matrix of creditor revisions as an attachment to the amendment event.

Certification of Service - Add the mailing list as an attachment to the certification of service event.

Documents over 60 pages in length - Divide the document into different sections so that one section is no longer than 60 pages. Save the additional sections as attachments to the first section.

Documents over 2 megabytes (2 million bites) - Divide the document into different sections so that one section is no more than 2 megabytes. Save the additional sections as attachments to the first section. (*hint: shading, black marks and tables increase the size of a document*)

Exhibits to a document - Include exhibits in the document pdf. If the pdf becomes too large (over 2 megabytes or over 60 pages in length), separate exhibits and add separately using the attachment provision.

City-County Reference List

<u>City</u>	<u>County</u>	<u>City</u>	<u>County</u>	<u>City</u>	<u>County</u>
Airway Heights	Spokane	Harrah	Yakima	Richland	Benton
Albion	Whitman	Harrington	Lincoln	Ritzville	Adams
Almira	Lincoln	Inchelium	Ferry	Riverside	Okanogan
Asotin	Asotin	Ione	Pend Oreille	Rock Island	Douglas
Barstow	Ferry	Kahlotus	Franklin	Rockwood	Douglas
Benton City	Benton	Kennewick	Benton	Rosalia	Whitman
Bingen	Klickitat	Kettle Falls	Stevens	Roslyn	Kittitas
Brewster	Okanogan	Kittitas	Kittitas	Royal City	Grant
Bridgeport	Douglas	Leavenworth	Chelan	Selah	Yakima
Cashmere	Chelan	Mabton	Yakima	Soap Lake	Grant
Chelan	Chelan	Mattawa	Grant	Spokane	Spokane
Cheney	Spokane	Medical Lake	Spokane	Spokane Valley	Spokane
Chewelah	Stevens	Metaline	Pend Oreille	Sprague	Lincoln
Clarkston	Asotin	Metaline Falls	Pend Oreille	Springdale	Stevens
Colfax	Whitman	Moses Lake	Grant	Sunnyside	Yakima
College Place	Walla Walla	Moxee City	Yakima	Tekoa	Whitman
Colton	Whitman	Nespelem	Okanogan	Tonasket	Okanogan
Colville	Stevens	Newport	Pend Oreille	Toppenish	Yakima
Connell	Franklin	Northport	Stevens	Twisp	Okanogan
Coulee City	Grant	Oaksdale	Whitman	Union Gap	Yakima
Coulee Dam	Okanogan	Odessa	Lincoln	Uniontown	Whitman
Cusick	Pend Oreille	Okanogan	Okanogan	Usk	Pend Oreille
Davenport	Lincoln	Omak	Okanogan	Waitsburg	Walla Walla
Dayton	Columbia	Oroville	Okanogan	Walla Walla	Walla Walla
Deer Park	Spokane	Othello	Adams	Wapato	Yakima
East Wenatchee	Douglas	Palouse	Whitman	Warden	Grant
Electric City	Grant	Pasco	Franklin	Waterville	Douglas
Ellensburg	Kittitas	Pomeroy	Garfield	Wellpinit	Stevens
Elmer City	Okanogan	Prescott	Walla Walla	Wenatchee	Chelan
Ephrata	Grant	Prosser	Benton	West Richland	Benton
Goldendale	Klickitat	Pullman	Whitman	White Salmon	Klickitat
Grand Coulee	Grant	Quincy	Grant	Wilbur	Lincoln
Grandview	Yakima	Reardan	Lincoln	Winthrop	Okanogan
Granger	Yakima	Republic	Ferry	Yakima	Yakima
				Zillah	Yakima