

CM-ECF CONVERTING A MAILING MATRIX TO A .TXT FILE

1. After you have created your mailing list using your word processor,
2. SAVE AS:

FILE NAME: CM-ECF IMAGES
your file
File Name: (example: Johnson labels.txt)

FILE TYPE: ASCII DOS TEXT
3. Go to CM-ECF LIVE.
4. See Tab #F – Uploading a Creditor Matrix.