Attorney Filing Guide - Creditor Mailing List: Converting to a .txt file

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## **GUIDE TO CONVERTING A CREDITOR MAILING LIST TO A .TXT FILE**

1. Create your creditor mailing list.

2. Click on:

File

Save As

Choose where you want to save this file and name your file.

File Name: (example: Johnson labels)

3. Save as type: change the type to (\*.txt)

4. Click Save

5. The creditor mailing list is now ready to be uploaded to the bankruptcy case in CM/ECF.