

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.