

DISK FILING

[12/11/01]

If you file your document on disk with the court, you will be required to place the disk in an envelope with the following information located on the outside of the envelope and on the disk:

File name, Debtor(s) name(s), Judge, Attorney name, Attorney telephone number

Name the file using the case number of your case and the below codes. For example, if you are filing a motion in case number 01-87654, the file on your disk would be named:

0187654m.pdf

***Always convert your file to pdf before submitting to the court**

DOCUMENT	CODE
ADVERSARY	AD
AFFIDAVIT/AFFIRMATION	AF
ANSWER	ANS
APPEAL	AP
APPLICATION	APL
CERTIFICATE OF MAILING	CM
CERTIFICATE OF SERVICE	CS
CROSS APPEAL	CRA
DESIGNATION	DSG
DISCLOSURE STATEMENT	DS
EXHIBIT	EX
JUDGMENT	JU
LETTERS	LTR
MATRIX	MTX
MEMORANDUM	MEM
MOTION	M
NOTICES	NTC
NOTICE OF APPEARANCE & REQUEST	NQ
OBJECTION	OBJ
OPERATING REPORT	OP
ORDER	O
PETITION	PE
PLANS (ALL)	PLN
REAFFIRMATION	RF
REPORTS	RP
RESPONSE	R
SCHEDULES	SCH
STIPULATION	STP
SUMMONS	SUM
TRANSCRIPT	TS
TRANSFER OF CLAIM	TRF
ALL TRUSTEE'S	TRP
ALL OTHERS NOT ON LIST	#