

NAMING A FILE

If you file documents with the court, on diskette, CD, DVD, etc., you are required to place the data storage media (Diskette, CD, DVD, etc.) in an envelope with the following information located on the outside of the envelope as well as the data storage medium you are using.

File Name: Debtor and/or Joint Debtor

Judge Assigned - Judge Initials or Judge Codes may be used:

Judge Initials

Judge Alan S. Trust - ast

Judge Robert E. Grossman - reg

Judge Louis A. Scarcella - las

Chief Judge Carla E. Craig - cec

Judge Elizabeth S. Stong - ess

Judge Nancy Hershey Lord - nhl

Judge Code

Chief Judge Carla E. Craig - 608

Judge Elizabeth S. Stong - 663

Judge Alan S. Trust - 735

Judge Robert E. Grossman - 736

Judge Nancy Hershey Lord - 797

Judge Louis A. Scarcella - 845

Attorney Name

Attorney Telephone Number

Name the file: Case number plus document code (see table below for codes). For example, if you are filing a motion in case number 01-87654, the name of the file should be:
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
LIST OF CREDITORS	LCR
MEMORANDUM	MEM
MOTION	M
NOTICES	NTC
NOTICE OF APPEARANCE	NTCAPR
NOTICE OF APPEARANCE & REQUEST	NTCAPRQ
OBJECTION	OBJ
OPERATING REPORT	OP
ORDER	O
PETITION	PE
PLAN	PLN

REAFFIRMATION	RF
REPORTS	RP
RESPONSE	R
SCHEDULES	SCH
STIPLATION	STP
TRANSCRIPT	TS
TRANSER OF CLAIM	TRF
TRUSTEE'S ...	TRP
OTHERS	#