

**IMPORTANT NOTICE TO PRACTICING BANKRUPTCY ATTORNEYS**

On February 5, 2003 an administrative order was entered by the U.S. Bankruptcy Court in Northern West Virginia which requires that the mailing matrix be submitted in electronic format. The order mandates that the **matrix be contained on a 3 1/2" computer diskette**. The order also requires that the **document be saved in ASCII DOS TEXT FORMAT, having a file extension of '.txt'**. The order is effective immediately.

The sole purpose of these requirements is that we are moving rapidly toward permitting the filing of pleadings by electronic means and these requirements should cause little hardship on our lawyers.

If you have questions call Mike Sturm or ask for Chris or Marcie in Systems.