

NOTICE

The Bankruptcy Court will issue letters to all claims agents assigned to cases advising them of the procedures they are to follow for transmitting claims in electronic format to the courthouse location that is handling the case. This will permit the court to upload the claims data as part of the Court's electronic case file. A sample of the letter is attached to this Notice.

Kenneth J. Hirz
Clerk of Court

Date of issuance: March 18, 2008

UNITED STATES BANKRUPTCY COURT

NORTHERN DISTRICT OF OHIO

HOWARD M. METZENBAUM UNITED STATES COURTHOUSE

201 SUPERIOR AVENUE

CLEVELAND, OHIO 44114-1235

KENNETH J. HIRZ

CLERK OF COURT

TELEPHONE: 216- 615-4300

FAX: 216- 615-4364

Month, Day, Year

Claims Agent Name
Claims Agent Address
Claims Agent City, State Zip

Re: Case ##-#####, Case Name xxxxxxx

Dear Claims Agent,

Prior to the conclusion of your work as a claims agent in this case, the U.S. Bankruptcy Court, Northern District of Ohio, requires that all claims be transmitted in electronic format and submitted on a CD to the courthouse location that is handling the case. The court will use this information to upload the claims data as part of the Court's electronic case file. The data must be formatted as described in this letter in order for us to process the claims properly. You should also provide a contact name and phone number that the Court's IT department can call in case there are technical problems with the data you submit.

The first file we require in order to process the claims properly is a text file that has all the claims listed with the fields defined in Table 1. Each field should be delimited by a pipe (|) character. Each and every field does not have to have data defined but the empty field must be represented and delimited by a pipe (|) character. An example of how this claims data will look is provided in Example A.

The second data item required to process the claims properly is a copy of each and every claim. These files should be in PDF format. The file name of the claim document should match the claim number referenced in the text file that lists all the claims. For example the name of the file that contains a copy of claim number 34 would be 34.pdf.

It is the responsibility of debtor's counsel to ensure the claims agent provides the requested claims data to the Clerk at the conclusion of the claims process. No application for final compensation for claims services (if applicable) or motion to terminate retention of the claims agent will be granted until the Clerk verifies the receipt and accuracy of claims data.

Your cooperation in this matter will ensure the timely application of the claims to the docket of the case.

Regards,

Kenneth J. Hirz, Clerk

Enclosure: Table 1, Example A

cc: Debtor's Counsel

Table 1
Required Data Fields in List of Claims File

<i>Field</i>	<i>Field Type</i>
Case number (yy-nnnnn)	Char
Claim number	Integer
Claim number that claim amends	Integer
Claim number that claim duplicates	Integer
Claimed unsecure amount	Decimal
Claimed secure amount	Decimal
Claimed priority amount	Decimal
Claimed admin. amount	Decimal
Claimed unknown amount	Decimal
Allowed unsecure amount	Decimal
Allowed secure amount	Decimal
Allowed priority amount	Decimal
Allowed admin. amount	Decimal
Allowed unknown amount	Decimal
Claim description	Varchar(255)
Notes of claim	Varchar(255)
Status of claim M(Modified), E(Expunged), A(Amended), D(Duplicate), X(Denied)	Char(10)
Filed late? Y or N	Char(1)
Date on which the claim was filed	Date
Last date to file	Date
Claim filed name	Char(2)
Claim number that amends this claim	Integer
Claim number that duplicates this claim	Integer
Timestamp of the creation of the claim	Datetime
Timestamp of the modification of the claim	Datetime
Full name of the creditor	Char(75)
Address line 1	Char(50)
Address line 2	Char(50)
Address line 3	Char(50)
Address line 4	Char(50)
Address line 5	Char(50)
Zip code	Char(15)
Type of creditor	Char(8)
Y/N if creditor is a member of a committee	Char(1)
Date on which creditor's association in the case ended	Date
Date on which creditor was entered	Date

Example A
Format for Claims Data

05-43969|4|||\$85,521,686.52|||\$19,430,490.99|||Claimed Secured|This claim has been
expunged. Docket no. 716, 8/15/2006.|E|N|8/18/2005|||HELLER FINANCIAL, INC. AS
AGENT FOR LENDERS|C/O RICHARD A. LEVY|LATHAM & WATKINS LLP|233 S. WACKER
DRIVE, SUITE 5800|CHICAGO, IL||60606|||