NATIONAL**DATA**CENTER

National Data Center Request File Processing

The National Data Center (NDC) is pleased to offer our customers ad-hoc requests for bulk Party-In-Interest data. The data is delivered via delimited text files and placed on our secure ftp servers for your pickup.

The NDC's Request file system can be used for two main purposes
1. To request a current subset of data owned by the NDC customer
2. To request a set of claims data that is under consideration for purchase from another party-in-interest. Appropriate documentation indicating seller's permission in allowing such access to potential purchaser must be forwarded via fax or email to the NDC.

Details on the request file format, our ftp servers, matching processes, and returned file sets are described below.

What is a Request file?

In order for the NDC to prepare a file set of Party In Interest data for our customers, we need an input file from the customer specifying exactly what cases they would like us to lookup in our database. This NDC Request file has a format that allows us to try several different methods to find matches against our data. The format is as follows:
1. A text file, with .txt extension, virtually any file name is acceptable.
2. The file includes six columns, separated by pipe char '|', ending with a carriage-return.
3. Data within each field should not be delimited with quotes
4. The format of the file is (using pipe character):
   <NDC Trustee ID>|<case_num>|<last 4 debtor 1 ssn>|<last 4 debtor 2 ssn>|<customer_supplied_code>
5. Note the primary matching routines rely on 1) a combination of the TrusteeID and Case_num OR 2) combination of Debtor1SSN and Case_Num. This data produces the fastest most accurate matches. Other tests use any of the other data supplied but matches will be less reliable.
6. No header line in the file

The fields are:

NDC Trustee ID	The valid 4-7 character NDC Trustee ID; please reference the NDC Trustee IDs document for the listing of valid trustee IDs

Case Number	The valid seven digit Case Number without dashes.
Debtor 1 SSN	The last four digits of the SSN as recorded in the Trustee's data for the Debtor 1. Only numeric values allowed, please omit any dashes, commas or other alpha characters.
Debtor 2 SSN	The last four digits of the SSN as recorded in the Trustee's data for the Debtor 2. Only numeric values allowed, please omit any dashes, commas or other alpha characters.
Customer Supplied Code	May be any string up to 50 characters. We do not use the string at this time (it may be a client code internal to your systems) but we may be able to display this on our web site at a future date.

Here's a sample two line file:

ROSA |0309623|9438||128-88058550
|0309660|9794||128-88059029

In this example, the first line no debtor 2 ssn was supplied. The second line includes everything except debtor 2 ssn and NDC Trustee ID

How is data matched?

The NDC has a multi step method to matching data from the Request File against our trustee data involving tests that take one input record from your file and begin the testing until we match a case. Issue codes are noted if there are problems with the input data or when a match is found an issue code is raised showing the test that found a match. Please see the section below on Issue Codes for a description of the various tests currently defined.

Where can you drop off and pickup files?

The NDC maintains a secure FTP server available 24 hours a day, seven days a week at ftp.ndc.org. This server supports both SFTP (FTP using SSH over port 22) or FTP using SSL (port 990). A username and password will be supplied via phone call.

Customers can drop Request files in the subdirectory REQUEST_FILES, and prepared zip packages will be available in the subdirectory OUTPUT_FILES. The text files that make up the zip packages are stored in the TEXT_FILES directory.

All files in the customer's ftp directory will be deleted after 7 days.

Steps to Process your Request File

To have your Request File processed in a timely manor, the following steps are advised
- Prepare a properly formatted Request File according to the document National Data Center Request File Processing
- Use a Secure FTP client to download the Request File to our Secure FTP server – *ftp.ndc.org*. Note: normal FTP services will not work – e.g. using FTP through Internet Explorer. Also please make sure any networking issues are worked out

within your office to allow Secure FTP communication to our data center – this may involve opening ports 22 or 990 on your office firewall system.

- Put the Request file in the REQUEST_FILE subdirectory
- Commence Processing the Request File. There are two ways this can be accomplished
    - If you have enabled 'On Demand' request file processing our automated system will detect that a new Request File has been dropped to your REQUEST_FILES directory. The system will begin processing the file immediately.
    - Or if you do not have 'On Demand' enabled, you must log into the NDC website and go to the sub-menu 'Request File Self Serve', Accept the Terms & Conditions, and you will arrive at the Request File Self Serve page. Here you can use the drop down to select the file you've just uploaded to our secure FTP server, and press the Process button. Notice the top most entry in the lower panel of the web page lists the jobs that have completed or are in the process of completing, your Request File should be listed as the top most job and its status will be indicated in the second column. Refresh this web page to have a real-time view as your Request File is processing. Your Request File is finished when the status indicates 'JOB_COMPLETE(NO_ERR)'. You may be optionally sent an email based on preferences that have been set up when you configured your output files. Please see Configuring the Results of your Request File below.
    - Note: the time it takes to complete the Request File is difficult to estimate but as a rough idea, 100K record Request Files will complete in 30 minutes.
- The resulting data files will be zipped together into a package available for your pickup under the OUTPUT_FILES subdirectory on our FTP server

Configuring the Results of your Request File

There are many ways to configure the bulk output files that will be created for you as a result of your Request File. Various columns can be included or excluded, email notification can be enabled upon completion.

It is best to consult directly with NDC Technical Support to find out what options are available and what you would like to receive: ndcsupport@ndc.org

Results of your Request File

The files described below are the minimum set of files that could be delivered via the Request File process; please see the Configuring section above for more information.

After processing your Request File, we will create a set of files that will be compressed together in a zip package and the resulting zip file will be placed in your

OUTPUT_FILES subdirectory of our FTP site. The files will be pre-pended with the name of your request file, so if the Request file was named NDC_11042004.txt, then the files NDC_11042004_CASE.txt, NDC_11042004_CLAIM.txt, NDC_11042004_CREDITOR.txt, NDC_11042004_DEBTOR.txt, NDC_11042004_PAYMENT.txt, NDC_11042004_RECEIPT.txt, NDC_11042004_REQSTOUT.txt will be combined into the zip package.

Each file contains a header line with the field name.

The data within each file includes every field we currently gather from our Trustee data providers. The data is pulled from a relational database thus it has key fields that link records from file to file – you should be able to reconstruct the data using the information provided in the Key Fields section below.
Here are the descriptions of the 7 files included

- _CASE: The top level of data captured at the NDC. Basic information about the case such as the various Meeting and Closed Dates, Status, Fees, and Attorney and Judges involved.
- _CLAIM: Claim data is a 'child' of the Case data, and there are 0-N Claim records per case. Claim information typically contains the various amounts paid to date on claims, amount of original claim, percentages, the latest creditor on file at the Trustee's office for the claim, etc.
- _PAYMENT: Payments (or Disbursements) are children of Claims, and there are 0-N Payment records per claim. Payment information includes the date the payment was made, amount, creditor paid, etc.
- _RECEIPT: Receipt information related to Claim and there are 0-N receipt records per claim. Receipt information includes the amount and date of a receipt, the creditor who made the payment to the trustee (most often the Debtor), etc.
- _Debtor: Debtor records are related to Case records and the NDC database contains Debtor 1 and Debtor 2 information if available. The Debtor records have the trusteeID and case number (case_num) available so you can relate the debtors to the case
- _CREDITOR: Creditor data is related to Claim, Payment and Receipt records. Included in this file is the address and contact information for the creditor. In all three files you will see a creditor_ID. The creditor_ID plus the trusteeID from any of those three files is how you can relate the creditor information.
- _REQUESTOUT: Includes matching issue codes to indicate how we matched your Request file. See section below for more information about this file.

REQUESTOUT file

The REQSTOUT file is included in the zip package of files that are returned upon processing your Request file and is named <Input Request File>_REQUESTOUT.txt. The REQUESTOUT format is as follows – each field is separated by a pipe (|) character: NDC_TRUSTEEID : The valid 4-5 char NDC Trustee ID (please see the NDC Trustee IDs document for the listing of valid trustee IDs)

- Case_Num : only numeric values allowed, please omit any dashes, commas or other alpha characters. Also, the case numbers as supplied to the NDC by our

Data Providers can differ from the case number tracked in the customer's database, often by leading zeros. The NDC does not modify or correct any information as it is delivered to us from our Data Providers. Max 12 characters

- Debtor 1 SSN: the last four digits of the SSN as recorded in the Trustee's data for the Debtor 1. Only numeric values allowed, please omit any dashes, commas or other alpha characters. Max 4 characters
- Debtor 2 SSN: the last four digits of the SSN as recorded in the Trustee's data for the Debtor 2. Only numeric values allowed, please omit any dashes, commas or other alpha characters. Max 4 characters
- Customer Supplied Code: Any alphanumeric value up to 50 characters. The customer can use this field to supply information that they would like echoed back in the returned data files for any matched records.
- Request File Issue Code: A set of codes (defined below) that indicate any problems with the supplied line of data or how we matched the data.
- Matched NDC Trustee ID: The matched NDC Trustee ID (can be different than supplied Trustee ID based on how we matched the input)
- Matched Case Number: The matched case number (can be different than supplied case number based on how we matched the input)

How to Interpret the REQUESTOUT file - examples

As a general example of the file, here is a sample 4 line REQUESTOUT file:

```
TRUSTEEID|CASE_NUM|SSN1|SSN2|cust_code|issue_code|trusteeid_match|case_num_match
RAPD1|0302768||||SN1|RAPD1|0302768
|0310081|6437|||TN6|LOUS|0310081
BOWE|0212715||||SN1X|BOWE|0212715
```

Here are some individual 1 line examples with explanations and interpretations:

Example 1 – NDC Match:

Request File (sample 1 line)
```
|1342024|2801||4031141900410496_U01
```
REQUEST_OUT (based on line Request File line above)
```
|1342024|2801||4031141900410496_U01|RNT05|FWRHB|1342024  |40650
```

A case number, SSN1, customer code and no Trustee ID were supplied. The Issue codes raised where T (no trustee code), R (redacted SSN1) and '05' – a match based on SSN1 + case number – the Trustee ID was identified as FWRHB (Tom Powers / Fort Worth TX)

Example 2 – NDC Match:

Request File (sample 1 line)
```
ABER|1150130|1074||7001062298171103
```
REQUEST_OUT (based on line Request File line above)
```
ABER|1150130|1074||7001062298171103|RN01|ABER|1150130  |40652
```

Only TrusteeID, case number, SSN1, Customer code supplied in Request File. NDC returns issue codes N (no/invalid SSN2), T (no trustee code), R (redacted SSN1) but was able to match to NDC Trustee ABER (Dale Wein / Aberdeen SD)

Example 3 – NDC Nomatch:

Request File (sample 1 line)
`BUFF|0601870|119701066||0176641100250165`
REQUEST_OUT (based on line Request File line above)
`BUFF|0601870|1066||0176641100250165|RN|||40652`

TrusteeID, case number, SSN1, Customer code supplied in Request File. NDC returns issue codes N (no/invalid SSN2), R(redacted SSN1), but was **not** able to match to a NDC case.This can happen if the trustee, for whatever reason, did not enter the case in their back office systems, or the case is too new (not likely in this case because the example above indicates the case was from 2006.)

Based on the matching test we may not actually have matched based on the TRUSTEEID or CASE_NUM you provided us – that's why we supply the actual data that matched. Common reasons why these don't match 100% to the data you supplied

- The case_num we have on file for that case has some transposed numbers – Trustees sometimes do not store the exact court case number in their systems, thus that is the case number we have reflected in the NDC databases
- The TrusteeID is different – you may not have the correct TrusteeID included in the file but based on a test of case_num and/or SSN, we were able to find the case and correct TrusteeID

The IssueCodes are based on a 0-10 numbering of tests, and single character values to indicate problems with the data. There can be several issue codes indicated for any particular line of a Request File, and having issue codes does not necessarily mean we could not match your data.

If there is no matched TrusteeID/Case Number and no issue codes, your input was fine but the NDC simply does not have the case registered in our databases.

REQUESTOUT Issue Codes

TEST Number	Test description	To Correct the issue
X	Expired case match. The NDC defines an expired case as 1. The case's Closed_DT is greater than 2 years from today 2. The NDC will calculate the last Receipt record	Per your NDC subscriber agreement, the NDC charter does provide any information for cases that have marked as expied. Important Note: though we did match your input record, because of the expired status of this case no data will be provided in any of the files (e.g. Case,

	for this case and if it is greater than 2 years old (from today)	Claims, Payment, Receipt, etc).
U	Unusable data, no trusteeID and case_num	Could not find an appropriate trustee id, case_num
T	Invalid Trustee ID	The trustee ID supplied did not match any NDC standard trustee codes. Please see https://www.ndc.org/downloads/NDC_Trustee_IDs.doc for all currently defined trustee ID's.
S	Invalid SSN1 (either 0000 or <> 4 characters)	Please check the SSN1 data, it is probably blank or contains characters
R	SSN1 Redacted	Redacted SSN1 detected – NDC will be deprecating this test as all input SSNs should be redacted.
Q	SSN2 Redacted	Redacted SSN2 detected – NDC will be deprecating this test as all input SSNs should be redacted.
P	Non Participating Trustee ID	Please see https://www.ndc.org/downloads/NDC_Trustee_IDs.doc for all currently defined trustee ID's.
N	Invalid SSN2 (either 0000 or <> 4 characters)	Please check the SSN2 data, it is probably blank or contains characters
K	Bad court_code	Note: The NDC does not issue K code any longer as we do not validate against Court data. The court code supplied did not match any NDC standard trustee codes. Please see https://www.ndc.org/downloads/NDC_Court_Codes.xls for all currently defined trustee ID's. NOT USED
G	Pipe removal/Cleaning from CustCode	CustCode cannot contain the pipe symbol '|', our cleansing processing has removed this symbol
F	Dash removal/cleaning from SSN2	SSNs cannot contain the dash symbol '-', our cleansing processing has removed this symbol
E	Dash removal/cleaning from SSN1	SSNs cannot contain the dash symbol '-', our cleansing processing has removed this symbol
D	Dash removal/cleaning from Case Num	Case numbers cannot contain the dash symbol '-', our cleansing processing has removed this symbol
C	Found in court data only	Note: The NDC does not issue C code any longer as we do not validate against Court data. All records in the PBA or Request file are scrubbed against our daily updated court data (e.g. Pacer). If we find the data ONLY in the court data and cannot find a matching NDC record, 'C' is raised. In this case the REQUEST_OUT file will only contain a matching Case_Num and no matching Trustee_ID. The main reasons C issue code: 1) The case is already opened/closed quickly and the Trustee never entered it into their back office system 2) The case is too new and we have not received the matching NDC/Trustee data yet 3) Matching error – the NDC's Court-Case matcher did not find a matching NDC record

H	Invalid Check Number	Voucher Request Only (beta 2011)
A	Bad Case Num specification	The case number contains non-numeric characters, or is not 7 digits
00	Match on Court Code & case num	Note: The NDC does not issue C code any longer as we do not validate against Court data. Case match
01	Match on trusteeID & case num	Case match
02	Test 2: Match on case num & ssn1	Case match
03	Test 3: Match on case num & ssn2 = ndc ssn1	Case match
04	Test 4: Match on alternative trusteeID, alternates are: COLM1<>COLM2	Case match – Not used 1/1/06
05	Test 5: Check for matching case_num and last 4 of SSN1 if the first 4 of D1_SSN = '0000'	Case match
06	Test 6: Match on case num & ssn1 = ndc ssn2	Case match
07	Test 7: Match on input SSN1 = NDC SSN1 only (latest PETITION_FILE_DT)	Case match – Not used 1/1/06
08	Test 8: Match on input SSN1 = NDC SSN2 only	Case match – Not used 1/1/06
09	Test 9: Match on input SSN2 = NDC SSN1 only	Case match – Not used 1/1/06
10	Test10: Match on input SSN2 = NDC SSN2 only	Case match – Not used 1/1/06
12	Match on case num & input ssn2 = ndc ssn2	
13	Match on SSN1 & Court code	Note: The NDC does not issue 13 code any longer as we do not validate against Court data.
14	Check for matching case_num and last 4 input ssn2 = last 4 ndc ssn2	
15	Check for matching case_num and last 4 input ssn1 = last 4 ndc ssn2	
16	Check for matching case_num and last 4 input ssn2 = last 4 ndc ssn1	
17	Match on TrusteeID & input ssn1 = ndc ssn1	
18	Match on TrusteeID & input ssn1 = ndc ssn2	
19	Match TrusteeID + CheckNumber	Voucher Request File only match (in beta 2011)
90	Set 'X'= expired flag on any returned results	Internal NDC codes

99	Match generated from customer_case_map, normal matching will be skipped	Internal NDC codes

Understanding the Request File results

Key Fields

As described before, the zip file returned upon processing of your Request file is composed of 9 files. Each file has a header row that describes the columns. Below are the key values found in each file that will link the data together to form a complete data set. Note the filenames mentioned below would be pre-pended with the name of your input Request file.

- _CASE.txt: All Case attributes included in this file. The first two columns are the TRUSTEEID and the CASE_NUM. These are the primary keys for this data file.
- _CLAIM.txt:All Claims information and attributes. The primary keys are TRUSTEEID, CASE_NUM, CLAIM_NUM, REFERENCE_NO. Thus to find out which claims are linked to a particular case, you can match the claim data based on the TRUSTEEID and CASE_NUM to any case.
- _PAYMENT.txt: Payment information and attributes. The primary keys are TRUSTEEID, CASE_NUM, CLAIM_NUM, REFERENCE_NO, CHECK_NO, NDC_CREDITOR_ID, PAYMENT_DT, RECORD_NO, PAYMENT_AMT
- _RECEIPT.txt: Receipt information and attributes. The primary keys are TRUSTEEID, CASE_NUM, CLAIM_NUM, REFERENCE_NO, RECORD_NO, NDC_CREDITOR_ID, RECEIPT_DT, RECEIPT_AMT, RECEIPT_ID
- _DEBTOR.txt: Use the TRUSTEEID plus the CASE_NUM to relate the debtor1 and debtor2 information to Cases.
- _CREDITOR.txt: Use the NDC_CREDITOR_ID to relate Claims, Receipts and Payments (you'll find the NDC_CREDITOR_ID in each of those records)
- _REQUSTOUT.txt: No key values
- _COURT_LIST.txt: List of court codes supported by NDC (**Note** the NDC is not updating this list as we will not be using Court Codes for matching purposes beginning 2011)
- _TRUSTEE_LIST.txt: List of Trustee ID codes supported by NDC

NDC Standard Output Format Definitions

Standard File Layout Descriptions

For those NDC customers who subscribe to data delivery, the following describes the files and data you will receive

Note: The NDC supports several variations on the files returned and the contents within these files. It's nearly impossible to include all permutations in this document so we'll describe below the most common set of return files. If you have any questions please send email to ndcsupport@ndc.org

If you would like to be notified when your data files are ready to be picked up, please email ndcsupport@ndc.org and we can add an email notification to the processing sequence.

Case File			
TRUSTEEID	char(7)	char(7)	See NDC Trustee Code definitions for update code list
CASE_NUM	char (9)	char (9)	number assigned to a bankruptcy case when it is filed. This may not be the court number as this number comes from the Trustee office and certain offices transpose case numbers for their own internal use
CONTINUED_DT	not used		
FIRST_MEETING_DT	not used		
MEETING_DT	date	YYYY-MM-DD:24HH:MM:SS or YYYYMMDD	341First Meeting of Creditors Date.
CLEARED_DT	date	YYYY-MM-DD:24HH:MM:SS or YYYYMMDD	FINAL REPORT PRINT DATE
CLOSED_DT	date	YYYY-MM-DD:24HH:MM:SS or YYYYMMDD	The Date Case was closed
CONFIRMED_DT	date	YYYY-MM-DD:24HH:MM:SS or YYYYMMDD	confirmation date
DISCHARGE_HEARING_DT	date	YYYY-MM-DD:24HH:MM:SS or YYYYMMDD	DISCHARGE HEARING DATE
ENTERED_DT	date	YYYY-MM-DD:24HH:MM:SS or YYYYMMDD	The date the Trustee entered the case into their database.
FIRST_PAYMENT_DT	not used		
PETITION_FILED_DT	date	YYYY-MM-DD:24HH:MM:SS or YYYYMMDD	Chapter 13 Bankruptcy Petition file date.
PLAN_FILED_DT	date	YYYY-MM-DD:24HH:MM:SS or YYYYMMDD	Chapter 13 Bankruptcy Plan File Date
FIRST_MEETING_TM	date	YYYY-MM-DD:24HH:MM:SS or YYYYMMDD	341First Meeting of Creditors Date.
HEARING_CONFIRM_TM	date/time	24HH:MM:SS	Confirming Hearing Time
TRUSTEE_PCT	num (7,4)		trustee percentage

UNSECURED_PCT	num (7,4)		Percent to Unsecured
BALANCE_ON_HAND	num (13,2)		Sum of all receipts in case - all payments in case.
FILING_FEE_PTD_AMT	num (13,2)		filing fee amount paid to date
FILING_FEE_PLAN_AMT	num (13,2)		filing fee amount in plan
NOTICE_FEE_AMT	num (13,4)		notice fee amount
NOTICE_FEE_PTD_AMT	num (13,4)		notice fee amount paid to date
PERM_HOLD_AMT	num (13,2)		Holds Funds in Case until it is removed.
PLAN_BASE	num (13,2)		
TOTAL_CREDIT_DISBURSED_AMT	num (13,2)		Total paid amount to creditors
TOTAL_DISBURSED_AMT	num (13,2)		Total Disbursed to everyone, includes trustee, filing fees, etc.
TOTAL_PLAN_PAID_AMT	num (13,2)		Total Debtor has paid
TRUSTEE_PTD_AMT	num (13,2)		Amount trustee has paid to date
ATTORNEY_PAID_OUTSIDE_PLAN_AMT	num (13,2)		Attorney fee amount outside of plan
ATTORNEY_PAID_PLAN_AMT	num (13,2)		Attorney fee amount in plan
ATTORNEY_PTD_AMT	num (13,2)		attorney amount paid to date
DEBTOR1_PAYROLL_FREQ	char (20)	Defined in Trustee Office	Frequency of payment from the employer (ie - monthly, semi-monlthy, yearly)
DEBTOR1_PAYROLL_DED_AMT	num (13,2)		primary debtor payroll deduction amount
DEBTOR1_DIRECT_AMT	num (13,2)		primary debtor direct payment amount
DEBTOR1_DIR_FREQ	char (20)	Defined in Trustee Office	frequency of payment from debtor (i.e. - monthly, semi-monthly etc.)
DEBTOR2_PAYROLL_FREQ	char (20)	Defined in Trustee Office	Debtor 2 Payroll deduction amount
DEBTOR2_PAYROLL_DED_AMT	num (13,2)		secondary debtor payroll deduction amount
DEBTOR2_DIRECT_AMT	num (13,2)		secondary debtor direct payment amount
DEBTOR2_DIR_FREQ	char (20)	Defined in Trustee Office	Direct payment from debtor frequency (i.e. - monthly, semi-monthly etc.)
CASE_STATUS	char (50)		Close Code Description
PLAN_TERMS	num (3)		plan terms
ATTORNEY_NAME	char (100)		name of the attorney representing the debtor
JUDGE_NAME	char (35)		Name of the judge assigned to the bankruptcy case
cust_code	char(50)		Customer Supplied code from Request File

Claim File

TRUSTEEID	char(7)	char(7)	See NDC Trustee Code definitions for update code list

CASE_NUM	char(8)	char(8)	number assigned to a bankruptcy case when it is filed. This may not be the court number as this number comes from the Trustee office and certain offices transpose case numbers for their own internal use
CLAIM_NUM	char (6)		claim number
REFERENCE_NO	num (13,0)		Reference Number (epiq case data only)
CONTINUING_IND	char (1)	Y or N	A "Y" in this field indicates this claim is a continuing debt such as an ongoing mortgage payment.
NO_CHECK_IND	char (1)	**O** - Indicates claim is to be paid outside the plan. **R** - Indicates claim is to be paid at Real Estate Closing. **S** - Indicates collateral will be surrendered. **X** - Indicates claim has not been filed. **Y** - General no check **1-9** - Limits the disbursement to this number times the regular monthly payment	Code which indicates the claim should not be paid or will limit the amount the claim is paid
RESERVE_IND	char (1)	**H** Calculated disbursements are reserved until they meet or exceed the regular payment amount for the claim. **M** Calculated disbursements are reserved for one disbursement. **Y** Calculated disbursements are reserved indefinitely. **1-9** Calculated disbursements are to be reserved for this number of disbursement cycles. This number will decrease by 1 each disbursement cycle	Code indicating that disbursements are to be calculated for this claim but reserve the funds rather than paying them out.
STOP_DISBURSE_IND	char (1)	Y, N, 1 - 9	Code which prevent the system from disbursing. However, the system will disburse any arrearage accumulated on this claim. Normally a "Y" is used for a generic stop disbursement. The numbers 1-9 will cause the system to not disbursement on this claim for this number of disbursement cycles. The number will decrease each disbursement cycle.
LEVEL	num (2,0)		Level at which claim will be paid.
ACCOUNT_NO	char (50)		Creditor's account number
INTEREST_RATE	num (12, 4)		interest rate

PERCENT_PAID	num (12, 4)		
TRUSTEE_PCT	num (7,4)		Amount that the trustee takes on the distributions
CLAIM_AMT	num (13,2)		claim amount
CLAIM_ADJUSTMENT_AMT	num (13,2)		
COLLATERAL_VALUE_AMT	num (13,2)		Value of the collateral is secured claim
INTEREST_DUE_AMT	num (13,2)		Interest that is owed, and hasn't been paid yet.
INTEREST_PAID_AMT	num (13,2)		interest amount that has been paid
MAX_PAY_AMT	num (13,2)		Limit to Pay Claim - We should have this.
MONTHLY_PAYMENT_AMT	num (13,2)		monthly payment amount
PRINCIPAL_DUE_AMT	num (13,2)		Principal amount that is due, that hasn't been paid yet.
PRINCIPAL_OWED_AMT	num (13,2)		principal amount that is owed = CLAIM_AMT * PERCENT_PAID (Principal_Paid) - PRINCIPAL_PTD_AMT
PRINCIPAL_PTD_AMT	num (13,2)		principal amount that has been paid
SCHEDULE_AMT	num (13,2)		Amount debtor scheduled the claim to be paid.
COMMENT	char (35)		Comment entered by Trustee - (i.e. Ford Expedition 1999)
NDC_CREDITOR_ID	char (12)	Must agree with NDC_CREDITOR_ID in Creditor Information file	integer
CLAIM_TYPE_CODE	char (8)	Claim type code	
CLASS_TYPE_CODE	char (8)	Class type code	
CLAIM_TYPE_DESCRIPTION	char (50)	Claim type description	claim type
CLASS_TYPE_DESCRIPTION	char (50)	Class type description as reported to US Trustee Office	class type
CUST_CODE	char(50)		Customer Supplied code from Request File
Payment File			
TRUSTEEID	char(8)	char(8)	See NDC Trustee Code definitions for update code list
CASE_NUM	char(7)	char(7)	number assigned to a bankruptcy case when it is filed. This may not be the court number as this number comes from the Trustee office and certain offices transpose case numbers for their own internal use
CLAIM_NUM	char (6)		claim number
REFERENCE_NO	num (13,0)		Reference Number (epiq case data only)

RECORD_NO	num (16)		Unique Record number assigned by trustee software
PAYMENT_DT	date	YYYY-MM-DD:24HH:MM:SS or YYYYMMDD	Payment Date
CHECK_NO	char (15)		Check Number
PAYMENT_AMT	num (13,2)		Payment Amount
PAYMENT_DESC	char (80)		payment description
NDC_CREDITOR_ID	Int	Must agree with NDC_CREDITOR_ID in Creditor Information file	creditor number
CLAIM_TYPE_CODE	char (8)	Claim type code	
CLASS_TYPE_CODE	char (8)	Class type code	
CLAIM_TYPE_DESCRIPTION	char (50)	Claim type description	claim type
CLASS_TYPE_DESCRIPTION	char (50)	Class type description as reported to US Trustee Office	class type
cust_code	char(50)		Customer Supplied code from Request File
Receipt File			
TRUSTEEID	char(7)	char(7)	See NDC Trustee Code definitions for update code list
CASE_NUM	char(8)	char(8)	number assigned to a bankruptcy case when it is filed. This may not be the court number as this number comes from the Trustee office and certain offices transpose case numbers for their own internal use
CLAIM_NUM	char (6)		claim number
REFERENCE_NO	num (13,0)		Reference Number (epiq case data only)
RECORD_NO	num (16)		Unique Record number assigned by trustee software
RECEIPT_DT	date	YYYY-MM-DD:24HH:MM:SS or YYYYMMDD	receipt date
RECEIPT_AMT	num (13,2)		receipt amount
RECEIPT_DESC	char (80)		Receipt Description
RECEIPT_ID	char (15)		document number
NDC_CREDITOR_ID	Int	Must agree with Creditor ID in Creditor Information file	creditor number
CLAIM_TYPE_CODE	char (8)	Claim type code	
CLASS_TYPE_CODE	char (8)	Class type code	
CLAIM_TYPE_DESCRIPTION	char (50)	Claim type description	claim type
CLASS_TYPE_DESCRIPTION	char (50)	Class type description as reported to US Trustee Office	class type
cust_code	char(50)		Customer Supplied code from Request File
Debtor File			
trusteeid	char(7)	char(7)	See NDC Trustee Code definitions for update code list

CASE_NUM	char(8)	char(8)	number assigned to a bankruptcy case when it is filed. This may not be the court number as this number comes from the Trustee office and certain offices transpose case numbers for their own internal use
D1_FIRST_NAME	char (30)		primary debtor last name
D1_LAST_NAME	char (30)		primary debtor last name
D1_ADDRESS_LINE1	char (50)		primary debtor address line 1
D1_ADDRESS_LINE2	char (50)		primary debtor address line 2
D1_ADDRESS_LINE3	char (53)		primary debtor city + state
D1_ZIP_CODE	char (10)		primary debtor zip code
d1_ssn	char (9)	No dashes	primary debtor last-4 SSN
DEBTOR1_PAYROLL_FREQ	char (20)	Defined in Trustee Office	Frequency of payment from the employer (ie - monthly, semi-monlthy, yearly)
DEBTOR1_PAYROLL_DED_AMT	num (13,2)		primary debtor payroll deduction amount
DEBTOR1_DIR_FREQ	char (20)	Defined in Trustee Office	frequency of payment from debtor (i.e. - monthly, semi-monthly etc.)
DEBTOR1_DIRECT_AMT	num (13,2)		primary debtor direct payment amount
D2_FIRST_NAME	char (30)		secondary debtor first name
D2_LAST_NAME	char (30)		secondary debtor last name
D2_ADDRESS_LINE1	char (50)		secondary debtor addres line 1
D2_ADDRESS_LINE2	char (50)		secondary debtor address line 2
D2_LINE3	char (53)		secondary debtor city + state
D2_ZIP_CODE	char (10)		secondary debtor zip code
d2_ssn	char (9)		secondary debtor las-4 SSN
Creditor File			
NDC_CREDITOR_ID	Int		System assigned NDC Creditor ID
TRUSTEEID	char(7)	char(7)	See NDC Trustee Code definitions for update code list
CREDITOR_ID	char (12)		Trustee Creditor Number
CREDITOR_NAME	char(50)		Creditor
ADDRESS_LINE1	char (35)		Creditor Address 1
ADDRESS_LINE2	char (35)		Creditor Address 2
CITY/LINE 3	char (25)		Creditor City
STATE	char (2)		Creditor State
ZIP_CODE	char(10)		Creditor Zip
CONTACT_NAME	char (30)		Creditor Contact
PHONE_NO	char (16)		Creditor Phone Number
Court List			
Court_Code	Char(7)		NDC Created Court Codes
District_State	Char(2)		State of the court

District_Area	Varchar(20)		US Court Area designator (Main, Eastern, Western, etc)
Address1	Varchar(50)		Address Line 1 of the court
Address2	Varchar(50)		Address line 2 of the court
City	Varchar(50)		City of court
State	Varchar(2)		State abbreviation
Zip	Varchar(20)		Zip code for court
Phone	Varchar(20)		Phone number of court
Trustee List			
TrusteeID	Char(7)		NDC Trustee ID
Trustee_F_Name	Varchar(35)		Trustee First Name
Trustee_M_Name	Varchar(35)		Trustee Middle Name
Trustee_L_Name	Varchar(35)		Trustee last name
City	Varchar(35)		Trustee's office city
State	Varchar(2)		State abbreviation
Service_Provider	Varchar(20)		Software(Service) provider for Trustee's case management software
AsOfDate	Datetime		Time of last import for trustee data
Website_Address	Varchar(255)		URL for trustee's home website (if known to the NDC)
REQUSTOUT file			
See section "*REQUESTOUT file*" in this document (above) for complete details on this file			

Custom Output files

If the standard seven file format is not sufficient to meet your needs, please see NDC Sales to talk about custom output file formats.

Common Issues when matching your Request File with the NDC database

We want you to get the most of your NDC data and below we've listed some of the common issues we've seen when customers send us their Request files with some suggestions on how to improve performance.

1. Non-Chapter 13 data – it happens frequently that your request file may contain cases that are not in chapter 13 bankruptcy. The NDC currently only houses chapter 13 case information

2. Don't know the NDC trusteeID – this is really not a problem as long as you also present a valid case number and last-4 SSN. We prefer having those two items in lieu of the most natural key into the NDC database which is the trusteeID and the case number combination.

3. SSN's only – We do have several tests that try to match your Request file input using only SSNs but here's a warning – NDC SSN data is completely redacted and test 5 using SSNs to key into our database is becoming more problematic. Also we've found the SSN data can be very 'dirty' from our customer's perspective. Numbers are easily transposed as the data is passed from source to source.

4. Case number issues – we have a few trustees that do not use the court issued case number and we have no way of validating the case number provided. We are looking at ways of correcting these case numbers so it is important to include last-4 SSNs so we can try to match based on an SSN in these cases.

5. Excel – beware preparing your Request file with Excel as it will often remove any leading zeros which are critical to the case number (and last-4 SSN) specification. Format all columns as Text before importing numeric data into the spreadsheet. These problems will usually result in a S or N issue code.

6. Dirty data – we often find 'junk' in the data – please note that the Case numbers and last-4 SSN fields should only contain numbers – no spaces, dashes, or alpha characters.

7. Expired cases – We are legally only allowed to return cases that are open or have been closed less than 2 years. The X issue code indicates that though we did match, we cannot return that case information

8. No Issue Codes but nothing matched – In this case, or even in the case where the issue code is not serious (like a N) we probably simply don't yet have the case in our database. Remember our database is a 1-2 day-old reflection of the Case management database used at the Trustee's office, and depending on their procedures, a case may not be entered into their systems for days after it's been filed.