



## 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):  
 <Court\_Code>|<case\_num>|<debtor 1 ssn>|<debtor 2 ssn>|<customer\_supplied\_code>|<NDC Trustee ID>
5. Note the primary matching routines rely on 1) a combination of the Court\_Code 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:

|            |  |
|------------|--|
| Court_Code | The NDC does not require a court code beginning 2011 so leave this blank. This field will remain part of our standard PBA & Request File specification however as we may resume using Court_Code at a future date. |
| Case_Num   | Only numeric values allowed, please omit any dashes, commas or   |

|                        |  |
|------------------------|--|
|                        | <p>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 9 characters</p> <p>Note: Normally NDC Case numbers are only 7 chars however there are a few trustees that will prepend additional digits to the court case number to uniquely label a case in their internal systems. This is normally due to the Trustee having to serve in two different courts each using different Pacer systems, and the additional digits help the Trustee keep track of what court the case originates..</p> |
| Debtor 1 SSN           | 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 9 characters  |
| Debtor 2 SSN           | 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 9 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.   |
| NDC Trustee ID         | The valid 4-5 character NDC Trustee ID; please reference the NDC Trustee IDs document for the listing of valid trustee IDs   |

Here's a sample two line file:

```
|0309623|538729438||128-88058550|ROSA
WAEASPOK|0309660|533909794||128-88059029|
```

In this example, the first line no Court\_code or 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.13datacenter.com](http://ftp.13datacenter.com). 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.13datacenter.com*. 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@13datacenter.com](mailto:ndcsupport@13datacenter.com)

## ***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 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 9 characters
- **Debtor 2 SSN:** 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 9 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|228986437|||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)

TXSOCORP|0570874|463234855|462118466|XCI41202|

#### REQUEST\_OUT (based on line Request File line above)

|0570874|463234855|462118466|XCI41202|T00|CORP|0570874

A court code, case number, SSN1, SSN2, customer code and no Trustee ID were supplied. The Issue codes raised were T (no trustee code), and '00' – a match based on court code + case number – the Trustee ID was identified as CORP (Cindy Boudloche / Corpus Christi TX)

### Example 2 – NDC Match:

#### Request File (sample 1 line)

|0413825|294508663||8438660105|

#### REQUEST\_OUT (based on line Request File line above)

|0413825|294508663||8438660105|NT02|CINC|0413825

Only case number, SSN1, Customer code supplied in Request File. NDC returns issue codes N (no/invalid SSN2), T (no trustee code) but was able to match to NDC Trustee CINC (Margaret Burks / Cincinnati OH)

### Example 3 – NDC Nomatch:

#### Request File (sample 1 line)

|0200412|381921502||8446818042|

#### REQUEST\_OUT (based on line Request File line above)

|0200412|381921502||8446818042|NTC02||0200412

Only case number, SSN1, Customer code supplied in Request File. NDC returns issue codes N (no/invalid SSN2), T (no trustee code), C (found data in Court information file) but was **not** able to match to a NDC case – notice the trustee\_id\_match column is blank. 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 2002.)

### Example 4 – NDC Nomatch:

#### Request File (sample 1 line)

|0552313|489908979||5302932487|

#### REQUEST\_OUT (based on line Request File line above)

|0552313|489908979||5302932487|NT||

Only case number, SSN1, Customer code supplied in Request File. NDC returns issue codes N (no/invalid SSN2), T (no trustee code), but was not able to match to a Trustee case – notice the trustee\_id\_match column is blank and the case\_num\_match is also blank. Since there was no C code raised, this generally indicates that this is not a chapter 13 case.

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 <ol style="list-style-type: none"> <li>1. The case's Closed_DT is greater than 2 years from today</li> <li>2. The NDC will calculate the last Receipt record for this case and if it is greater than 2 years old (from today)</li> </ol> | Per your NDC subscriber agreement, the NDC charter does provide any information for cases that have marked as expired.<br><br>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, Claims, Payment, Receipt, etc). |
| U           | Unusable data, no trusteeID and case_num  | Could not find an appropriate trustee id, case_num or court code   |
| T           | Invalid Trustee ID  | The trustee ID supplied did not match any NDC standard trustee codes. Please see <a href="https://www.13datacenter.com/downloads/NDC_Trustee_IDs.doc">https://www.13datacenter.com/downloads/NDC_Trustee_IDs.doc</a> for all currently defined trustee ID's.   |
| S           | Invalid SSN1 (either 000000000 or <> 9 characters)  | Please check the SSN1 data, it is probably blank or contains characters  |
| R           | SSN1 Redacted   | Redacted SSN1 detected, will still attempt to match  |
| Q           | SSN2 Redacted   | Redacted SSN2 detected, will still attempt to match  |
| P           | Non Participating Trustee ID  | Please see <a href="https://www.13datacenter.com/downloads/NDC_Trustee_IDs.doc">https://www.13datacenter.com/downloads/NDC_Trustee_IDs.doc</a> for all currently defined trustee ID's.   |
| N           | Invalid SSN2 (either 000000000 or <> 9 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.<br><br>The court code supplied did not match any NDC standard trustee codes. Please see <a href="https://www.13datacenter.com/downloads/NDC_Court_Codes.xls">https://www.13datacenter.com/downloads/NDC_Court_Codes.xls</a> for all currently defined trustee ID's.  |
| 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.<br><br>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:<br><br><ol style="list-style-type: none"> <li>1) The case is already opened/closed quickly and the Trustee never entered it into their back office system</li> <li>2) The case is too new and we have not received the matching NDC/Trustee data yet</li> <li>3) Matching error – the NDC's Court-Case matcher did not find a matching NDC record</li> </ol> |
| 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.<br><br>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)
- **\_REQUESTOUT.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 Request File – 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@13datacenter.com](mailto:ndcsupport@13datacenter.com)

If you would like to be notified when your data files are ready to be picked up, please email [ndcsupport@13datacenter.com](mailto:ndcsupport@13datacenter.com) and we can add an email notification to the processing sequence.

| <b>Case File</b>        |          |                                   |  |
|-------------------------|----------|-----------------------------------|--|
| <b>TRUSTEEID</b>        | char(5)  | char(5)                           | See NDC Trustee Code definitions for update code list  |
| <b>CASE_NUM</b>         | 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 |
| <b>CONTINUED_DT</b>     | not used |                                   |  |
| <b>FIRST_MEETING_DT</b> | not used |                                   |  |
| <b>MEETING_DT</b>       | date     | YYYY-MM-DD:24HH:MM:SS or YYYYMMDD | 341 First Meeting of Creditors Date.   |

|                                       |            |                                   |   |
|---------------------------------------|------------|-----------------------------------|---|
| <b>CLEARED_DT</b>                     | date       | YYYY-MM-DD:24HH:MM:SS or YYYYMMDD | FINAL REPORT PRINT DATE   |
| <b>CLOSED_DT</b>                      | date       | YYYY-MM-DD:24HH:MM:SS or YYYYMMDD | The Date Case was closed  |
| <b>CONFIRMED_DT</b>                   | date       | YYYY-MM-DD:24HH:MM:SS or YYYYMMDD | confirmation date   |
| <b>DISCHARGE_HEARING_DT</b>           | date       | YYYY-MM-DD:24HH:MM:SS or YYYYMMDD | DISCHARGE HEARING DATE  |
| <b>ENTERED_DT</b>                     | date       | YYYY-MM-DD:24HH:MM:SS or YYYYMMDD | The date the Trustee entered the case into their database.                  |
| <b>FIRST_PAYMENT_DT</b>               | not used   |                                   |   |
| <b>PETITION_FILED_DT</b>              | date       | YYYY-MM-DD:24HH:MM:SS or YYYYMMDD | Chapter 13 Bankruptcy Petition file date.                                   |
| <b>PLAN_FILED_DT</b>                  | date       | YYYY-MM-DD:24HH:MM:SS or YYYYMMDD | Chapter 13 Bankruptcy Plan File Date  |
| <b>FIRST_MEETING_TM</b>               | date       | YYYY-MM-DD:24HH:MM:SS or YYYYMMDD | 341 First Meeting of Creditors Date.  |
| <b>HEARING_CONFIRM_TM</b>             | date/time  | 24HH:MM:SS                        | Confirming Hearing Time   |
| <b>TRUSTEE_PCT</b>                    | num (7,4)  |                                   | trustee percentage  |
| <b>UNSECURED_PCT</b>                  | num (7,4)  |                                   | Percent to Unsecured  |
| <b>BALANCE_ON_HAND</b>                | num (13,2) |                                   | Sum of all receipts in case - all payments in case.                         |
| <b>FILING_FEE_PTD_AMT</b>             | num (13,2) |                                   | filing fee amount paid to date  |
| <b>FILING_FEE_PLAN_AMT</b>            | num (13,2) |                                   | filing fee amount in plan   |
| <b>NOTICE_FEE_AMT</b>                 | num (13,4) |                                   | notice fee amount   |
| <b>NOTICE_FEE_PTD_AMT</b>             | num (13,4) |                                   | notice fee amount paid to date  |
| <b>PERM_HOLD_AMT</b>                  | num (13,2) |                                   | Holds Funds in Case until it is removed.                                    |
| <b>PLAN_BASE</b>                      | num (13,2) |                                   |   |
| <b>TOTAL_CREDIT_DISBURSED_AMT</b>     | num (13,2) |                                   | Total paid amount to creditors  |
| <b>TOTAL_DISBURSED_AMT</b>            | num (13,2) |                                   | Total Disbursed to everyone, includes trustee, filing fees, etc.            |
| <b>TOTAL_PLAN_PAID_AMT</b>            | num (13,2) |                                   | Total Debtor has paid   |
| <b>TRUSTEE_PTD_AMT</b>                | num (13,2) |                                   | Amount trustee has paid to date   |
| <b>ATTORNEY_PAID_OUTSIDE_PLAN_AMT</b> | num (13,2) |                                   | Attorney fee amount outside of plan   |
| <b>ATTORNEY_PAID_PLAN_AMT</b>         | num (13,2) |                                   | Attorney fee amount in plan   |
| <b>ATTORNEY_PTD_AMT</b>               | num (13,2) |                                   | attorney amount paid to date  |
| <b>DEBTOR1_PAYROLL_FREQ</b>           | char (20)  | Defined in Trustee Office         | Frequency of payment from the employer (ie - monthly, semi-monthly, yearly) |
| <b>DEBTOR1_PAYROLL_DED_AMT</b>        | num (13,2) |                                   | primary debtor payroll deduction amount                                     |
| <b>DEBTOR1_DIRECT_AMT</b>             | num (13,2) |                                   | primary debtor direct payment amount  |

|                                |            |  |  |
|--------------------------------|------------|--|--|
| <b>DEBTOR1_DIR_FREQ</b>        | char (20)  | Defined in Trustee Office  | frequency of payment from debtor (i.e. - monthly, semi-monthly etc.)   |
| <b>DEBTOR2_PAYROLL_FREQ</b>    | char (20)  | Defined in Trustee Office  | Debtor 2 Payroll deduction amount  |
| <b>DEBTOR2_PAYROLL_DED_AMT</b> | num (13,2) |  | secondary debtor payroll deduction amount  |
| <b>DEBTOR2_DIRECT_AMT</b>      | num (13,2) |  | secondary debtor direct payment amount   |
| <b>DEBTOR2_DIR_FREQ</b>        | char (20)  | Defined in Trustee Office  | Direct payment from debtor frequency (i.e. - monthly, semi-monthly etc.)   |
| <b>CASE_STATUS</b>             | char (50)  |  | Close Code Description   |
| <b>PLAN_TERMS</b>              | num (3)    |  | plan terms   |
| <b>ATTORNEY_NAME</b>           | char (50)  |  | name of the attorney representing the debtor   |
| <b>JUDGE_NAME</b>              | char (35)  |  | Name of the judge assigned to the bankruptcy case  |
| <b>cust_code</b>               | char(50)   |  | Customer Supplied code from Request File   |
| <b>Claim File</b>              |            |  |  |
| <b>TRUSTEED</b>                | char(5)    | char(5)  | See NDC Trustee Code definitions for update code list  |
| <b>CASE_NUM</b>                | char(8)    | char(5)  | 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 |
| <b>CLAIM_NUM</b>               | char (6)   |  | claim number   |
| <b>REFERENCE_NO</b>            | num (13,0) |  | Reference Number (epiq case data only)   |
| <b>CONTINUING_IND</b>          | char (1)   | Y or N   | A "Y" in this field indicates this claim is a continuing debt such as an ongoing mortgage payment.   |
| <b>NO_CHECK_IND</b>            | char (1)   | <b>O</b> - Indicates claim is to be paid outside the plan.<br><b>R</b> - Indicates claim is to be paid at Real Estate Closing.<br><b>S</b> - Indicates collateral will be surrendered.<br><b>X</b> - Indicates claim has not been filed.<br><b>Y</b> - General no check<br><b>1-9</b> - 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   |

|                             |             |   |   |
|-----------------------------|-------------|---|---|
| <b>RESERVE_IND</b>          | char (1)    | <p><b>H</b> Calculated disbursements are reserved until they meet or exceed the regular payment amount for the claim.</p> <p><b>M</b> Calculated disbursements are reserved for one disbursement.</p> <p><b>Y</b> Calculated disbursements are reserved indefinitely.</p> <p><b>1-9</b> Calculated disbursements are to be reserved for this number of disbursement cycles. This number will decrease by 1 each disbursement cycle.</p> | Code indicating that disbursements are to be calculated for this claim but reserve the funds rather than paying them out.   |
| <b>STOP_DISBURSE_IND</b>    | 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. |
| <b>LEVEL</b>                | num (2,0)   |   | Level at which claim will be paid.  |
| <b>ACCOUNT_NO</b>           | char (50)   |   | Creditor's account number   |
| <b>INTEREST_RATE</b>        | num (12, 4) |   | interest rate   |
| <b>PERCENT_PAID</b>         | num (12, 4) |   |   |
| <b>TRUSTEE_PCT</b>          | num (7,4)   |   | Amount that the trustee takes on the distributions  |
| <b>CLAIM_AMT</b>            | num (13,2)  |   | claim amount  |
| <b>CLAIM_ADJUSTMENT_AMT</b> | num (13,2)  |   |   |
| <b>COLLATERAL_VALUE_AMT</b> | num (13,2)  |   | Value of the collateral is secured claim  |
| <b>INTEREST_DUE_AMT</b>     | num (13,2)  |   | Interest that is owed, and hasn't been paid yet.  |
| <b>INTEREST_PAID_AMT</b>    | num (13,2)  |   | interest amount that has been paid  |
| <b>MAX_PAY_AMT</b>          | num (13,2)  |   | Limit to Pay Claim - We should have this.   |
| <b>MONTHLY_PAYMENT_AMT</b>  | num (13,2)  |   | monthly payment amount  |
| <b>PRINCIPAL_DUE_AMT</b>    | num (13,2)  |   | Principal amount that is due, that hasn't been paid yet.  |

|                               |            |   |   |
|-------------------------------|------------|---|---|
| <b>PRINCIPAL_OWED_AMT</b>     | num (13,2) |   | principal amount that is owed = CLAIM_AMT * PERCENT_PAID<br>(Principal_Paid) - PRINCIPAL_PTD_AMT  |
| <b>PRINCIPAL_PTD_AMT</b>      | num (13,2) |   | principal amount that has been paid   |
| <b>SCHEDULE_AMT</b>           | num (13,2) |   | Amount debtor scheduled the claim to be paid.   |
| <b>COMMENT</b>                | char (35)  |   | Comment entered by Trustee - (i.e. Ford Expedition 1999)  |
| <b>NDC_CREDITOR_ID</b>        | char (12)  | Must agree with<br>NDC_CREDITOR_ID<br>in Creditor<br>Information file | integer   |
| <b>CLAIM_TYPE_CODE</b>        | char (8)   | Claim type code   |   |
| <b>CLASS_TYPE_CODE</b>        | char (8)   | Class type code   |   |
| <b>CLAIM_TYPE_DESCRIPTION</b> | char (50)  | Claim type<br>description   | claim type  |
| <b>CLASS_TYPE_DESCRIPTION</b> | char (50)  | Class type<br>description as<br>reported to US<br>Trustee Office      | class type  |
| <b>CUST_CODE</b>              | char(50)   |   | Customer Supplied code from Request File  |
| <b>Payment File</b>           |            |   |   |
| <b>TRUSTEED</b>               | char(5)    | char(5)   | See NDC Trustee Code definitions for update code list   |
| <b>CASE_NUM</b>               | char(7)    | char(5)   | number assigned to a bankruptcy case when it is filed.<br>This may not be the court number as this number comes<br>from the Trustee office and certain offices transpose case<br>numbers for their own internal use |
| <b>CLAIM_NUM</b>              | char (6)   |   | claim number  |
| <b>REFERENCE_NO</b>           | num (13,0) |   | Reference Number (epiq case data only)  |
| <b>RECORD_NO</b>              | num (16)   |   | Unique Record number assigned by trustee software   |
| <b>PAYMENT_DT</b>             | date       | YYYY-MM-<br>DD:24HH:MM:SS or<br>YYYYMMDD                              | Payment Date  |
| <b>CHECK_NO</b>               | char (15)  |   | Check Number  |
| <b>PAYMENT_AMT</b>            | num (13,2) |   | Payment Amount  |
| <b>PAYMENT_DESC</b>           | char (80)  |   | payment description   |
| <b>NDC_CREDITOR_ID</b>        | Int        | Must agree with<br>NDC_CREDITOR_ID<br>in Creditor<br>Information file | creditor number   |
| <b>CLAIM_TYPE_CODE</b>        | char (8)   | Claim type code   |   |
| <b>CLASS_TYPE_CODE</b>        | char (8)   | Class type code   |   |
| <b>CLAIM_TYPE_DESCRIPTION</b> | char (50)  | Claim type<br>description   | claim type  |
| <b>CLASS_TYPE_DESCRIPTION</b> | char (50)  | Class type<br>description as<br>reported to US                        | class type  |

|                               |           |  |  |
|-------------------------------|-----------|--|--|
|                               |           | Trustee Office   |  |
| <b>cust_code</b>              | char(50)  |  | Customer Supplied code from Request File   |
| <b>Receipt File</b>           |           |  |  |
| <b>TRUSTEED</b>               | char(5)   | char(5)  | See NDC Trustee Code definitions for update code list  |
| <b>CASE_NUM</b>               | char(7)   | char(5)  | 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 |
| <b>CLAIM_NUM</b>              | char(6)   |  | claim number   |
| <b>REFERENCE_NO</b>           | num(13,0) |  | Reference Number (epiq case data only)   |
| <b>RECORD_NO</b>              | num(16)   |  | Unique Record number assigned by trustee software  |
| <b>RECEIPT_DT</b>             | date      | YYYY-MM-DD:24HH:MM:SS or YYYYMMDD                        | receipt date   |
| <b>RECEIPT_AMT</b>            | num(13,2) |  | receipt amount   |
| <b>RECEIPT_DESC</b>           | char(80)  |  | Receipt Description  |
| <b>RECEIPT_ID</b>             | char(15)  |  | document number  |
| <b>NDC_CREDITOR_ID</b>        | Int       | Must agree with Creditor ID in Creditor Information file | creditor number  |
| <b>CLAIM_TYPE_CODE</b>        | char(8)   | Claim type code  |  |
| <b>CLASS_TYPE_CODE</b>        | char(8)   | Class type code  |  |
| <b>CLAIM_TYPE_DESCRIPTION</b> | char(50)  | Claim type description                                   | claim type   |
| <b>CLASS_TYPE_DESCRIPTION</b> | char(50)  | Class type description as reported to US Trustee Office  | class type   |
| <b>cust_code</b>              | char(50)  |  | Customer Supplied code from Request File   |
| <b>Debtor File</b>            |           |  |  |
| <b>trusteeid</b>              | char(5)   | char(5)  | See NDC Trustee Code definitions for update code list  |
| <b>CASE_NUM</b>               | char(7)   | char(5)  | 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 |
| <b>D1_FIRST_NAME</b>          | char(30)  |  | primary debtor last name   |
| <b>D1_LAST_NAME</b>           | char(30)  |  | primary debtor last name   |
| <b>D1_ADDRESS_LINE1</b>       | char(50)  |  | primary debtor address line 1  |
| <b>D1_ADDRESS_LINE2</b>       | char(50)  |  | primary debtor address line 2  |

|                         |             |                           |   |
|-------------------------|-------------|---------------------------|---|
| D1_ADDRESS_LINE3        | char (53)   |                           | primary debtor city + state   |
| D1_ZIP_CODE             | char (10)   |                           | primary debtor state  |
| d1_ssn                  | char (9)    | No dashes                 | primary debtor SSN  |
| DEBTOR1_PAYROLL_FREQ    | char (20)   | Defined in Trustee Office | Frequency of payment from the employer (ie - monthly, semi-monthly, 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 address 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 state  |
| d2_ssn                  | char (9)    |                           | secondary debtor zip code   |
| <b>Creditor File</b>    |             |                           |   |
| NDC_CREDITOR_ID         | Int         |                           | System assigned NDC Creditor ID   |
| TRUSTEED                | char(5)     | char(5)                   | See NDC Trustee Code definitions for update code list                       |
| CREDITOR_ID             | char (12)   |                           | Trustee Creditor Number   |
| CREDITOR_NAME           | char(35)    |                           | 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   |
| <b>Court List</b>       |             |                           |   |
| 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   |
| <b>Trustee List</b>     |             |                           |   |
| TrusteeID               | Char(7)     |                           | NDC Trustee ID  |
| Trustee_F_Name          | Varchar(35) |                           | Trustee First Name  |
| Trustee_M_Name          | Varchar(35) |                           | Trustee Middle Name   |



|   |              |  |   |
|---|--------------|--|---|
| <b>Trustee_L_Name</b>   | Varchar(35)  |  | Trustee last name   |
| <b>City</b>   | Varchar(35)  |  | Trustee's office city   |
| <b>State</b>  | Varchar(2)   |  | State abbreviation  |
| <b>Service_Provider</b>   | Varchar(20)  |  | Software(Service) provider for Trustee's case management software |
| <b>AsOfDate</b>   | Datetime     |  | Time of last import for trustee data                              |
| <b>Website_Address</b>  | Varchar(255) |  | URL for trustee's home website (if known to the NDC)              |
| <b>REQUESTOUT file</b>  |              |  |   |
| <b>See section "REQUESTOUT file" in this document (above) for complete details on this file</b> |              |  |   |

## **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 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 – SSN data is becoming highly redacted and test 5 will take care of some of these redactions, 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 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 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 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.