ELECTRONIC FILING FOR LARGE INDIVIDUAL CLAIMS

Guidelines, Instructions and Specifications

INTRODUCTION

Claimants whose trading activity during the class period is well in excess of 50 transactions are typically required to present their schedule of transactions in a form of a data file. This presentation outlines guidelines, instructions and technical specifications one should follow in order to properly prepare such a submission.

SUBMISSION FOR LARGE INDIVIDUAL CLAIMS

In order to be deemed complete and acceptable, your submission must have all of the following:

- Completed Proof of Claim and Release
- Data file
- Supporting documentation or Cover Letter

Proof of Claim and Release

With the exception of Schedule of Transactions, all sections of your Proof of Claim and Release form should be completed in accordance with the Claim Form Instructions. Your Schedule of Transactions should simply indicate: "Please see data file".

Data File

Your data file should be prepared in MS Excel format. If your computer system runs on a non-Windows platform, we can also accept ASCII fixed length field text files. Control characters such as Carriage Return/Line Feed should be appended to each line in the text files.

The fields and their characteristics are listed below.

Field characteristics (trading activity):

FIELD	FORMAT
Account Number (if more than 1 brokerage account for the same person or entity)	Character
Security Name or CUSIP	Character
Other security descriptions, if applicable	Character
Transaction Type	Character: <table><tr><td>P</td><td>Purchase</td></tr><tr><td>CP</td><td>Cover purchase (if available)</td></tr><tr><td>S</td><td>Sale</td></tr><tr><td>SS</td><td>Short sale (if available)</td></tr><tr><td>R</td><td>Receipt (transfer in)</td></tr><tr><td>D</td><td>Delivery (transfer out)</td></tr><tr><td>MGR</td><td>Corporate merger or acquisition</td></tr><tr><td>SPL</td><td>Split</td></tr></table>
Trade Date	MM/DD/YYYY
Quantity Traded	Numeric
Price (exclusive commissions and fees)	Numeric
Net Amount (inclusive commissions and fees)	Numeric
Note	Additional information for receipts, deliveries and mergers

Figure 1 below renders the view of a sample trading activity table.

Figure 1: Sample MS Excel file

	A	B	C	D	E	F	G	H
1	account	security	tr_type	date	qtty	price	net_amnt	note
2	1234-11	common stock	P	12/12/1997	100	12.375	1,267.45	
3	1234-11	common stock	P	12/12/1997	1,000	12.375	12,404.95	
4	1234-11	common stock	P	12/15/1997	100	15	1,529.95	
5	1234-11	common stock	S	12/16/1997	100	16	1,570.05	
6	1234-12	common stock	P	12/12/1997	10,000	12.375	123,779.95	
7	1234-12	common stock	P	12/14/1997	10,000	12	120,029.95	
8	1234-12	common stock	P	12/16/1997	10,000	14.5	145,029.95	
9	1234-12	common stock	R	12/18/1997	10,000	0	0	from prior ttee, no further info available
10	1234-12	common stock	D	12/20/1997	10,000	0	0	
11	1234-15	common stock	SPL	12/10/1997	500	0	0	
12	1234-15	common stock	MGR	01/20/1998	1,234	0	0	
13	1234-15	common stock	P	01/21/1998	266	7.5	2024.95	
14	1234-15	common stock	R	12/20/1997	10,000	0	0	from acct 1234-12
15								
16	Instructions:							
17	1. All values, whether acquisitions or distributions, must be positive.							
18	2. If your system distinguishes between short and long transactions, such information should be provided.							
19	3. For single-account submissions, "account" column is optional.							
20	4. For single-security cases, "security" column is optional.							
21	5. Net Amount = Quantity x Price +/- Commissions and Fees							

Multiple Securities

In some actions, more than one type of security of the same entity may be eligible. In others, securities of related entities may be part of the same action. While the basic format of data files in such cases will remain the same, they should be expanded to distinguish between all eligible securities. Figure 2 below renders the view of a sample multi-security data file. Securities could be identified by their CUSIP number, description or both. It is never wrong to provide a little bit more information than absolutely necessary.

Figure 2: Sample MS Excel file (various securities)

account	cusip	security	exp_date	str_price	tr_type	date	qtty	price	net_amnt	
1234A	12345678A	stock			P	12/12/1997	100	12.375	1,267.45	Column headings.
1234B	12345678A	stock			P	12/12/1997	1000	12.375	12,404.95	
1234B	12345678A	stock			P	12/15/1997	100	15	1,529.95	
1234B	12345678A	stock			S	12/16/1997	100	16	1,570.05	Net Amount: Number of shares **x** Price +/- commissions & fees.
9000D	12345678A	stock			P	12/12/1997	10000	12.375	123,779.95	
9000D	12345678A	stock			P	12/14/1997	10000	12	120,029.95	
9000D	12345678A	stock			P	12/16/1997	10000	14.5	145,029.95	
9000D	12345678A	stock			R	12/18/1997	10000	0	0	Receipts & Deliveries.
9000D	12345678A	stock			D	12/20/1997	10000	0	0	
1234A	12345678B	warrant			P	12/12/1997	10	1	129.95	
1234A	12345678B	warrant			S	12/20/1997	10	1.25	95.05	
9000D	12345678C	call	02/21/1998	12.5	P	12/12/1997	1	0.625	92.45	
9000D	12345678C	call	02/21/1998	12.5	EXP	02/21/1998	1	0	0	Option expired.
9000D	12345678D	put	02/21/1998	12.5	S	12/20/1997	1	0.625	32.55	
9000D	12345678D	put	02/21/1998	12.5	EXP	02/21/1998	1	0	0	
1234B	12345678E	bond			P	12/12/1997	25000	99	24,779.95	
1234B	12345678E	bond			S	12/20/1997	25000	98.75	24,657.55	
							Face value.		As % of face value.	

SPECIAL CIRCUMSTANCES

The trading activity of some claimants may include receipts and deliveries. In order for us to account for such activity in accordance with the applicable loss calculation, we must be furnished with the original purchase information for the securities received, and for the securities delivered out, we must know whether they were retained through or sold prior to the end of class period. Consequently, additional information and documentation is required for such filings. In certain situations where the trading activity is not very extensive, yet is very complex, it may be advisable to file paper claim forms, supplemented by notes and explanations.

In case of splits, mergers, or acquisitions, most record-retention systems may show several adjustment entries indicating that one security is being removed from and another is being added to the register. For our purposes, the data files need to show only the relevant quantities of eligible securities being added to (or removed from, in case of reverse split) the list.

PAPERWORK

Your submission must be accompanied by supporting documentation. Various types of supporting documentation deemed acceptable by BCA are listed on our website, www.berdonclaims.com, under Frequently Asked Questions > Supporting Documentation.

If your data file was compiled and prepared by a financial institution, a cover letter (on the letterhead of the institution) stating that the data was obtained from their record-retention system and is complete and accurate to the best of their knowledge may be sufficient.

WHERE TO SEND YOUR SUBMISSION?

The data files should be delivered to us utilizing one of the following: 3 2 A diskette or CD media to the address below. All of the above must be IBM formatted and clearly labeled. We request that you utilize the description feature (found under File > Properties > Summary) in each and every file you submit, to eliminate any confusion.

The claim form, files, documents and related correspondence should be mailed to the address indicated in the Proof of Claim and Release form. If you wish to send it via courier, you should address your package as follows:

Name of Litigation
c/o Berdon Claims Administration LLC
One Jericho Plaza, Suite 106
Jericho, NY 11753
(Re: E-Filing)

HOW CAN WE HELP?

Should you have any further questions, please email us your questions using the email tool on our website, www.berdonclaims.com, under Contact Us.