

Creating a Mailing Matrix

A mailing matrix is a list of the names and addresses of parties who should receive notice of a bankruptcy filing. The matrix can be handwritten or typed. A typed matrix is easier to read and is preferred. When you create a typed creditor matrix, it can be printed and provided in paper.

Matrix Format

- * Complete address, clearly typed or printed
- * Left justified in a single column down the left edge of the page
- * Each party's address must be single-spaced
- * Double-space between each address

Addressing

Each party's address must consist of no more than five total lines. Standard English format is preferred; i.e. first letters of proper names are capitalized, all others are in lower case. The address must include:

- * Party's name
- * Party's street address
- * Party's, city, state and zip code. (Include a comma between city and state; state must appear in a two letter, capitalized format). The city, state and zip code must all appear together on the final line of each creditor's address.

Other Matrix considerations

- * Pursuant to Local Bankruptcy Rule 1007-1(d), the court requires a verification indicating that the listing is a true and accurate list of all parties in interest. The list should include all parties named in schedules A/B-H. The Matrix Verification Form must be dated, signed by the debtor with an ink pen, and filed as a separate document.
- * Do not include account numbers in any part of the address.
- * Do not list the same creditor twice if the name and addresses are identical.
- * Do include the debtor's name and address on the list.
- * You can use any word processor to create the list.

Amended Matrix (to add or update creditor information)

- * The Amended Matrix must be labeled "Amended"
- * The Amended Matrix should include only the creditors being added to the list.
- * The Amended Matrix must be filed with a signed Amended Verification of Matrix Form.

Examples

MBNA America
PO Box 15019
Wilmington, DE 19886-5019

Wells Fargo Financial 5 Gateway Drive
Suite 5000
Columbia, MD 21046

CountryWide Home Loans Mortgage
Collections 1757 Tapo Canyon Road Simi
Valley, CA 93063