

Creating a Creditor Mailing Matrix

When you create the creditor matrix, it must be clearly printed or computer generated then saved in a text format then either uploaded to Creditor Maintenance on the Bankruptcy menu option on CM/ECF or saved to a 3.5in IBM version floppy disk or CD-ROM.

Matrix Format

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

Addressing

Each creditor entry 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:

- * Creditor's name
- * Creditor's street address
- * Creditor'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 creditors. The Matrix Verification Form must be dated, signed by the debtor, and filed as a separate document.
- * Do not include account numbers in any part of the address.
- * Do not include the address for the debtor or debtor's attorney in the mailing matrix.
- * Do not include any taxing authorities unless monies are owed. The information is mailed separately by the court.
- * You can use any word processor to create the list.

Amended Matrix (to add or update creditor information)

- * The Amended Creditor Matrix must be labeled "Amended" and must include only the creditors not appearing on the previously filed list(s).
- * The Amended Matrix must be filed with a signed Amended Verification of Creditor 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