

INSTRUCTIONS FOR CREATING A MAILING MATRIX

A *mailing matrix*, or sometimes called a "creditor matrix" or "matrix," is a list containing each creditor's name and mailing address. The matrix is required pursuant to N.D. Fla. LBR 1007-2. Although the Court uses sophisticated equipment and software to ensure accuracy in creditor matrix readings, certain problems can still occur. Following these guidelines will reduce the likelihood of errors and avoid delay in mailing notices:

- Names and addresses must be typed in a standard typeface or print style (no italics or cursive style print). *The matrix cannot be handwritten per Local Rule 1007-2.*
- Names should be in upper and lower case. Do not use all capital letters.
- Matrix must be typed in a single column down the page.
- Names and addresses must be **left justified. Do not center.**
- Addresses must not exceed five (5) lines and each line must contain no more than 40 characters, including spaces.
- Do not place spaces at the beginning of a line. Do not use special characters such as ½ or accent marks. The pound/number (#) and ampersand (&) signs are acceptable.
- Do not include account numbers on the matrix.
- "Attention" lines should be placed on the second line of the creditor's address.
- City, state, and ZIP code must be on the last line, must contain only one space between components, and must not contain tabbed spacing (see example below).
- Nine-digit ZIP codes must have a hyphen separating the two groups of digits.
- States must be indicated using two-letter abbreviations.
- Separate creditors by one blank line (i.e., double space between creditors).
- Use a minimum of 1/2 inch margins.
- **DO NOT** include the name(s) of the debtor, joint debtor, or attorney for the debtor(s) on the matrix. They will be added automatically by CM/ECF. Do not include page numbers, headers, or footers.
- Save the file in text format (.txt) using the debtor's last name (e.g., Smith.txt). Petition preparation software programs often save the matrix using a ".scn" extension which is also acceptable. Matrices will not be accepted in Portable Document Format (.pdf).

IF YOU ARE PROVIDING THE MATRIX ON A CD: If your CD is unreadable by the Court, it will be returned to you and a deficiency notice will be issued. If your CD is found to contain malicious software such as a virus, it will be destroyed and you will be contacted by our office.

Things to avoid when submitting a matrix on paper:

- Extra marks on the document such as letterhead, dates, coffee or soda stains, and handwritten marks
- Non-standard paper such as onion skin, half- or legal-sized, or colored paper
- Poor quality type caused by carbon or photocopies, using an exhausted typewriter or a typewriter with a fabric ribbon, or documents from a printer with low toner
- Unreadable type face or print styles such as proportionally spaced fonts, dot-matrix print, or non-standard fonts (e.g., Old English or Script). **Courier font works best.**

Example Creditor Matrix (using Courier font):

INCORRECT FORM:

Attn: Insolvency ME-128
Internal Revenue Service
301 W. Wisconsin Ave.
Milwaukee, WI **532022221**

General Welding Supply
Attn: Accounting
P.O. Box 3657
Baltimore MD 20984

Peterboro Food & Beverage
1300 Exchange Bldg.
Suite 700
401 S. Adams St.
P.O. Box 55672
Buffalo, NY 20009

Flex Northwest
Seattle, **Washington**
98372

First National Bank
Acct # 123-456-7890
P.O. Box 3391
Beaumont, TX 77704

CORRECT FORM:

Internal Revenue Service
Attn: Insolvency ME-128
310 W. Wisconsin Ave.
Milwaukee, WI **53202-2221**

General Welding Supply
Attn: Accounting
P.O. Box 3657
Baltimore, MD 20984

Peterboro Food & Beverage
1300 Exchange Bldg., Ste. 700
401 S. Adams St.
P.O. Box 55672
Buffalo, NY 20009

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