

MAILING MATRIX (List of Creditors)

Uploading a Creditor Matrix (List of Creditors) in a New Bankruptcy Case

- After accessing the ECF database, click on “**Bankruptcy.**”
- In the Bankruptcy Events menu, click on the link for “**Creditor Maintenance/Upload.**” Click on “**Upload a creditor matrix file**” and enter the case number for the case in which you want to add creditors. This option is available for uploading creditors in a new bankruptcy case only and will not be available at any other time during the pendency of the case. Enter the case number and click “**Next.**”
- The next screen will prompt you to enter the TXT file containing your list of creditors (matrix). Click on the “browse” button and navigate to the location on your computer where your list of creditors (matrix) file is stored. When prompted, enter the case number and click “**Next.**”
- Once the file has been attached, click “**Next.**” On the following screen, the total number of creditors entered will appear. Click “**Submit**” and a creditor receipt will appear indicating the matrix has been loaded.

Specifications for a List of Creditors (Matrix)

A list of creditors (matrix) should meet the following specifications:

- The name and address of each creditor must be four lines or less.
- Each line may contain no more than 40 characters including blanks.
- Names and addresses should be left justified (flush against the left margin, no leading blanks).
- “Attention/Attn:” lines should be placed on the second line of the name/address.
- City, State and Zip code must be on the last line.
- Nine digit Zip codes must be typed with a hyphen separating the two groups of digits.
- All states must be two-letter abbreviations.
- Each creditor must be separated by at least two blank lines.

- Do not include page numbers, headers, footers, etc.
- The creditor matrix must be saved in .txt or .scn format.

EXAMPLE:

Sears
P.O. Box 3242
Des Moines, IA 45344

Citibank
P.O. Box 2121
Baltimore, MD 45464

First Family Financial
ATTN: Bob Curtis
3233 North Street
Baton Rouge, LA 70809