

United States Bankruptcy Court  
Eastern District of Washington

## Matrix Format Guidelines

Pursuant to LBR 1007-2, a matrix containing the names and address of the debtors, their attorney and all the creditors and equity security holders shall accompany each voluntary petition. The format of the matrix is an electronic format on 3.5 inch floppy diskette, and not in paper format. If a matrix is submitted in both disk and paper, the disk shall be controlling.

- ◆ IBM PC formatted 3.5 inch floppy diskette.
- ◆ ASCII text file. File must have a .txt file extension.
- ◆ Name file with debtors last name, i.e., SMITH.TXT
- ◆ One case per diskette.
- ◆ Diskettes submitted to the clerk's office should be scanned prior to submission using an updated version of an anti-virus software.

### Name and Address Standards:

- ◆ Names & Addresses are to be positioned in a single column.
- ◆ Creditor name & address shall not exceed four lines, maximum 34 characters per line.
  - ◆ First line - name of addressee. If creditor is an individual list the last name first, i.e., Doe, John; Doe, Dr John
  - ◆ Second & third lines - attention, c/o, street address and/or Post Office box address
  - ◆ Fourth/last line - city, state, 5 or 9 digit zip code. The standard two letter abbreviation without punctuation is to be used for the state, i.e., WA, ID etc.
- ◆ Space three lines after the last line of the address and the first line of the next creditor.
- ◆ Creditor entries need not be alphabetized.
- ◆ List creditor once, even if there are multiple accounts.
- ◆ Do not include account numbers on the mailing list.

### Fax Filing:

- ◆ If utilizing a fax filing service pursuant to the General Order on fax filings, submit matrix in paper format with petition.
- ◆ Mail diskette to clerk's office the same day the petition is filed by the fax filing service.

### Change to master mailing list (MML) (LBR 2002-1 (d)(1)(c)):

- ◆ Submit in paper format.
- ◆ List only the names and addresses of additional creditors.
- ◆ See Name & Address Standards.
- ◆ Local Form 2002-1.

### **Instructions for saving list of creditors to diskette:**

If using third party petition software package:

- ◆ Save the creditors to a formatted diskette. Name the file with the debtor's last name and the extension .txt (i.e., smith.txt).
- ◆ Close the software program and open the word processing program.
- ◆ Open the debtor specific .txt file and ensure that the mailing list complies with the Name and Address Standards (page 1).
- ◆ Choose the "Save As" function in your word processing software. In most software programs there will be a box that indicates the format of the document (i.e., Word Document, WordPerfect 6/7/8/9/10). This box is located under the name of the file. Click on the drop down arrow and select either ASCII DOS Text, Plain DOS Text or Text Only. These are the only formats that will be accepted.
- ◆ Save file in correct format.
- ◆ Label diskette with debtor's last name and attorney name. Do not use sticky labels that may detach from diskette.

If not using third party software package:

- ◆ Open word processing program and enter the creditor list in accordance with the Name and Address Standards (page 1).
- ◆ Choose the "Save As" function in your word processing software. Name the file with the debtor's last name and the extension .txt. (i.e., smith.txt). In most software programs there will be a box that indicates the format of the document (i.e. Word Document, WordPerfect 6/7/8/9/10). This box is located under the name of the file. Click on the drop down arrow and select either ASCII DOS Text, Plain DOS Text or Text Only. These are the only formats that will be accepted.
- ◆ Save file in correct format.
- ◆ Save creditors to a formatted diskette.
- ◆ Label diskette with debtor's last name and attorney name. Do not use sticky labels that may detach from diskette.