

**UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF WASHINGTON**

Matrix Format Guidelines for Non-Electronic Filers

Pursuant to LBR 1007-2, a matrix containing the names and addresses of all creditors and equity security holders shall accompany each voluntary petition. The format of the matrix is paper.

Name and Address Standards

- Names & Addresses are to be positioned in a single column.
- Use left margin justification.
- 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.
- Name and Addresses are to be on 8 ½ x 11 inch standard paper of good quality.

Change to creditor mailing list (LBR 2002-1 (d)(1)(C))

- Local Form 1007-2 Address Change form
- If adding more than two addresses, in addition to LF 1007-2 Address change form, submit additional creditors on 8 ½ x 11 inch paper.
- List only the names and addresses of additional creditors.
- See Name & Address Standards.

Samples:

Sample Creditor
123 N Sample St
Anywhere WA 88888

Another Sample Creditor
PO Box 777
Somewhere WA 77777