

UNITED STATES BANKRUPTCY COURT
Southern District of California

SPECIAL REQUIREMENTS FOR MAILING ADDRESSES
(See LBR 1007-1)

TO THE DEBTOR(S) AND THE ATTORNEY FOR DEBTOR(S), IF ANY:

Effective SEPTEMBER 1, 2000, the debtor shall prepare and submit to the Court, at the time a voluntary petition under any chapter is filed, a mailing matrix on computer diskette which complies with the computerized noticing guidelines contained herein. The accuracy and completeness of this creditor listing shall be the total responsibility of the debtor and the debtor's attorney. The Court shall rely upon it for all mailings. Failure to do so will cause the petition to be rejected. This mailing matrix is required in addition to the various schedules required by Federal Rule of Bankruptcy Procedure 1007.

In order to ensure that the creditor matrix you file can be properly processed by the computer system or amendment read by the Optical Character Reader (OCR) currently used by the Court, we ask that you observe the following guidelines. Your cooperation is essential in helping us make improvements in our existing system and to better serve you - the public.

1.0 REQUEST FOR WAIVER OF CREDITOR MATRIX DISKETTE

If financial constraints and/or the inability to access the equipment necessary to produce a computer diskette would cause an undue hardship on the debtor, a scannable creditor matrix must be submitted accompanied by a completed Request for Waiver of Creditor Matrix Diskette, (CSD 1010). Compliance with the requirements provided in paragraph 2.0 and 4.0 are required.

2.0 REQUIREMENTS FOR CREDITOR(S) MATRIX

(A) Filing Requirements - A creditors matrix accompanied by a Verification of Creditor Matrix, (CSD 1008), is required whenever the following occurs:

- (1) A new petition is filed. The matrix shall be on a **diskette**.

- (2) A case is converted on or after SEPTEMBER 1, 2000. See paragraph B to determine whether a diskette or scannable format is required.
- (3) Balance of schedules or an amendment to a case is filed on or after SEPTEMBER 1, 2000, which adds, deletes or changes creditor address information on the debtor's Schedule of Debts and/or Schedule of Equity Security Holders. The matrix shall be in a **scannable** format.

(B) Converted Cases

- (1) When converting a Chapter 13 case filed before SEPTEMBER 1, 2000, to another chapter, ALL creditors must be listed on the mailing matrix at the time the conversion is filed and be accompanied by a Verification. **Diskette** required.
- (2) For Chapter 7, 11, or 12 cases converted to another chapter on or after SEPTEMBER 1, 2000, only post-petition creditors need be listed on the mailing matrix. The matrix and Verification must be filed with the post-petition schedule of debts and/or schedule of equity security holders. If there are no post-petition creditors, only the verification form is required. The matrix shall be in **scannable** format.

(C) Balance of Schedules or Amendment to Schedule of Debts and/or Schedule of Equity Security Holders

- (1) **Scannable** format required.
- (2) A separate matrix page is required for creditors being "added," a separate page for those being "deleted," and a separate page for those which require "correction." Indicate on the **REVERSE** side of each matrix page which category that particular page belongs in.
- (3) The matrix with Verification is a document separate from the amended schedules and may not be used to substitute for any portion of the schedules. IT MUST BE SUBMITTED WITH THE AMENDMENT OR BALANCE OF SCHEDULES.

3.0 ADDRESSES FOR FEDERAL AND STATE AGENCIES [All Chapters]

- (A) Mailing Addresses - Certain federal and state agencies specify particular addresses to which notice of bankruptcy proceedings should be directed. The Clerk maintains a Roster of State and Federal Agencies, (CSD 1271), and shall make the Roster available to the Bar and the public to enable compliance with the provisions of Federal Rule of Bankruptcy Procedure 2002(j).

When listing an indebtedness to a federal or state agency not included on the Roster, the debtor and the debtor's attorney shall use such address as will effect proper notice to the agency.

- (B) United States Attorney - When listing an indebtedness to the United States for other than taxes, the debtor shall include both the United States Attorney and the federal agency through which the debtor became indebted. The name and address of the United States Attorney must include, in parentheses, the name of the federal agency. For example:

**United States Attorney for the S. Dist. of CA
(For Department of Education)
940 Front Street, Room 5152
San Diego, CA 92101-8800**

4.0 COMPUTER DISKETTE CREDITOR(S) MAILING MATRIX

- (A) General Requirement - Unless financial constraints prohibit compliance, the debtor shall provide the Court with a computer-generated diskette containing the names and addresses of all creditors and equity security holders. The diskette shall be submitted in an envelope marked with the debtor's last name and the name of the lead attorney assigned to the case.
- (B) Content - The computer diskette shall contain the name and complete mailing address of each entity listed as a creditor by the debtor.
- (1) If the debtor is a partnership, the name and address of each general and limited partner shall be added to the computer diskette.
 - (2) If the debtor is a corporation, the name and address of the chief executive officer or other officer who will appear for the debtor shall be added to the computer diskette.
- (C) Diskette Specifications
- (1) Use a 3.5" disk only formatted for use on an IBM or compatible PC.
 - (2) One ASCII format file per disk (save as ASCII(DOS)TXT).
 - (3) One case per file.

- (4) File must be named with the debtor's last name (i.e.; johnson.txt, smith.txt, etc.) and may be shortened if necessary.
- (5) Left justification required.
- (6) The information must be four (4) lines or less per creditor.
- (7) Each line may contain no more than 40 characters. No leading spaces.
- (8) Each creditor must be separated by at least one blank line.

Example: jackson.txt

```
Line 1:  Maria Careless
Line 2:  25 North Aria Blvd.
Line 3:  Grecian, NY 80062
Line 4:
Line 5:  Charles Prince Productions
Line 6:  3 Diana Court
Line 7:  Balmoral, MD 12960
Line 8:
Line 9:  Last Bank of San Diego
Line 10: Attn: Collections Dept.
Line 11: 12345 E. Main St.
Line 12: San Diego, CA 92101-1010
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- (9) ZIP code must be on the last line. Nine-digit ZIP codes should be typed with a hyphen separating the two groups of digits. Do NOT type "attention" lines or account numbers on the last line. If needed, this information must be placed on the second line of the name/address. Account numbers may not exceed 15 characters. (The ZIP code must be at the end of the same line as the city and state in order for the U.S. Postal ZIP code sorting equipment to find it.)
 - (10) Be sure to type the number "1" (one) rather than the lower case letter "l" (L) when using numerics.
- (D) Debtor's Obligation to Assure Accuracy - It shall be the responsibility of the debtor or such other person as the Court may order to ensure that the schedules, mailing matrix, equity holders mailing list, and computer-readable data are complete and correct. The mailing list shall be accompanied by a Verification of Creditor Matrix, (CSD 1008), attesting to the completeness and correctness of the list. The Clerk's office

shall not be required to compare the names and addresses shown on the mailing matrix with those on the Petition, Schedules of Debts and Equity Security Holders. The Clerk's office may use either the schedules, the mailing lists or the computer-readable data for noticing creditors.

5.0 FORMAT FOR SCANNABLE CREDITOR(S) MATRIX

(A) Matrix Format Requirements - All matrices must comply with the following:

(1) Lists must be typed in one of the following standard typefaces or print styles:

- * Courier 10 pitch
- * Prestige Elite
- * Letter Gothic

(2) Lists shall be typed in a single column centered on the page rather than in two or three columns. See Attachment #1.

Addresses must be in a single column because the OCR scans the material automatically from left to right, line by line. If, for example, a list contains three columns and the first column has an address with three lines and the second column has a address with four lines, the optical character reader will see the blank line after the first address and not read any further. Thus, it is important to have single column addresses that will be read automatically and completely.

(3) Lists must be typed so that no letter is closer than 1.5" from any edge of the paper.

(4) Each name/address must consist of no more than four (4) total lines, with at least three (3) blank lines between each of the name/address blocks. ZIP codes must be located on the same line as city and state.

(5) All states must be two-letter abbreviations. Example: correct = CA; wrong = California, Calif.

(6) Each line must be 30 characters or less in length.

(7) All creditors are to be alphabetized. Do not duplicate names and addresses. Entities with more than one (1) address may be listed as many times as necessary to assure proper notice.

(8) DO NOT include the following entities since they will be retrieved automatically by the computer for noticing:

- * Debtor
- * Joint Debtor
- * Attorney for the Debtor(s)

(B) Avoiding Problems

Although the Court is using sophisticated equipment and software to ensure accuracy in creditor list reading, certain problems may still occur. By following these guidelines, you will avoid delays or additional effort in mailing notices.

The following problems can result in your lists being improperly read by the optical scanner, requiring you to resubmit your creditor list in an acceptable form. See Attachment #2.

- (1) Extra marks on the list - such as letterhead, dates, debtor name, coffee stains, handwritten marks.
- (2) Non-standard paper such as onion skin, half-sized paper, or colored (i.e., yellow, blue, etc.) paper.
- (3) Poor quality type caused by submitting a photocopy or a carbon copy, using an exhausted typewriter, or using a typewriter with a fabric ribbon. Many times, they produce letters which are too fuzzy to be properly scanned.
- (4) Unreadable type faces or print types such as proportionally-spaced fonts, dot-matrix printing, or exotic fonts (such as Olde English or Script). Use only Courier 10, Prestige Elite or Letter Gothic.
- (5) Misaligned lists caused by removing the paper from the typewriter before completing the list, or inserting the paper into the typewriter crooked.
- (6) Incorrect typewriter settings will cause unreadable lists. Make certain that your typewriter is set for 10 pitch if you are using a 10-pitch type style.
- (7) Stray marks should be avoided. Do not type lines, debtor name, page numbers, or anything else on the front of a creditor list. Any identifying marks you choose to add can be typed on the back of the list.

- (8) Upper case only (all capital letters) should be avoided. Type in upper and lower case as you would on a letter.
- (9) ZIP code must be on the last line. Nine-digit ZIP codes should be typed with a hyphen separating the two groups of digits. Do NOT type "attention" lines or account numbers on the last line. If needed, this information must be placed on the second line of the name/address. Account numbers may not exceed 15 characters. (The ZIP code must be at the end of the same line as the city and state in order for the U.S. Postal ZIP code sorting equipment to find it.)
- (10) Be sure to type the number "1" (one) rather than the lower case letter "l" (L) when using numerics.

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CHECK LIST FOR CREDITOR MATRIX DISKETTE

If using a third party software package (i.e.; Best Case Solutions, Specialty, E-Z Filing for Windows, Top Form):

1. Save the creditors to a diskette. Name the file: *creditor.txt*
2. Close your program and open your word processing package.
3. Open the *creditor.txt* file and check the following:
 - Single column
 - One blank line between each creditor
 - Second line of each creditor must be either a street address number or a P.O. box with the periods (i.e.; 200 South Main Street or P.O. Box 241)
 - Last line of each creditor must be in the format City, State (two- letter abbreviation) ZIP (i.e.; Alexandria, VA 22314)
 - No account numbers may be included in creditor information
4. Chose "Save As" function in your word processing software. In earlier versions of WordPerfect, this is known as "Text In/Out." In most software packages, there will be a box that will indicate the format of the document (i.e.; Word 5.0 format, WordPerfect 5.1). This box is usually right underneath where you where you enter in the name of the file. The format for all diskettes should be one of the following (depending upon your software): ASCII DOS Text, Plan DOS Text, Text Only. These are the only formats which will be accepted. When you have selected the correct format, save the file.

If you are not using third party software:

1. Open your word processing software and enter in the creditor information making sure that there is:
 - One column of information only
 - One blank line between each creditor
 - Second line of each creditor must be either a street address number or a P.O. box with the periods (i.e.; 200 South Main Street or P.O. Box 241)
 - Last line of each creditor must be in the format City, State (two- letter abbreviation) ZIP (i.e.; Alexandria, VA 22314)
 - No account numbers may be included in creditor information
2. Choose "Save As" function in your word processing software. In earlier versions of WordPerfect, this is known as "Text In/Out." In most software packages, there will be a box that will indicate the format of the document (i.e.; Word 5.0 format, WordPerfect 5.1). This box is usually right underneath where you where you enter in the name of the file. The format for all diskettes should be one of the following (depending upon your software): ASCII DOS Text, Plan DOS Text, Text Only. These are the only formats which will be accepted. When you have selected the correct format, save the file.

Attachment 1

SAMPLE CREDITOR LIST USING "Courier 10 cpi"

R. U. Alldere, Esq.
2 Rushin Court
San Diego, CA 92189

Maria Careless
25 North Aria Blvd.
Grecian, NY 80062

Charles Prince Productions
3 Diana Court
Balmoral, MD 12960

First City Nat'l Bank of Beaumont
P.O. Box 3391
Beaumont, TX 77704

General Nuisance Elimination
P.O. Box 1230
Baltimore, MD 20984

Kelley Appliances
Attn: Parts Division
462 9th Avenue, North
Seattle, WA 98109

Attachment 2

ERRORS TO AVOID IN PREPARING CREDITOR LISTS

Debtor: Allnet Svcs.

Stephen R. Miller III
Coal Building
1092 17th Street, NW
Carlsbad, CA 92001

fff
TOO CLOSE TO EDGE
You must keep all typing at least 1.5" from any edge; top, bottom, or side.

PAGE TITLES *fff*
If you want to type title or other identification on lists, type it on the back - never on the front.

M U L T I - T R O N I C S
A N I M A T I O N S
3837 STRONG WAY NORTH
SUITE 10
BALTIMORE, MD 20938
OR
107-D CASTLE BUILDING
NORTH PARKWAY BLVD.
HOUSTON, TX. 10938

TOO LONG
A name/address block must be 4 lines of 30 characters each or less.

ALL UPPER CASE
| | |
Use upper and lower case (capitals and small letters) as if you were typing a letter.

"
"
"

Arctic Expeditions
Incorporated
536 East 48th Ave.
Anchorage, AK 99505

FABRIC RIBBON
Use an office-quality film ribbon to insure proper scanning.
} } }

BOLD TYPE
| | |
Do not use a bold face setting on your typewriter or word processor.

Gow Fire Protection, Inc.
459 North 98th Street
Hoquiam, WA 98550
ATTN: Steve Jamison

ATTENTION LINE
If you must type an attention line or account number for a creditor, put it on the second line of the address, not at the end.
} } }

WRONG FONT | | |
You may use Courier 10, Prestige Elite or Letter Gothic. No other font is acceptable.

Larry Miller, Jr.
Landover Food & Bev.
Suite 12B
Burg, MD 24309 5182

DIGIT ZIP CODE
Separate the two groups of digits with a dash, not a space.
} } }

WRONG PITCH | | |
If you use a 10-pitch font, make sure typewriter is set to 10 pitch.

*610 504 133
Landover Food & Bev.*

HANDWRITING | | |
Handwriting is not scannable and will interfere with the reading of the rest of list.

STRAY MARKS
No lines, symbols, letterhead, or other non-address information appear on creditor list.

" " "

PAGE NUMBER | | |

- 3 -

Do not number pages or type anything but
creditors on list.

Attachment 3