UNITED STATES BANKRUPTCY COURT

VOLUNTARY PETITION

Name of Debtor (if individual, enter Last, First, Middle):	Name of Joint Debtor (Spouse) (Last, First, Middle):
All Other Names used by the Debtor in the last 8 years (include married, maiden, and trade names):	All Other Names used by the Joint Debtor in the last 8 years (include married, maiden, and trade names):
Last four digits of Soc. Sec. or Individual-Taxpayer I.D. (ITIN)/Complete EIN (if more than one, state all):	Last four digits of Soc. Sec. or Individual-Taxpayer I.D. (ITIN)/Complete EIN (if more than one, state all):
Street Address of Debtor (No. and Street, City, and State): ZIP CODE	Street Address of Joint Debtor (No. and Street, City, and State): ZIP CODE
County of Residence or of the Principal Place of Business:	County of Residence or of the Principal Place of Business:
Mailing Address of Debtor (if different from street address): ZIP CODE	Mailing Address of Joint Debtor (if different from street address): ZIP CODE

Location of Principal Assets of Business Debtor (if different from street address above): ZIP CODE

Type of Debtor
(Form of Organization)
(Check **one** box.)

- ☐ Individual (includes Joint Debtors)
  See Exhibit D on page 2 of this form.
- ☐ Corporation (includes LLC and LLP)
- ☐ Partnership
- ☐ Other (If debtor is not one of the above entities, check this box and state type of entity below.)

Nature of Business
(Check **one** box.)

- ☐ Health Care Business
- ☐ Single Asset Real Estate as defined in 11 U.S.C. § 101(51B)
- ☐ Railroad
- ☐ Stockbroker
- ☐ Commodity Broker
- ☐ Clearing Bank
- ☐ Other

Chapter of Bankruptcy Code Under Which the Petition is Filed (Check **one** box.)

- ☐ Chapter 7
- ☐ Chapter 9
- ☐ Chapter 11
- ☐ Chapter 12
- ☐ Chapter 13
- ☐ Chapter 15 Petition for Recognition of a Foreign Main Proceeding
- ☐ Chapter 15 Petition for Recognition of a Foreign Nonmain Proceeding

Chapter 15 Debtors

Country of debtor's center of main interests:

Each country in which a foreign proceeding by, regarding, or against debtor is pending:

Tax-Exempt Entity
(Check box, if applicable.)

- ☐ Debtor is a tax-exempt organization under title 26 of the United States Code (the Internal Revenue Code).

Nature of Debts
(Check **one** box.)

- ☐ Debts are primarily consumer debts, defined in 11 U.S.C. § 101(8) as "incurred by an individual primarily for a personal, family, or household purpose."
- ☐ Debts are primarily business debts.

Filing Fee (Check one box.)

- ☐ Full Filing Fee attached.
- ☐ Filing Fee to be paid in installments (applicable to individuals only). Must attach signed application for the court's consideration certifying that the debtor is unable to pay fee except in installments. Rule 1006(b). See Official Form 3A.
- ☐ Filing Fee waiver requested (applicable to chapter 7 individuals only). Must attach signed application for the court's consideration. See Official Form 3B.

Chapter 11 Debtors

Check one box:

- ☐ Debtor is a small business debtor as defined in 11 U.S.C. § 101(51D).
- ☐ Debtor is not a small business debtor as defined in 11 U.S.C. § 101(51D).

Check if:

- ☐ Debtor's aggregate noncontingent liquidated debts (excluding debts owed to insiders or affiliates) are less than $2,490,925 (*amount subject to adjustment on 4/01/16 and every three years thereafter*).

- -

Check all applicable boxes:

- ☐ A plan is being filed with this petition.
- ☐ Acceptances of the plan were solicited prepetition from one or more classes of creditors, in accordance with 11 U.S.C. § 1126(b).

Statistical/Administrative Information

- ☐ Debtor estimates that funds will be available for distribution to unsecured creditors.
- ☐ Debtor estimates that, after any exempt property is excluded and administrative expenses paid, there will be no funds available for distribution to unsecured creditors.

THIS SPACE IS FOR COURT USE ONLY

Estimated Number of Creditors

☐ 1-49	☐ 50-99	☐ 100-199	☐ 200-999	☐ 1,000-5,000	☐ 5,001-10,000	☐ 10,001-25,000	☐ 25,001-50,000	☐ 50,001-100,000	☐ Over 100,000

Estimated Assets

☐ $0 to $50,000	☐ $50,001 to $100,000	☐ $100,001 to $500,000	☐ $500,001 to $1 million	☐ $1,000,001 to $10 million	☐ $10,000,001 to $50 million	☐ $50,000,001 to $100 million	☐ $100,000,001 to $500 million	☐ $500,000,001 to $1 billion	☐ More than $1 billion

Estimated Liabilities

☐ $0 to $50,000	☐ $50,001 to $100,000	☐ $100,001 to $500,000	☐ $500,001 to $1 million	☐ $1,000,001 to $10 million	☐ $10,000,001 to $50 million	☐ $50,000,001 to $100 million	☐ $100,000,001 to $500 million	☐ $500,000,001 to $1 billion	☐ More than $1 billion

Voluntary Petition *(This page must be completed and filed in every case.)*	Name of Debtor(s):	
All Prior Bankruptcy Cases Filed Within Last 8 Years (If more than two, attach additional sheet.)		
Location Where Filed:	Case Number:	Date Filed:
Location Where Filed:	Case Number:	Date Filed:
Pending Bankruptcy Case Filed by any Spouse, Partner, or Affiliate of this Debtor (If more than one, attach additional sheet.)		
Name of Debtor:	Case Number:	Date Filed:
District:	Relationship:	Judge:

Exhibit A

(To be completed if debtor is required to file periodic reports (e.g., forms 10K and 10Q) with the Securities and Exchange Commission pursuant to Section 13 or 15(d) of the Securities Exchange Act of 1934 and is requesting relief under chapter 11.)

☐ Exhibit A is attached and made a part of this petition.

Exhibit B

(To be completed if debtor is an individual whose debts are primarily consumer debts.)

I, the attorney for the petitioner named in the foregoing petition, declare that I have informed the petitioner that [he or she] may proceed under chapter 7, 11, 12, or 13 of title 11, United States Code, and have explained the relief available under each such chapter. I further certify that I have delivered to the debtor the notice required by 11 U.S.C. § 342(b).

X _____

Signature of Attorney for Debtor(s) (Date)

Exhibit C

Does the debtor own or have possession of any property that poses or is alleged to pose a threat of imminent and identifiable harm to public health or safety?

☐ Yes, and Exhibit C is attached and made a part of this petition.

☐ No.

Exhibit D

(To be completed by every individual debtor. If a joint petition is filed, each spouse must complete and attach a separate Exhibit D.)

☐ Exhibit D, completed and signed by the debtor, is attached and made a part of this petition.

If this is a joint petition:

☐ Exhibit D, also completed and signed by the joint debtor, is attached and made a part of this petition.

Information Regarding the Debtor - Venue

(Check any applicable box.)

☐ Debtor has been domiciled or has had a residence, principal place of business, or principal assets in this District for 180 days immediately preceding the date of this petition or for a longer part of such 180 days than in any other District.

☐ There is a bankruptcy case concerning debtor's affiliate, general partner, or partnership pending in this District.

☐ Debtor is a debtor in a foreign proceeding and has its principal place of business or principal assets in the United States in this District, or has no principal place of business or assets in the United States but is a defendant in an action or proceeding [in a federal or state court] in this District, or the interests of the parties will be served in regard to the relief sought in this District.

Certification by a Debtor Who Resides as a Tenant of Residential Property

(Check all applicable boxes.)

☐ Landlord has a judgment against the debtor for possession of debtor's residence. (If box checked, complete the following.)

_____

(Name of landlord that obtained judgment)

_____

(Address of landlord)

☐ Debtor claims that under applicable nonbankruptcy law, there are circumstances under which the debtor would be permitted to cure the entire monetary default that gave rise to the judgment for possession, after the judgment for possession was entered, and

☐ Debtor has included with this petition the deposit with the court of any rent that would become due during the 30-day period after the filing of the petition.

☐ Debtor certifies that he/she has served the Landlord with this certification. (11 U.S.C. § 362(l)).

Voluntary Petition
(This page must be completed and filed in every case.)

Name of Debtor(s):

Signatures

Signature(s) of Debtor(s) (Individual/Joint)

I declare under penalty of perjury that the information provided in this petition is true and correct.
[If petitioner is an individual whose debts are primarily consumer debts and has chosen to file under chapter 7] I am aware that I may proceed under chapter 7, 11, 12 or 13 of title 11, United States Code, understand the relief available under each such chapter, and choose to proceed under chapter 7.
[If no attorney represents me and no bankruptcy petition preparer signs the petition] I have obtained and read the notice required by 11 U.S.C. § 342(b).

I request relief in accordance with the chapter of title 11, United States Code, specified in this petition.

X _____
Signature of Debtor

X _____
Signature of Joint Debtor

_____
Telephone Number (if not represented by attorney)

_____
Date

Signature of a Foreign Representative

I declare under penalty of perjury that the information provided in this petition is true and correct, that I am the foreign representative of a debtor in a foreign proceeding, and that I am authorized to file this petition.

(Check only **one** box.)

☐ I request relief in accordance with chapter 15 of title 11, United States Code. Certified copies of the documents required by 11 U.S.C. § 1515 are attached.

☐ Pursuant to 11 U.S.C. § 1511, I request relief in accordance with the chapter of title 11 specified in this petition. A certified copy of the order granting recognition of the foreign main proceeding is attached.

X _____
(Signature of Foreign Representative)

_____
(Printed Name of Foreign Representative)

_____
Date

Signature of Attorney*

X _____
Signature of Attorney for Debtor(s)

_____
Printed Name of Attorney for Debtor(s)

_____
Firm Name

_____
Address

_____
Telephone Number

_____
Date

*In a case in which § 707(b)(4)(D) applies, this signature also constitutes a certification that the attorney has no knowledge after an inquiry that the information in the schedules is incorrect.

Signature of Debtor (Corporation/Partnership)

I declare under penalty of perjury that the information provided in this petition is true and correct, and that I have been authorized to file this petition on behalf of the debtor.

The debtor requests the relief in accordance with the chapter of title 11, United States Code, specified in this petition.

X _____
Signature of Authorized Individual

_____
Printed Name of Authorized Individual

_____
Title of Authorized Individual

_____
Date

Signature of Non-Attorney Bankruptcy Petition Preparer

I declare under penalty of perjury that: (1) I am a bankruptcy petition preparer as defined in 11 U.S.C. § 110; (2) I prepared this document for compensation and have provided the debtor with a copy of this document and the notices and information required under 11 U.S.C. § § 110(b), 110(h), and 342(b); and, (3) if rules or guidelines have been promulgated pursuant to 11 U.S.C. § 110(h) setting a maximum fee for services chargeable by bankruptcy petition preparers, I have given the debtor notice of the maximum amount before preparing any document for filing for a debtor or accepting any fee from the debtor, as required in that section. Official Form 19 is attached.

_____
Printed Name and title, if any, of Bankruptcy Petition Preparer

_____
Social-Security number (If the bankruptcy petition preparer is not an individual, state the Social-Security number of the officer, principal, responsible person or partner of the bankruptcy petition preparer.) (Required by 11 U.S.C. § 110.)

_____
Address

X _____
Signature

_____
Date

Signature of bankruptcy petition preparer or officer, principal, responsible person, or partner whose Social-Security number is provided above.

Names and Social-Security numbers of all other individuals who prepared or assisted in preparing this document unless the bankruptcy petition preparer is not an individual.

If more than one person prepared this document, attach additional sheets conforming to the appropriate official form for each person.

A bankruptcy petition preparer's failure to comply with the provisions of title 11 and the Federal Rules of Bankruptcy Procedure may result in fines or imprisonment or both. 11 U.S.C. § 110; 18 U.S.C. § 156.

Reset Save As... Print

UNITED STATES BANKRUPTCY COURT

Southern District of California

In re_____ Case No._____
Debtor (if known)

EXHIBIT D - INDIVIDUAL DEBTOR'S STATEMENT OF COMPLIANCE WITH CREDIT COUNSELING REQUIREMENT

Warning: You must be able to check truthfully one of the five statements regarding credit counseling listed below. If you cannot do so, you are not eligible to file a bankruptcy case, and the court can dismiss any case you do file. If that happens, you will lose whatever filing fee you paid, and your creditors will be able to resume collection activities against you. If your case is dismissed and you file another bankruptcy case later, you may be required to pay a second filing fee and you may have to take extra steps to stop creditors' collection activities.

Every individual debtor must file this Exhibit D. If a joint petition is filed, each spouse must complete and file a separate Exhibit D. Check one of the five statements below and attach any documents as directed.

❒ 1. Within the 180 days **before the filing of my bankruptcy case**, I received a briefing from a credit counseling agency approved by the United States trustee or bankruptcy administrator that outlined the opportunities for available credit counseling and assisted me in performing a related budget analysis, and I have a certificate from the agency describing the services provided to me. *Attach a copy of the certificate and a copy of any debt repayment plan developed through the agency.*

❒ 2. Within the 180 days **before the filing of my bankruptcy case**, I received a briefing from a credit counseling agency approved by the United States trustee or bankruptcy administrator that outlined the opportunities for available credit counseling and assisted me in performing a related budget analysis, but I do not have a certificate from the agency describing the services provided to me. *You must file a copy of a certificate from the agency describing the services provided to you and a copy of any debt repayment plan developed through the agency no later than 14 days after your bankruptcy case is filed.*

❒ 3. I certify that I requested credit counseling services from an approved agency but was unable to obtain the services during the seven days from the time I made my request, and the following exigent circumstances merit a temporary waiver of the credit counseling requirement so I can file my bankruptcy case now. *[Summarize exigent circumstances here.]*

If your certification is satisfactory to the court, you must still obtain the credit counseling briefing within the first 30 days after you file your bankruptcy petition and promptly file a certificate from the agency that provided the counseling, together with a copy of any debt management plan developed through the agency. Failure to fulfill these requirements may result in dismissal of your case. Any extension of the 30-day deadline can be granted only for cause and is limited to a maximum of 15 days. Your case may also be dismissed if the court is not satisfied with your reasons for filing your bankruptcy case without first receiving a credit counseling briefing.

❒ 4. I am not required to receive a credit counseling briefing because of: *[Check the applicable statement.] [Must be accompanied by a motion for determination by the court.]*

❒ Incapacity. (Defined in 11 U.S.C. § 109(h)(4) as impaired by reason of mental illness or mental deficiency so as to be incapable of realizing and making rational decisions with respect to financial responsibilities.);

❒ Disability. (Defined in 11 U.S.C. § 109(h)(4) as physically impaired to the extent of being unable, after reasonable effort, to participate in a credit counseling briefing in person, by telephone, or through the Internet.);

❒ Active military duty in a military combat zone.

❒ 5. The United States trustee or bankruptcy administrator has determined that the credit counseling requirement of 11 U.S.C. § 109(h) does not apply in this district**.**

I certify under penalty of perjury that the information provided above is true and correct.

Signature of Debtor: _____

Date: _____

B4 (Official Form 4) (12/07)

United States Bankruptcy Court

Southern District of California

In re _____, Case No. _____

Debtor

Chapter _____

LIST OF CREDITORS HOLDING 20 LARGEST UNSECURED CLAIMS

Following is the list of the debtor's creditors holding the 20 largest unsecured claims. The list is prepared in accordance with Fed. R. Bankr. P. 1007(d) for filing in this chapter 11 [*or* chapter 9] case. The list does not include (1) persons who come within the definition of "insider" set forth in 11 U.S.C. § 101, or (2) secured creditors unless the value of the collateral is such that the unsecured deficiency places the creditor among the holders of the 20 largest unsecured claims. If a minor child is one of the creditors holding the 20 largest unsecured claims, state the child's initials and the name and address of the child's parent or guardian, such as "A.B., a minor child, by John Doe, guardian." Do not disclose the child's name. See, 11 U.S.C. §112 and Fed. R. Bankr. P. 1007(m).

(1)	(2)	(3)	(4)	(5)
Name of creditor and complete mailing address, including zip code	*Name, telephone number and complete mailing address, including zip code, of employee, agent, or department of creditor familiar with claim who may be contacted*	*Nature of claim (trade debt, bank loan, government contract, etc.)*	*Indicate if claim is contingent, unliquidated, disputed or subject to setoff*	*Amount of claim [if secured also state value of security]*

Date: _____

_____

Debtor

[Declaration as in Form 2]

Name, Address, Telephone No. & I.D. No.

UNITED STATES BANKRUPTCY COURT
SOUTHERN DISTRICT OF CALIFORNIA
325 West F Street, San Diego, California 92101-6991

In Re

Debtor.

BANKRUPTCY NO.

STATEMENT OF SOCIAL SECURITY NUMBER(S)

(or other Individual Taxpayer-Identification Number(s) (ITIN(s))

1. Name of Debtor (Last, First, Middle):_____
(Check the appropriate box and, if applicable, provide the required information.)

☐ Debtor has a Social Security Number and it is: _____
(If more than one, state all)

☐ Debtor does not have a Social Security Number but has an Individual Taxpayer-Identification Number (ITIN), and it is: _____
(If more than one, state all)

☐ Debtor does not have either a Social Security Number or an Individual Taxpayer-Identification Number (ITIN).

2. Name of Joint Debtor (Last, First, Middle):_____
(Check the appropriate box and, if applicable, provide the required information.)

☐ Joint Debtor has a Social Security Number and it is: _____
(If more than one, state all)

☐ Joint Debtor does not have a Social Security Number but has an Individual Taxpayer-Identification Number (ITIN), and it is: _____
(If more than one, state all)

☐ Joint Debtor does not have either a Social Security Number or an Individual Taxpayer-Identification Number (ITIN).

I declare under penalty of perjury that the foregoing is true and correct.

X_____
Signature of Debtor Date

X_____
Signature of Joint Debtor Date

**Joint debtors must provide information for both spouses.*
Penalty for making a false statement: Fine of up to $250,000 or up to 5 years imprisonment or both. 18 U.S.C. §§ 152 and 3571.

Name, Address, Telephone No. & I.D. No.

UNITED STATES BANKRUPTCY COURT
SOUTHERN DISTRICT OF CALIFORNIA
325 West "F" Street, San Diego, California 92101-6991

In Re

Debtor.

BANKRUPTCY NO.

DECLARATION RE: ELECTRONIC FILING OF PETITION, SCHEDULES & STATEMENTS

PART I - DECLARATION OF PETITIONER

I [We] _____ and _____, the undersigned debtor(s), ***hereby declare under penalty of perjury*** that the information I have given my attorney and the information provided in the electronically filed petition, statements, and schedules is true and correct. I consent to my attorney sending my petition, this declaration, statements and schedules to the United States Bankruptcy Court. I understand that this DECLARATION RE: ELECTRONIC FILING is to be filed with the Clerk once all schedules have been filed electronically but, in no event, no later than 14 days following the date the petition was electronically filed. I understand that failure to file the signed original of this DECLARATION will cause my case to be dismissed pursuant to 11 U.S.C. § 707(a)(3) without further notice.

☐ [If petitioner is an individual whose debts are primarily consumer debts and has chosen to file under chapter 7] I am aware that I may proceed under chapter 7, 11, 12 or 13 of 11 United States Code, understand the relief available under each such chapter, and choose to proceed under chapter 7. I request relief in accordance with the chapter specified in this petition.

☐ [If petitioner is a corporation or partnership] I declare under penalty of perjury that the information provided in this petition is true and correct, and that I have been authorized to file this petition on behalf of the debtor. The debtor requests relief in accordance with the chapter specified in this petition.

Dated:

Signed:_____ _____
(Applicant) (Joint Applicant)

PART II - DECLARATION OF ATTORNEY

I ***declare under penalty of perjury*** that I have informed the petitioner, if an individual, that [he or she] may proceed under chapter 7, 11, 12 or 13 of Title 11, United States Code, and have explained the relief available under each such chapter. I further certify that I have delivered to the debtor the notice required by 11 U.S.C. § 342(b). In a case in which § 707(b)(4)(D) applies, this signature also constitutes a certification that I have no knowledge after an inquiry that the information in the schedules is incorrect.

Dated:

_____
Attorney for Debtor(s)

Creditor Matrix Instructions

The instructions in this document are intended for bankruptcy filers
who file without the help of an attorney (*pro se* filers).

This document describes what a creditor matrix is, how to create one, and how to submit it to the court.

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For Help

If you have any questions concerning these instructions or the creditor matrix, please contact the Court at (619) 557-5620.

What is a Creditor Matrix?

When you file a voluntary petition under any bankruptcy chapter, you the debtor (or your attorney, if you use one) must prepare and submit to the Court a mailing list called the **creditor matrix,** which is a **list of creditors to whom you owe money.** This mailing list contains all of your creditors' and/or equity security holders' name(s) and addresses.

You can create a creditor matrix using a computer and word-processing software. Then you can submit the creditor matrix to the Court as a .txt file on electronic media (such as a CD, DVD, or flash/thumb drive).

Note

If you do not have a computer and/or word-processing software to create your creditor matrix, you can use the computers in the Court's Intake (Front Counter) area (Weinberger United States Courthouse, 325 West F Street, San Diego, CA 92101).

To see a sample creditor matrix, see **Appendix A**, which can be found at the end of this document.

When Must You Submit a Creditor Matrix?

In addition to the voluntary petition and various schedules required by the Federal Rule of Bankruptcy Procedure 1007, a **creditor matrix mailing list is required** by Local Bankruptcy Rule 1007-1.

A creditor matrix is required if **one** of the following conditions occurs:

a. A new petition is filed.
b. A case is converted.
c. A Balance of Schedules or Amendment to Schedule of Debts and/or Schedule of Equity Security Holders to a case is filed, which adds, deletes, or changes creditor address information on the debtor's Schedule of Debts and/or Schedule of Equity Security Holders.

Note

The creditor matrix is a document separate from the amended schedules and may not be used to substitute for any portion of the schedules. The creditor matrix must be submitted with the Amendment or Balance of Schedules.

Filing a Creditor Matrix with Converted Cases

a. When converting a Chapter 13 case to another chapter, you must list **all** creditors on the creditor matrix when the conversion is filed.
b. For Chapter 7, 11, or 12 cases converted to another chapter, you need list **only post-petition creditors** on the creditor matrix. The creditor matrix must be filed with the post-petition Schedule of Debts and/or Schedule of Equity Security Holders. If there are no post-petition creditors, a declaration stating this is required.

After You Submit a Creditor Matrix to the Court, What Happens to It?

When you submit an electronic version of the creditor matrix, the Court's case administrator electronically adds the creditor matrix to the bankruptcy case file.

The creditor matrix information then is used by the Bankruptcy Noticing Center (BNC) to send mailed notices of case activity to the creditors and/or equity security holders.

Who Creates a Creditor Matrix?

You the debtor (or other such person as the Court may order) are responsible for creating the creditor matrix.

If you are a partnership or corporation, you must be represented by an attorney, who then creates your creditor matrix. If you use an attorney, your attorney must prepare a creditor matrix in accordance with the procedures found in the **CM/ECF Procedural and Resource Manual**, which is prepared and written specifically for attorneys. This manual is available on the Court's Web site. Visit www.casb.uscourts.gov; click on **CM/ECF**, then **Resources**.

Preparing the Creditor Matrix

When you prepare a creditor matrix, you must follow specific guidelines.

Note

Failure to follow these guidelines for preparing the creditor matrix may cause the voluntary petition to be rejected.

Content

Each creditor matrix entry must contain the name and complete mailing address of each creditor and/or equity security holder. To see a sample creditor matrix, see **Appendix A**, which can be found at the end of this document.

Completeness and Accuracy

You the debtor (or other such person as the Court may order) are responsible for ensuring that the schedules, creditor matrix, equity holders' matrix, and the computer-readable data are complete and correct before submitting them to the Court.

If any changes need to be made to the creditor matrix after it has been submitted and filed, the Court is required to charge a fee for adding or deleting names and addresses.

The Court is not required to compare the names and addresses on the creditor matrix with those on the petition, Schedules of Debts, and Equity Security Holders.

General Guidelines

One column – The creditor matrix list must be in a single column centered upon the page. Do not list name and address entries in multiple columns. The column must be at least 1.5 inches from the top, bottom, or side.

One name / one address – Each entry in the creditor matrix must contain only one creditor (or equity security holder) name and mailing address.

Number of lines – Each name and address entry may contain a **maximum** of four lines only.

Number of characters – Each line in an entry can contain no more than 40 characters. Do not include any leading spaces. (Leading spaces are blank spaces at the beginning of a line.)

Blank Lines – Each name and address entry must be separated by at least one blank line.

Omit entities – Words such as *Debtor* and/or *Joint Debtor* must not be included.

Attn. / Account numbers – If the word *Attention* or account numbers are included, they should be placed on the second line of the entry only. Account numbers cannot exceed 15 characters.

Uppercase and lowercase letters – Do not use all uppercase letters.

No bold or italics – Do not use bold or italic fonts.

No page numbers – Do not number pages or include anything but name and addresses.

Type carefully – Carefully type each entry, and check them to ensure that they are accurate. For example, do not type the number "1" instead of the lower-case letter L or a lower-case letter L for the number "1".

No handwriting – No handwriting is allowed.

Names and Addresses

Addresses – The second line of each entry must be either a street address number or a P.O. Box. The word P.O. must include periods.

Line 2 Examples	**200 South Main Street** or **P.O. Box 241**

State abbreviations – States must be two-letter abbreviations. Examples: CA for California, NY for New York, NV for Nevada

ZIP codes – ZIP codes must appear on the last line, following the city and state. Nine-digit ZIP codes must contain a dash between the first five digits and the remaining four digits, not a space. For example, 92101-6991.

Federal & State agency addresses – Certain federal and state agencies specify particular addresses to which notice of bankruptcy proceedings should be directed. The Court maintains CSD 1271 – Roster of State and Federal Agencies, which is available to the public on the Court Forms page of the Court's Web site.

When listing an indebtedness to a federal or state agency **not** included on CSD 1271 – Roster of State and Federal Agencies, the debtor and the debtor's attorney must use such an address as will effect proper notice to the agency.

United States Attorney – When listing an indebtedness to the United States for other than taxes, the debtor must 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 the name of the federal agency in parentheses.

Example: U. S. Attorney for the Southern District of CA
(For Department of Education)
940 Front Street, Room 5152
San Diego, CA 92101-8800

Creating a Creditor Matrix using a Computer

When you prepare a creditor matrix using a computer, you may use any word-processing software (such as Microsoft Word or Notepad). Follow these specific instructions regarding saving the file and copying it to electronic media described here:

Saving the Creditor Matrix File

Filename – The creditor matrix filename must include either the debtor's last name or the case number, if one already is assigned; for example, *Johnson.txt* or *13-12345.txt*. Each file should be for one case only.

Filename extension – The creditor matrix must be a text-format file and have a **.txt** file extension. (This

ensures that the creditor matrix can be uploaded to the Court's CM/ECF system.)

To save the file as a text file with a .txt file extension when using word-processing software:

1. Click on the **File** menu option, then select **Save As**.
2. When you save the file and type the filename, a drop-down menu appears in your word-processing software. Name the file with your name (as debtor); for example, Johnson. The menu also allows you to save the file in various file types.
3. From the drop-down list, select the **Plain Text (.txt)** file type. This will add the .txt file extension to your filename.
4. Click on the **Save** button to save the document to your computer.
5. Confirm that your file is in .txt file format.

Copying the Creditor Matrix File to Electronic Media

After you have saved your creditor matrix file with its .txt file extension, save a copy on your computer as a backup. Then copy the .txt file to any of these forms of electronic media:

CD, DVD, or flash (thumb) drive

Only one file should be placed on the CD, DVD, or flash drive (thumb drive), and the file should be for one case only.

Submitting the Creditor Matrix

After you have prepared the creditor matrix and have copied the .txt file to electronic media, you can submit the electronic media at the Intake (Front Counter) area of the Jacob Weinberger United States Courthouse. The Court's staff will upload the .txt file to the appropriate case, and the electronic media will be returned to you.

Note

When you submit the creditor matrix on electronic media,
you do **not** need to provide a paper copy also.

Appendix A – Sample Creditor Matrix List

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

Maria Careless 25
North Aria Blvd.
Grecian, NY 80062-4565

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
362 9th Avenue, North
Seattle, WA 98109