

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:

The debtor shall prepare and submit to the Court, at the time the petition is filed, a mailing matrix 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 or amendments you file can be properly 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 FORMAT AND 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 Chapter 7, 11, or 12 petition is filed.
- (2) A case is converted to a Chapter 7, 11, or 12 after JANUARY 1, 1990. (See paragraph C2 concerning post-petition creditors in cases filed after 1984.)
- (3) An amendment to a case under Chapter 7, 11, or 12 is filed after JANUARY 1, 1990, which adds, deletes or changes creditor address information on the debtor's Schedule of Debts and/or Schedule of Equity Security Holders.

(B) 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 optical character reader 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)

(C) Converted Cases

- (1) When converting a Chapter 13 case 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.
- (2) For Chapter 7, 11, or 12 cases filed prior to JANUARY 1, 1985, and subsequently converted to a case other

than a Chapter 13, ALL creditors must be listed on the mailing matrix. If there are no post-petition schedules, the matrix and Verification are due at the time the conversion is filed.

- (3) For Chapter 7, 11, or 12 cases filed and converted to a case other than a Chapter 13 on or after JANUARY 1, 1985, 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.

(D) Amendment to Schedule of Debts and/or Schedule of Equity Security Holders

- (1) 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.
- (2) 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.

(E) 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.

2.0 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 Southern District of California
(For Department of Education)
940 Front Street, Room 5152
San Diego, CA 92101-8800**

3.0 COMPUTER DISKETTE FOR MAILING ADDRESSES IN CHAPTER 11 CASES

- (A) General Requirement - In Chapter 11 cases where the Schedule of Debts and/or Schedule of Equity Security Holders, or any amendments thereto, lists the total number of entities to receive notices in excess of 999, or as otherwise determined by the Court, the debtor shall provide the Court with a computer-generated diskette containing the names and addresses of all creditors and equity security holders. The computer diskette shall contain a single file in standard ASCII text format as provided in paragraph 3.0(B)(3) below.
- (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.
 - (3) Each line of the file shall contain the equivalent of a single line of name or address information and each creditor shall be separated by at least one blank line. All data in the file should conform to the same standards as printed matrices. For example:

Line 1: R. U. Alldere, Esq.
Line 2: 2 Rushin Court
Line 3: San Diego, CA 92189
Line 4:
Line 5: Maria Careless
Line 6: 25 North Aria Blvd.
Line 7: Grecian, NY 80062
Line 8:
Line 9: Charles Prince Productions
Line 10: 3 Diana Court
Line 11: Balmoral, MD 12960

- (4) Accuracy and completeness in preparing the computer diskette is the total responsibility of the debtor and the debtor's attorney. The Clerk's office will not compare the names and addresses provided on the computer diskette with those listed in the debtor's Schedules of Debts and Equity Security Holders.
- (C) Time for Filing - The computer diskette required by this Rule shall be submitted to the Clerk with the Petition when filed, unless for cause shown, the Court extends the time or waives the filing. Failure to file the diskette timely will cause the debtor to mail applicable notices at its own expense. The diskette will still be required unless waived by order of the Court. A waiver request with an order needs to be submitted to the Court for signature.
- (D) Exception to Requirement for Computer-Readable Diskette - Upon motion, the computer-readable diskette requirement may be dispensed with or the requirements hereof may be modified by the Court in the interests of justice or for cause shown.
- (E) 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. The Clerk's office may use either the schedules, the mailing lists or the computer-readable data for noticing creditors.
- (F) Supplemental Creditors - Additional creditors added to the original filings are governed by the same guidelines in Chapter 11 cases; i.e., if in excess of 999 creditors, an update of the diskette is required.
- (G) Payment of Cost - The computer data entry company providing the computer diskette required by these guidelines may require payment in advance. Payment may be made as an authorized administrative expense from any estate assets without the need for a separate Court order. A Roster of Data Input Firms, (CSD 1272), is available from the Clerk.

SAMPLE CREDITOR LIST USING "Courier 10 cpi"

R. U. Aldere, 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

ERRORS TO AVOID IN PREPARING CREDITOR LISTS

Debtor: Allnet Svcs.

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

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

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

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

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

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

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

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

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

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

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

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

Sundown Corporation
P.O. Box 123
Cityville, CA

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

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

"
"
"

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

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.
} } }

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

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