

What is a Creditor Mailing List?

If you would like to submit your petition electronically to the court, please click this [eSR](#) link.

Creating a Creditor List

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 your creditors' and/or equity security holders' name(s) and addresses. As well as filing a list of creditors on paper and listing creditors in appropriate schedules, you are required to submit your creditor matrix electronically using one of the following options:

Option 1:

- Enter your creditors using the court's Online Creditor Entry program available at <https://ecf.casb.uscourts.gov/cgi-bin/CreateCreditorMatrix.pl>
 - From the court website <https://www.casb.uscourts.gov/content/filing-without-attorney-pro-se-filing> :
 - Select Build Creditor Matrix.

Option 2:

- Save your creditor matrix to a USB flash drive in .txt format to provide to the intake clerk(s) at the courthouse.
 - Provide a file name for your flash drive that will be easy for you to remember and for the intake clerk to find.

Option 3:

- Enter your creditors using the public computers in the courthouse.

Whether on paper or electronically, list your creditors and their mailing addresses in a single column, on the left margin, with at least one line between each creditor. See the example at the end of this form.

Each creditor entry is limited to five lines.

Do not include any symbols or special characters (|@#\$\$%^&*()_+?).

Do not include full account numbers or phone numbers. **Do not** list the amount owed. **Do not** include the debtor, joint debtor, U.S. Trustee, Internal Revenue Service, or Franchise Tax Board on the creditor matrix. The court maintains a list of current addresses of State and Federal Agencies on the Court Forms page of the court's [website as CSD 1271](#), in case you need that information for the list of creditors.

Please read: You the debtor are responsible for ensuring that petitions, schedules, and statements, including the creditor matrix, are complete and correct before submitting them to the court. The court is not required to compare the names and addresses on the list of creditors with those on your petition schedules.

Samples of Correct format:

ABC Stores
Attention: Mr. Smith
123 Bee ST
Plain City, IN 11111

ABC Stores
Attention: Mary Doe
Smith Office Building Ste 123
456 Bee ST
Plain City, IN 11111

John Smith
789 Bee ST
Plain City, IN 11111

John Smith
P.O. Box 1234
Plain City, IN 11111