

APPENDIX

**Instructions Regarding Creditors Matrix (Mailing Matrix)**

In order to ensure that the cases you file can be properly loaded into the automated case management system, **your cooperation is essential.** Please observe the following guidelines:

1. The completed original/amended matrix shall be saved as an *ASCII DOS Text* file type and submitted to the court on a 3 ½ “ **1.44MB HD** diskette in lieu of a printed paper copy. A hard copy (paper) of the completed matrix shall not be required. **DO NOT USE 720K Dual Density (also know as Double Density) diskettes or MAC Formatted diskettes.** ASCII DOS TEXT files, when saved properly will have the “.txt” extension after the file name. For example, if a matrix file is saved with the name of **creditor**, the full file name will be **creditor.txt**.

**NOTE:** *ASCII DOS TEXT* is a file type. **DO NOT name the file ASCII DOS Text**

**Note:** **Word Processing packages and petition preparation packages may have different descriptions for an ASCII DOS Text file type.**

**For example, newer versions of MS WORD will use MS DOS TEXT as the file type. Similarly, newer versions of WordPerfect will have ASCII DOS TEXT as the file type.**

All PCs having a WINDOWS Operating System have a package called **NOTEPAD** under Programs, Accessories, NOTEPAD. **NOTEPAD** is a basic word processor and will easily save as an ASCII DOS TEXT file as it’s basic file type.

2. Matrix must be prepared as follows:

**Do not include page titles, headers, or page numbers.**

One single column

5 lines per address **maximum**

**Special characters such as @\$%^\*()\_+=\|:;”“{}[]<>?~`** are not permitted.

City, State, and Zip code **must** be on one (1) line

City, State, and Zip code **must be the last line of the address.**

1’ margins for left, top and bottom

Triple space between each creditor’s address (see sample on next page)

Maximum of 40 characters per line

3. **Do Not** include addresses for the following people as they will be retrieved automatically by the system for noticing:
  - Debtor and/or Joint debtor
  - Attorney for the Debtor(s)
  - Chapter 13 Trustee (for Chapter 13 cases)
4. A “**Verification of Creditor Matrix**” form must be prepared and filed with the 3 ½” diskette of the Creditor Matrix.
5. A supplemental or amended creditor(s) matrix disk shall include **only** new creditor(s) and address(es) **not previously submitted. DO NOT include** creditor(s) submitted on a previous disk. If you wish to change the address(es) of creditor(s), already submitted, file a completed Change of address form and **DO Not File** an amended matrix.
6. An original matrix returned to you due to the inability of the Courts computer to read it must be resubmitted as an **original** matrix and not as an amendment.

**Guidelines:**

**No Page or title headings are required. One single column 5 lines per address maximum, Special characters such as @\$%^\*()\_+=\.:;”“{}[]<>?~` are not permitted, City, State, and Zip code must be on one (1) line, City, State, and Zip code must be the last line of the address. 1” margins for left, top and bottom, Triple space between each creditor’s address, Maximum of 40 characters per line**

**Sample Below (sample addresses are not valid). Your matrix should look like the format below the line. Remember, no headings, titles, or page numbers are necessary.**

---

Sears Credit  
123 Main St.  
Denver, CO 80202

Wells Fargo Bank  
8000 W. Major Blvd.  
Chicago, IL 12345

American Express Travel Related Services  
1000 Money Av.  
Ste. 1200  
Salt Lake City, UT 80122

Countrywide Mortgage Co.  
Bankruptcy Dept.  
345 Elm St.  
New York, NY 11111-2222

Bank of Denver  
1111 16<sup>th</sup> St.  
Denver, CO 80202-1234

BankOne  
Mastercard Dept.  
4567 Highway 85  
Fargo, ND 12345