

UNITED STATES BANKRUPTCY COURT  
FOR THE DISTRICT OF COLORADO

IN THE MATTER OF REVISED GUIDELINES  
FOR PREPARATION AND SUBMISSION  
OF CREDITOR ADDRESS MAILING MATRIX

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GENERAL PROCEDURE ORDER NUMBER 2001-7

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THIS MATTER arises upon the need to provide revised guidelines for the preparation and submission of creditor address mailing matrices in a format more conducive to entry into the court's electronic data base, and more specifically, submission via computer diskette in lieu of paper. Accordingly, effective September 1, 2001, it is

ORDERED that the Instructions Regarding BANCAP Creditors Matrix appearing in the Appendix to the Local Bankruptcy Rules dated December 1, 1999 are hereby superseded by the attached Appendix dated September 1, 2001.

Dated: August \_\_\_\_\_, 2001.

BY THE COURT:

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Marcia S. Krieger, Chief Judge

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Sidney B. Brooks, Judge

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Donald E. Cordova, Judge

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A. Bruce Campbell, Judge

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Elizabeth E. Brown, Judge

## Appendix

### **Instructions Regarding Creditor Matrix (Mailing Matrix) on Diskette**

In order to ensure that the case 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 a **TEXT** file type and submitted to the court on a 3-½ inch 1.44 MB HD diskette in lieu of a printed paper copy. Do NOT use 720 K Dual Density (also known as double density) diskettes or MAC formatted diskettes. **TEXT** files, when saved properly will have a “.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**. **A HARD COPY (PAPER) OF THE COMPLETED MATRIX IS NOT REQUIRED.**
2. All PCs having a WINDOWS Operation System have a package called NOTEPAD under Programs, Accessories, NOTEPAD. NOTEPAD is a basic word processor and will easily save a **TEXT** file as its basic file type. Also, word processing packages and petition preparation packages may have different descriptions for **TEXT** file types. For example, newer versions of MS WORD will use **TEXT ONLY (.txt)** as a file type. Similarly, newer versions of WordPerfect will have **ASCII DOS TEXT** as a file type. All of the above referenced word processing programs are acceptable, but you may find NOTEPAD the easiest to use when saving a **TEXT** file.
3. The name and address of each creditor, including a box or street number, city, state and zip code shall be listed. If an assignment of the account or debt is known or if the debt is in the hands of an attorney or other agent for collection, the full names and addresses of both the original creditor and assignee or agent shall be listed. **Do NOT list account numbers or amounts owed to the creditor on the matrix.**
4. Creditor matrix on diskette should be prepared as follows:
  - a. Do NOT include page titles, headers, or page numbers
  - b. One single column per page
  - c. Five (5) lines per address maximum
  - d. Special characters such as @#\$%^&\*()\_+? are not permitted
  - e. City, state and zip code must be on one (1) line
  - f. City, state and zip code must be on the last line of the address
  - g. Triple space between each creditor's address (see example on next page)
  - h. Maximum of forty (40) characters per line

5. Do **NOT** include the names and addresses for the following people as they will be retrieved automatically by the system for noticing:
  - a. Debtor and/or joint debtor
  - b. Attorney for the debtor
  - c. Any Chapter Trustee (Ch. 7, 12, 13)
  - d. U.S. Trustee
6. The form, **Verification of Creditor Matrix** must be prepared and filed along with the diskette
7. A supplemental or amended creditor(s) matrix shall include **ONLY new creditor(s) NOT PREVIOUSLY SUBMITTED. DO NOT include creditor(s) submitted on a previous diskette.** Refer to **L.B.R. 109(a)** for additional information on amending the Creditor Mailing Address Matrix.
8. If you wish to change the address of a creditor already submitted, file a completed **Change of Address** form and **DO NOT** file an amended matrix.

#### **SAMPLE CREDITOR MATRIX (MAILING MATRIX)**

Your matrix should look like the format below the line. Please remember that headings, titles, and page numbers are not necessary.

*(Note: the samples below are not actual addresses)*

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Sears Credit  
123 Main St.  
Denver, CO 80202

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

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

BankOne  
MasterCard Dept.  
4567 Highway 85  
Fargo, ND 11333

**NON-SUBSTANTIVE UPDATE: MAY, 2005**