

Appendix

Instructions Regarding Creditor Matrix (Mailing Matrix) on Disk

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** (.txt) file type and submitted to the court on a Compact Disk (CD), a Digital Video Disk (DVD) or a 3-½ inch 1.44 MB diskette in lieu of a printed paper copy (Do NOT use 720 K Dual 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 full account numbers, only the last four digits of the account number. Do NOT list the amount 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 CD/DVD or 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 CD/DVD or 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)

Sears Credit
Re: XX XXX 4587
123 Main St.
Denver, CO 80202

Wells Fargo Bank
Re: XX XXX 9852
8000 W. Major Blvd.
Chicago, IL 12345

Bank of Denver
Re: XX XXX 2533
1111 16th St.
Denver, CO 80202

BankOne
Re: XX XXX 5412
MasterCard Dept.
4567 Highway 85
Fargo, ND 11333