

UNITED STATES BANKRUPTCY COURT
FOR THE DISTRICT OF NORTH DAKOTA
QUENTIN N. BURDICK UNITED STATES COURTHOUSE
655 1ST AVENUE NORTH, SUITE 210
FARGO, NORTH DAKOTA 58102-4932
www.ndb.uscourts.gov

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CLERK

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INSTRUCTIONS FOR PREPARATION OF CREDITOR MATRIX

The mailing list of creditors is used whenever notice must be given to creditors. Submit the creditor matrix filed in each bankruptcy case in “.txt” format on a CD or e-mail to creditor_matrix@ndb.uscourts.gov. The creditor matrix in electronic format will be submitted in lieu of the “hard copy” mailing list. For cases not filed electronically, the “Verification of Creditor Matrix” form must be submitted with the petition.

The file containing the creditor matrix must be identified by using the debtor’s first name initial and last name (e.g., “dsmith.txt”). Multiple cases filed at the same time may be submitted on one CD or e-mail. To ensure the accuracy of the court’s records, the following guidelines must be strictly adhered to:

- Type the list in a single column placed against the left margin. Do **NOT** leave spaces to the left of the column **or** center the column.
- Do **NOT** use all CAPITAL letters or **bold** or *italicized* print.
- Do **NOT** use special characters in the address. (e.g., !, @, #, \$, %, ^, &, *, (,),+).
- List creditors alphabetically.
- Do **NOT** include the following people as they will automatically be retrieved by the computer database. 1) Debtor; 2) Joint Debtor; 3) Attorney for the Debtor(s); 4) Trustee; 5) U.S. Trustee.
- Provide a full (i.e. three- or four-line) address, unless a creditor has its own zip code (e.g., Reader’s Digest, Pleasantville, NY 10570).
- Limit each creditor’s name and address to five lines, single-spaced.
- Limit each line of a name or address to 40 characters and/or spaces.
- Place any attention line on the second line of the name/address block.
- Use the correct postal abbreviation for each state (e.g., ND for North Dakota).

- Place the zip code on the last line of the name/address block following City/State. Type nine-digit zip codes with a hyphen separating the two groups of numbers (e.g., 00000-0000).
- Leave at least two blank lines between each name/address block.
- Avoid stray or extra marks on the list (e.g., letterhead, dates, debtor's name, page numbers, hyphens, dashes, slashes, commas).
- A Verification of Creditor Matrix with signatures must be filed with the petition (sample attached). It is important to provide a complete matrix with all creditor names and addresses to ensure all parties receive proper notice and timely service.
- Save the mailing list in an ASCII file format with an appropriate text extension (e.g., **txt**). The file containing the mailing list shall be identified by using the debtor's first name initial and last name (e.g., "dsmith.txt").

Avoid stray or extra marks on the creditor list (e.g., letterhead, dates, debtor's name, page numbers, hyphens, dashes, slashes, commas).

SAMPLE CREDITOR LIST: *Courier 12Pitch*

First City National Bank
of Beaumont
P.O. Box 3391
Beaumont, TX 77704

Flex Northwest
1540 NW.46th Street
Seattle, WA 98372

General Welding Supply Co.
P.O. Box 3617
Baltimore, MD 20984

George S. Bush Export, Inc.
1400 Exchange Building
Buffalo, NY 10984

Glander International
Lake Success Plaza
One Hollow Lane
Lake Success, NY 11042

Gus Electronics
Marine Division
3700 West 61st Avenue
Anchorage, AK 99394

UNITED STATES BANKRUPTCY COURT
DISTRICT OF NORTH DAKOTA

IN RE:

Case No.

Debtor(s).

VERIFICATION OF CREDITOR MATRIX

The above-named Debtor(s) hereby verifies that the submitted list of creditors is true and correct to the best of our knowledge.

Date:

Debtor signature

Date:

Joint Debtor signature