

INSTRUCTIONS FOR PREPARING CREDITOR MATRIX

Pursuant to Fed.R.Bankr.P. 1007(a), the debtor shall file with the petition a complete list of creditors containing the name and address of each entity to be listed on Schedules D, E/F, G and H. This list is called the creditor matrix. It is prepared by the debtor or the debtor's attorney and must be filed at the time the bankruptcy petition is filed.

Cases filed non-electronically may include the creditor matrix as a "hard copy" with the petition. The list may also be submitted as a ".txt" document on a CD or by email attachment sent to: clerks_office@ndb.uscourts.gov. A signed Verification of Creditor Matrix must be filed with the creditor matrix.

The list should be prepared according to the following guidelines:

- Type the list in a single column against the left margin with no leading spaces.
- Do not use all capital letters.
- Do not use special characters in the address (e.g. !, @, #, \$, %, ^, &, *, (,), +)
- Do not include the debtor, joint debtor, attorney for debtor, trustee, or US Trustee. These parties will be automatically added by the system.
- Limit each creditor's name and address to 5 lines.
- Limit each line of a name and address to 40 characters and/or spaces.
- Attention lines should be placed on the second line of the name/address block.
- Use the correct postal abbreviation for each state.
- Place the zip code on the last line of name/address block following the city/state. Type nine-digit zip codes with a hyphen separating the two groups of numbers (e.g., 58102-4932)
- Separate each name/address block with two blank lines.
- Avoid any stray marks or extra text on the page (e.g. letterhead, page numbers, debtor's name).

In cases filed electronically, the matrix is prepared as a .txt file which is uploaded using Creditor Maintenance>Upload Creditor Matrix.