

MAILING MATRIX GUIDELINES

The mailing list/matrix is a list of the names and addresses of creditors and parties in interest in a bankruptcy case. This information is used for noticing and for claims information when applicable. The debtor is responsible for providing complete information on the matrix.

The mailing list/matrix may be submitted to the clerk's office in electronic format (diskette or CD) in Plain Text Format (.txt). Please do not save it in Rich Text Format. It may also be submitted in hard copy as a typed page which must be scannable.

Per Local Rule 1007-2(b), the clerk's office will not compare the names and addresses of the creditors listed in the schedules with the names and addresses shown on the master list or any amendment.

Prepare matrix as follows:

- Use one single column per page.
- Names and addresses should be left justified, so they are flush against the left margin, with no leading blanks.
- The name and address of each creditor shall not be more than five (5) lines.
- Each line may contain no more than 40 characters including blank spaces.
- Do not include the name and address of the debtor or the debtor's attorney to the list as they will be added by the court.
- If the debtor is a corporation or partnership, the debtor must include the names and addresses of all corporate officers or general partners on the matrix.
- Use upper and lower case. Not all caps.
- Avoid abbreviations unless it is part of the company's name as listed on the petition.
- Special characters such as @#\$%A&*()+? are not permitted.
- Do not use periods at the end of words or lines.
- "Attention" lines listed on the second line, if applicable.
- For security reasons, please do not include account numbers with creditor information.
- Do not include amounts owed.
- City, state and zip code must be on one (1) line.
- City, state, and zip code must be on the last line of the address.
- Nine-digit Zip Codes typed with a hyphen separating the two groups of digits.
- All states must be two-letter abbreviations.
- Individual creditors must be separated by at least one blank line.
- Do not include page titles, page numbers, headers, footers, etc.
- A supplemental or amended creditor(s) matrix shall include **only** new

creditors(s) not **previously submitted**. Do not include creditor(s) submitted on a previous diskette. Refer to L.B.R. 1009-1(d) for additional information on amending the Creditor Mailing Address Matrix

- If the debtors wish to change the address of a creditor already submitted, file a written notice indicating a **Change of Address** and **do not** file an amended matrix

Sample Creditor Matrix:

John Smith's Grocery
111 S Wolcott
Butte, MT 59701

First Interstate Bank
PO Box 110
Missoula, MT 59801