

**LBR 1007-1. Master Mailing Matrix.**

(a) In addition to an original, two legible conformed copies of all bankruptcy petitions and all other bankruptcy documents, except certificates of service, summons, subpoenas, and notices of deposition, are required to be filed with the Court in bankruptcy cases.

(b) The requirements for all creditor's matrices shall be as follows:

(1) **General Requirements.** The debtor shall file concurrently with the petition a Master Mailing Matrix with the names, mailing addresses and zip codes of all creditors listed on Schedules D, E, and F -- List of Creditors. The Master Mailing Matrix shall be prepared in accordance with instructions and specifications set forth below.

(2) **Partnerships and Corporations.** If the debtor is a partnership or corporation, the Master Mailing Matrix shall also include the name and addresses of all general partners or senior corporate officers. Either as part of the Master Mailing Matrix or as a separate "Equity Security Holders Mailing Matrix," there shall also be provided the names and addresses of all limited partners, shareholders, or other equity holders. The Equity Security Holders Mailing Matrix must comply with the format requirements of subsection (c) below.

(3) **Debtor's Obligation to Assure Accuracy.** It shall be the responsibility of the debtor or such other person as the Court may order to ensure that the schedules, Master Mailing Matrix, and Equity Security Holders Mailing Matrix are complete and correct. The Master Mailing Matrix and Equity Security Holders Mailing Matrix shall be accompanied by the debtor or debtor's counsel attesting to the completeness and correctness of the Matrix (Verification of Master Mailing Matrix/Verification of Equity Security Holders Mailing Matrix). The Clerk's Office shall not be required to compare the names and addresses shown on the Master Mailing Matrix or Equity Security Holders Mailing Matrix with those on the petition.

(c) The mailing matrices for new bankruptcy petitions must be submitted in the following format:

(1) Typed in black ink only on copies of the attached blank matrix form or on blank, unlined, standard white 8½" x 11" bond paper placed over the attached blank matrix form. (See Attachment "LBR 1007-1A".)

(2) No name/address block can contain more than 4 lines and each name/address block must fit completely in the boxes designated on the attached matrix form. (See Attachment "LBR 1007-1B" sample.)