

**FORM NO. 1 (Revised 4/97)**  
**UNITED STATES BANKRUPTCY COURT**  
**EASTERN DISTRICT OF KENTUCKY**

**SPECIAL REQUIREMENTS FOR MAILING LIST MATRIX**  
**(See E.D. Ky. LBR 1007-2)**

**TO THE DEBTOR(S) AND THE ATTORNEY FOR DEBTORS(S), IF ANY:**

The debtor shall prepare and submit to the Court, at the time the petition is filed, a mailing list matrix which complies with the computerized noticing guidelines contained herein. The accuracy and completeness of this creditor listing shall be the total responsibility of the debtor and the debtor's attorney. Failure to comply may cause the petition to be dismissed. The Court shall rely upon the mailing list matrix for all mailings. This mailing list matrix is required in addition to the various schedules required by Rule 1007 of the Federal Rules of Bankruptcy Procedure.

In order to ensure that the mailing list matrix or amendments you file can be properly read by the Optical Character Reader (OCR) currently used by the Court, we ask that you observe the following guidelines. Your cooperation is essential in helping us make improvements in our existing system and to better serve the public.

**1.0 FORMAT AND REQUIREMENTS FOR MAILING LIST MATRIX**

(A) Filing Requirements - A mailing list matrix (see Attachment No. 1) is required whenever the following occurs:

- (1) A new chapter 7, 11, 12 or 13 petition is filed.
- (2) A case is converted to a chapter 7, 11, 12 or 13 after August 1, 1991. (See Section C on conversions to determine if a partial or complete matrix is required)
- (3) An amendment to a case under chapter 7, 11, 12 or 13 is filed after August 1, 1991, which adds, deletes or changes creditor address information on the debtor's Schedule of Debts and/or Schedule of Equity Security

Holder's.

(B) Matrix Format Requirements - All matrices must comply with the following:

(1) Characters should be a standard block-style type (ex. Courier or Times Roman). Type should NOT be proportional, italic, bold or exotic. Letters should not be touching each other and characters should be a minimum of 10 pitch.

(2) Lists shall be typed in a single column on the page rather than in two or three columns. See Attachment No. 1. Lists must be typed so that no address is closer than 2" from any edge of the paper (top, bottom, left or right).

(3) Addresses must be single spaced and each name/address must consist of no more than five (5) total lines, with at least two (2) blank lines between each of the name/address blocks. Entire ZIP codes must be located on the same line as city and state. No address information should be typed below the ZIP code.

(4) To comply with postal regulations, names and addresses should not contain any punctuation other than hyphens.

(5) All states must be two-letter abbreviations. Example: correct = KY; wrong = Kentucky. Do NOT use punctuation within the two-letter state abbreviations (Ex. N.D. would be incorrect). Do NOT use abbreviations for city names. (Ex. Phila. for Philadelphia).

(6) Each line must be 40 characters or less in length.

(7) ALL CREDITORS ARE TO BE IN ALPHABETICAL ORDER. DO NOT DUPLICATE NAMES AND ADDRESSES. Entities with more than one (1) address may be listed as many times as necessary to assure proper notice.

(8) Do NOT include the following entities since they will be retrieved automatically by the computer for noticing:

\* Debtor

\* Joint Debtor

\* Attorney for the Debtor(s).

(9) Do NOT use a dot matrix printer.

(C) Converted Cases

(1) For cases filed prior to June 1, 1983, and subsequently converted after August 1, 1991 to a chapter 7, 11, 12 or 13, ALL creditors must be listed on the mailing list matrix.

(2) For cases filed after June 1, 1983 and then converted after August 1, 1991 to a chapter 7, 11, 12 or 13, only postpetition creditors need be listed on the mailing list matrix. The matrix and verification must be filed with the conversion petition.

(D) Amendment to Schedule of Debts and/or Schedule of Equity Security Holders

(1) A separate matrix page is required for creditors being "added", a separate page for those being "deleted", and a separate page for those which require "correction". Indicate on the REVERSE side of each matrix page which category that particular page belongs in.

(2) The matrix with Verification is a document separate from the amended schedules and may not be used to substitute for any portion of the schedules. IT MUST BE SUBMITTED WITH THE AMENDMENT.

(E) Avoiding Problems

Although the court is using sophisticated equipment and software to ensure accuracy in creditor list reading, certain problems may still occur. By following these guidelines, you will avoid delays in the initial processing of your bankruptcy petition.

The following problems can result in your lists being improperly read by the optical scanner, requiring you to resubmit your creditor list in an acceptable form.

- (1) Extra marks on the list - such as letterhead, dates, debtor name, coffee stains, handwritten marks.
- (2) Non-standard paper such as onion skin, half-sized paper, or colored (i.e., yellow, blue, etc.) paper; some recycled paper (if the print bleeds a little).
- (3) Poor quality type caused by submitting a photocopy or a carbon copy, using an exhausted typewriter ribbon, or using a typewriter with a fabric ribbon.
- (4) Unreadable type faces or print types such as proportionally-spaced fonts, dot-matrix printing, or exotic fonts (such as Olde English or Script).
- (5) Incorrect typewriter settings will cause unreadable lists. Make certain that your typewriter is set for 10 pitch if you are using a 10-pitch type style.
- (6) Stray marks should be avoided. Do NOT type lines, debtor name, page numbers, or anything else on the front of a creditor list. Any identifying marks you choose to add can be typed on the back of the list.
- (7) Nine-digit ZIP codes should be typed with a hyphen separating the two groups of digits. Do NOT type "attention" lines or account numbers on the last line. If needed, this information must be placed on the second line of the name/address. Account numbers may not exceed 15 characters. (The entire ZIP code must be at the end of the same line as the city and state in order for the U.S. Postal ZIP code sorting equipment to find it.) Except, if the ZIP code is a 9-digit ZIP code, it can be on the last line by itself.

(8) Be sure to type the number "1" (one) rather than the lower case letter "l" (L) when using numerics.

(F) United States Attorney

When listing an indebtedness to the United States for other than taxes, the debtor shall include both the United States Attorney and the federal agency through which the debtor became indebted. The name and address of the United States Attorney must include, in parentheses, the name of the federal agency. For example:

United States Attorney

(For Department of Education)

PO Box 3077

Lexington, KY 40596-3077

**2.0 CHAPTER 11 CASES WITH AN EXCESS OF 300 CREDITORS:**

Please contact the Clerk of Court for specific instructions.

**3.0 OTHER CHAPTERS.**

Please contact the Clerk of Court for specific instructions when filing stockbroker chapter 7, commodity broker chapter 7, chapter 9 or chapter 11 railroad reorganization petitions.

**Attachment 1 is on the following page**

**SUMMARY OF MAILING LIST MATRIX REQUIREMENTS**

1. List creditors alphabetically
2. Use only one column of creditors per page
3. No address can be longer than 40 characters in width and no address can be longer than 5 lines.
4. Leave 2 spaces between addresses.
5. Put no extra marks of any kind on front of the matrix page. Identifying marks such as the debtor's name may be put on the back of each matrix page if you wish.

6. In addition to the original mailing list matrix, a copy of the mailing list matrix (with each page marked "copy") shall be filed with the Clerk of Court.

**(NOTE: Please contact the Clerk's office to obtain a printed copy of the Matrix. The matrix will not display or print properly online and is therefore not reprinted here.)**

**IN THE UNITED STATES BANKRUPTCY COURT**  
**FOR THE EASTERN DISTRICT OF KENTUCKY**

\_\_\_\_\_ **DIVISION**

**IN RE:**

**CASE NO.** \_\_\_\_\_

**DEBTOR(S)**

**VERIFICATION OF MAILING LIST MATRIX**

I, \_\_\_\_\_, the petitioner(s) in the above-styled bankruptcy action, declare under penalty of perjury that the attached mailing list matrix of creditors and other parties in interest consisting of \_\_\_\_\_ pages is true and correct and complete, to the best of my (our) knowledge.

DATED: \_\_\_\_\_

\_\_\_\_\_

DEBTOR

\_\_\_\_\_

JOINT DEBTOR

I, \_\_\_\_\_, counsel for the petitioner(s) in the above-styled bankruptcy action, declare that the attached mailing list matrix consisting of \_\_\_\_\_ pages has been verified by comparison to Schedules D through H to be complete, to the best of my knowledge. I further declare that the attached mailing list matrix can be relied upon by the Clerk of Court to provide notice to all creditors and parties in interest as related to me by the debtor(s) in the above-styled bankruptcy action until such time as any amendments may be made.

DATED: \_\_\_\_\_

\_\_\_\_\_

COUNSEL FOR DEBTOR(S)

**ATTACHMENT 2**

**IN THE UNITED STATES BANKRUPTCY COURT**  
**FOR THE EASTERN DISTRICT OF KENTUCKY**

\_\_\_\_\_ **DIVISION**

**IN RE:**

**CASE NO.** \_\_\_\_\_

**DEBTOR(S)**

**VERIFICATION OF MAILING LIST MATRIX**

I, \_\_\_\_\_, the petitioner(s) in the above-styled bankruptcy action, declare under penalty of perjury that the attached mailing list matrix of creditors and other parties in interest consisting of \_\_\_\_\_ pages is true and correct and complete, to the best of my (our) knowledge.

DATED: \_\_\_\_\_

\_\_\_\_\_

DEBTOR

\_\_\_\_\_

JOINT DEBTOR

I, \_\_\_\_\_, counsel for the petitioner(s) in the above-styled bankruptcy action, declare that the attached mailing list matrix consisting of \_\_\_\_\_ pages has been verified by comparison to Schedules D through H to be complete, to the best of my knowledge. I further declare that the attached mailing list matrix can be relied upon by the Clerk of Court to provide notice to all creditors and parties in interest as related to me by the debtor(s) in the above-styled bankruptcy action until such time as any amendments may be made.

DATED: \_\_\_\_\_

(Signature of attorney) (Name of attorney typed out)

COUNSEL FOR DEBTOR(S)

**ATTACHMENT 2**