

**UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF MISSOURI**

INSTRUCTIONS FOR CM/ECF MATRIX

**Dana C. McWay
Clerk Of Court**

Revised: November 20, 2007

INSTRUCTIONS FOR FILING CREDITOR MATRIX FOR CM/ECF

The creditor matrix shall conform with these Matrix Instructions. The matrix may not be accepted as filed if it is not in proper format. Unless the matrix is filed by uploading it electronically through ECF, you must file a printed matrix following this format:

Format

1. Names and addresses shall be typed in a single column, left-justified with a one-inch margin, rather than in three columns (see example attached). When filing the matrix in paper, the matrix must have no less than 1 inch margins at the top, bottom, and sides of the page.
2. Word processing software may be used to create the file. The text font MUST be created in Courier 10 pitch. When filing (uploading) the matrix electronically, the file MUST be saved as ASCII DOS text, and MUST be named creditor.txt.
3. Each name/address must consist of no more than six (6) total lines, with at least one blank line between each of the name/address blocks. If the address has only two lines, DO NOT leave a blank line between the first and second line. A blank line indicates two separate addresses.

Example: Steve Smith, Jr.
 Account #xxxxx1234
 Law Offices of Steve Smith
 1114 Market St.
 Suite 704
 St. Louis, MO 63101

4. City, State and Zip code MUST be on the last line. Nine digit zip codes shall be typed with a hyphen separating the two groups of digits. For foreign addresses, the last line of the address must include only the complete country name in uppercase letters.
5. The creditor name line must be 50 characters or less in length. Each address line must be 40 characters or less in length. Each line of the name/address must begin with a letter, digit, or one of these characters: # % & @
6. Official U.S. Postal Service state abbreviations are required. All state abbreviations must be in upper case.
7. Only one space is required between city, state and zip code.

Content

1. DO NOT include the following parties on a matrix. These names will be retrieved automatically and added to the matrix:
 - a. Debtor
 - b. Joint Debtor
 - c. Attorney for Debtor(s)
 - d. Office of the U.S. Trustee
 - e. Case Trustee
2. In Chapter 13 cases, the Debtor must include the Missouri Department of Revenue on the matrix. In Chapter 11 cases, the Debtor must include the Internal Revenue Service on the matrix.

3. The Debtor MUST file a "Verification of Creditor Matrix" in accordance with Local Rules.

INSTRUCTIONS FOR AMENDED MATRIX

1. An amended matrix MUST be submitted in single-column format as described above.
2. List ONLY those creditors to be added or those with an address change. DO NOT submit a complete new matrix with previously submitted creditors. The amended matrix **MUST be attached to a Memorandum** as required by Local Rule 1009-1 and MUST include a Verification of Creditor Matrix.
3. When filing electronically: the amended matrix must be filed in PDF format with a verification of matrix and an **appropriate cover memorandum**. The filer MUST add the additional creditor(s) either through using the "Enter individual creditors" menu option within Creditor Maintenance, or through uploading a new matrix in .txt format using the "Upload a creditor matrix file" menu option in Creditor Maintenance, or through the prompt provided in the docketing event effective July 16, 2007.

AVOID

1. Do not use unreadable type faces such as proportionally-spaced fonts, or exotic fonts (such as Olde English or script). Use only Courier 10-point font.
2. Do not type anything other than the names and addresses in proper column format on any page of the matrix. Do not include lines, debtor name, page numbers, or anything else on the matrix.
3. Do not use all upper case letters (ALL CAPS). Use upper and lower case letters. Except for the state abbreviations which must be in UPPER CASE.
4. Do not list account numbers or attention lines on the last line of the address; put this information on the second line of the address. If an account number is referenced, only list the last four digits of the number preceded by 5 leading x's in lower case.

Example Creditors List: Courier 10 Pitch
(the preferred type to be used in typing matrices for CM/ECF)

Household Finance
P.O. Box 1234
Springfield, IL 60189

St. Peter's Hospital
789 Hospital Road
St. Louis, MO 63048

Jonathan R. Smith
Account #xxxxx1234
Law Offices of Jonathan R. Smith
1111 Market St.
Suite 121
St. Louis, MO 63101

John Doe
10345 Collier Ave.
St. Louis, MO 63103

Al's Auto Sales
8904 Grand Ave.
St. Louis, MO 64209

Famous Barr
c/o John Smith
121 Blue Bird Lane
St. Louis, MO 63101

David Jones and Company
Acct. xxxxx6789
234 Sunny Drive
St. Louis, MO 63401