

Creditor Matrix (Mailing Labels)

This module demonstrates the steps to create a Creditor Matrix. This report is used to identify all records on the matrix, to create three-column mailing labels, and to identify attorneys and other parties set up for e-mail notification.

- STEP 1** Click the [Reports](#) hypertext link on the CM/ECF Main Menu.
- STEP 2** The **Reports Menu** screen displays.
- Click the [Creditor Matrix \(Mailing Labels\)](#) hypertext link.
- STEP 3** The **Report Selection Options** screen displays. (See Figure 1)

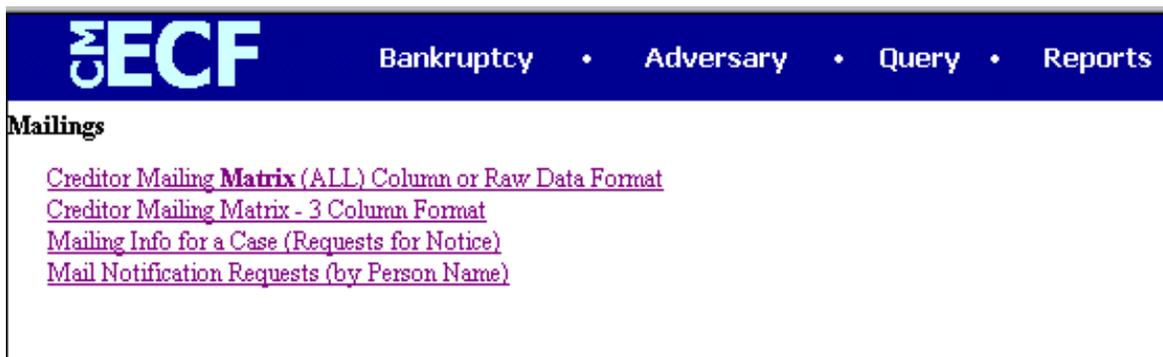


Figure 1

- From the Mailing sub-screen you can select:
 - [Creditor Mailing Matrix \(All\) Column or Raw Data Format](#)
 - [Creditor Mailing Matrix - 3 Column Format](#)
 - [Mailing Info for a Case \(Requests for Notice\)](#)
 - [Mail Notification Requests \(by Person Name\)](#)

Creditor Mailing Matrix (All) Column or Raw Data Format

This report lists call creditors on a particular case including those with an incomplete address.

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ECFBankruptcy • Adversary • Query • Report

Creditor Mailing Matrix

Case number

Special mailing group (*Highlight blank field for no special mailing group*)

Format 1 column
 raw data format

Click the Creditor Mailing Matrix All Column or Raw Data Format hyperlink (Signature)

Figure 2

Search Results	
Case Number:	8:03-bk-00024-TEB
United States Bankruptcy Court Sam M. Gibbons United States Courthouse 801 North Florida Avenue Suite 727 Tampa, FL 33602	
ABC Inc 130 B Street Tampa FL 33610	

Search Results	
Case Number:	8:03-bk-00024-TEB
8:03-bk-00024-TEB United States Bankruptcy Court Sam M. 8:03-bk-00024-TEB ABC Inc 130 B Street Tampa FL 33610 8:03-bk-00024-TEB AMERICAN EDUCATION SERVICES 8:03-bk-00024-TEB Assistant United States Trustee Timberlak 8:03-bk-00024-TEB CHASE VISA PO BOX 15583 WILMI 8:03-bk-00024-TEB CITICARD PO BOX 8115 S HACKEN 8:03-bk-00024-TEB HONDA PO BOX 1027 ALPHARETTA 8:03-bk-00024-TEB Internal Revenue Service Attn: Chief Inso 8:03-bk-00024-TEB MBNA PO BOX 15137 WILMINGTON 8:03-bk-00024-TEB MONOGRAM BANK PO BOX 3601	

- Select from **1 column** or **raw data format**
- When all selections are correct, click **[Run Report]** (See samples below)

1 Column Format

Raw Date Format

Creditor Mailing Matrix - 3 Column Format

This report is used to create 3 column mailing. Mailing labels can be printed on Avery #5160 labels or the equivalent.

- Click the [Creditor Mailing Matrix 3 Column Format](#) hypertext link. (See **Figure 3**)

- The **All** check box is the automatic default. You can select any combination from the **Participants** or **Creditors** Lists.
- The **Participants** list defaults to “blank”. You may select more than one participant type by holding down the **[Ctrl]** key and clicking on the Participant types.

Mailing Information for a Case

Enter the case number to view the recipient list.

Case Number:

Figure 6

- The **Creditors** list defaults to “blank”. You may select more than one creditor type by holding down the **[Ctrl]** key and clicking on the Creditor types.

- The **Check Boxes** are used to select only the address(es) of the person(s)

Mailing Information for Case 8:03-bk-04408-MGW

Electronic Mail Notice List

The following is the list of attorneys who are currently on the list to receive e-mail notices for this case.

- **Ann Iannarelli**
ann_iannarelli@flmb.uscourts.gov

Manual Notice List

The following is the list of attorneys who are **not** on the list to receive e-mail notices for this case (who therefore require manual noticing). You may wish to use your mouse to select and copy this list into your word processing program in order to create notices or labels for these recipients.

Rhea Jackson
987 E Davis Blvd
Tampa, FL 33606

Jack Monroe

Print Figure 7
or

at: Select **3 column PDF** to create mailing labels.

— a | | The Mailing Matrix PDF file can be viewed or printed at this [link](#). When selectio

The matrix can be printed on Avery #5160 Labels or equivalent.

Total labels: 42



Figure 8

ns are correct, click **[Next]** to continue.

— The PDF file link will display (See Figure 4)



Figure 9

Click on [link](#) to run mailing label ogram. (See [Figure 5](#))

- Labels can now be printed on Avery #5160 labels or the equivalent.

Mailing Info for a Case (Requests for Notice)

This report will list all attorneys that will and will not receive an e-mail notification for a particular case.

- Click the [Mailing Info for a Case \(Requests for Notice\)](#) hypertext link.
(See Figure 6)

- Enter the complete case number (office code-yy-[bk or ap]-nnnnn).
- Click **[Submit]** (See Figure 7)

Mail Notification Requests (by Person Name)

This report lists by person record those individuals setup for e-mail notification in the CM/ECF system.

- Click the [Mail Notification Requests \(by Person Name\)](#) hypertext link. (See Figure 8)
- Select the participant by highlighting the name. You may select more than one participant by holding down the **[Ctrl]** key and clicking on the name.
- Click **[Run Report]** (See Figure 9)

