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

<b>SECF</b>	Bankruptcy	•	Adversary	•	Query	•	Reports
Mailings							
Creditor Mailing <b>Matrix</b> (A <u>Creditor Mailing Matrix - 3</u> <u>Mailing Info for a Case (Reo Mail Notification Requests</u>	LL) Column or Raw De <u>Column Format</u> <u>quests for Notice)</u> (by Person Name)	<u>ata Fo</u> :	<u>rmat</u>				

#### 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)
  - <u>Mail Notification Requests (by Person Name)</u>

## Creditor Mailing Matrix (All) Column or Raw Data Format

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

SECF Bankrup	otcy •	Auversary		Query	•	керогі
Creditor Mailing Matrix						
Case number 03-24						
Special mailing group 0 (Highlight	blank field	d for no specie	al ma	iling gro	pup)	
Format 💿 1 column						
O raw data i	format					
Run Report Clear						
Figure 2						
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search Results	Sea	arch Results				
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- 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 <u>Creditor Mailing Matrix 3 Column Format</u> hypertext link. (See Figure 3)

SECF	Bankruptcy •	Adversary	• Query •	Reports	
Mailing Labels by Ca	ISe				
Case number 03-24					
🗹 All – Select ALL p	articipants for ca	se			
OR					
Select any combinatio	n of the following	1			
Participants			Creditors		
3rd Party Plaintiff 3rd Pty Defendant	ocial mailing grou 0	up Creditor Comm Creditors who	nittee Members have filed claims	5	_
🗆 Judge 🛛	Attorneys	🗖 Debtor's a	attorney(s)		
🗆 US Trustee 🛛	Trustee				
Print format	column columns col PDF			_	
ican Ex Next Clear				f	America
Box 30 <b>Figure 3</b>	Malvern, P	a 19355-0701		c Tampa,	x 30770 Fl 33630
Of America Mortgage Bay Meadows Way - Stop Cp-la side Lending/washington Mutual	Bank Of Am C/o Daniel 4505 Wcodl	erica Mortgage Co Hitchcock, Esq. and Corp. Blvd.,	prp. #100	Bank Of PO Box Norfolk	America Na 2278 :, Va 23501
sonville, FL 32256	Tampa, FL	33614			
One Box 94015 Sine, Il 60094	Bank One R 8620 N 22n Phoenix, A	etail Lending Aut d Ave Ste 108 z 85021-6036	tomotive	Chase M P.O. Bo Wilming	lanhattan ux 15583 µton, De 1988
ire 5					

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- 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.

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	Mailing Information for a Case	lst
		etaults to
	Enter the case number to view the recipient list.	blank.
		nelect
	Case Number:	orre than
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F	figure 6	רזן גey ביון גey
		a u clicking
		on the
		Creditor
		types.
-	The <b>Check Boxes</b> are used to select only the address(e	s) of the person(s)
h.c. 11 c.		ar
Mailing Inform	ation fdg Case 8:03-bk-04408-MGW	с т
Electronic Mail No	lice List	C C
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Manual Notice List	r	Α
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Rhea Jackson	e	at
987 E Davis Blu Tampa, FL 33606	a <b>t</b>	
Jack Monroe		~
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at: Select 3 column PDF to create mailing labels.

When
 a | | The Mailing Matrix PDF file can be viewed or printed at this <u>link</u>.

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

Total labels: 42

Figure 4

Bennett	, Lee Ann (crt)	•
Run Report	Clear	

Figure 8

ns are correct, click [Next] to continue.

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

	<b>ECF</b>	Bankruptcy	Adversary	• Query	• Reports		
		U.S	. Bankr Middle Dist Mail Notific	uptcy rict of Flor ation Requ	Court ida iests		
	Iannarelli, Ann (tr)						
	Primary e-mail: Ann_Ianna						
	Additonal e-mail:						
	Send notices to my primar						
	Send a notice for each filin						
	Send a notice for each filin						
	Send a Daily Summary Re	port for other case	es: y				
_	Other cases:		Click on link to run				
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n r	Selection Criteria (1 record)				oaram		
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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 <u>Mailing Info for a Case (Requests for Notice)</u> hypertext link.
 (See Figure 6)

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- 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 <u>Mail Notification Requests (by Person Name</u>) 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)