

Rule 1007-2

MAILING – LIST OR MATRIX

(a) ***Master Mailing Matrix.***

(1) ***Debtors Not Represented by Counsel.*** A debtor who is not represented by an attorney must submit a master mailing matrix with the bankruptcy petition. The matrix shall include the names and complete mailing addresses of all creditors and any general partners of the debtor; it shall not include the names or addresses of the debtor, any joint debtor, or the United States Trustee. In addition, the matrix shall be provided to the Clerk in a computer-readable format as published on the Court’s website, www.flmb.uscourts.gov. In the event a *pro se* debtor is unable to provide the matrix in computer-readable format, the debtor shall follow such directions as the Clerk may reasonably give to facilitate conversion of the matrix into computer-readable format.

(2) ***Debtors Represented by Counsel.*** When filing a bankruptcy petition, the attorney representing the debtors shall upload the names and addresses of the debtor’s creditors via CM/ECF.

(b) ***Chapter 11 Local Rule 1007-2 Parties in Interest List.*** In Chapter 11 cases, the Clerk shall maintain the list of creditors holding the 20 largest unsecured claims filed by the debtor pursuant to Fed. R. Bankr. P. 1007(d) and shall designate this list as the “Local Rule 1007-2 Parties in Interest List” in CM/ECF. Upon appointment of a committee of unsecured creditors, the Clerk shall add the names and addresses of the committee members, counsel for the committee, if any, and authorized agents of the committee, if any, to the Local Rule 1007-2 Parties in Interest List and shall remove the names and addresses of the creditors holding the 20 largest unsecured claims. The Clerk shall also add to this list the names and addresses of parties who have filed requests for notice pursuant to Rule 2002-1(e) of these rules.

(c) ***Equity Security Holders Mailing Matrix.*** In Chapter 11 cases in which there are equity security holders (except publicly traded equity securities), the Clerk shall maintain the list of equity security holders filed by the debtor pursuant to Fed. R. Bankr. P. 1007(a)(3) in CM/ECF and shall designate this list as the “Equity Security Holders Matrix.”

Notes of Advisory Committee

2019 Amendment

This amendment revises sections (a)(1) and (a)(2) to clarify that attorneys representing debtors are required to upload a list of creditors via CM/ECF. This amendment to the rule is effective July 1, 2019.

2013 Amendment

This amendment clarifies that only debtors not represented by an attorney are required to file a master mailing matrix with their petitions. Attorneys are required to file petitions electronically via CM/ECF. The computer software and CM/ECF system generate the required matrixes. This amendment to the rule is effective July 1, 2013.

2004 Amendment

This amendment removes the requirement for Electronic Filing Users to file matrices in paper or on computer diskettes because Electronic Filing Users are able to file matrices directly into CM/ECF.

1997 Amendment

This amendment conforms the existing Local Rules to the uniform numbering system prescribed by the Judicial Conference of the United States and to the model system suggested and approved by the Advisory Committee on Bankruptcy Rules of the Judicial Conference's Committee on Rules of Practice and Procedure. In renumbering the Local Rules to conform to the uniform numbering system, no change in substance is intended. This amendment was effective on April 15, 1997.

Paragraphs (a) and (b) of this rule were formerly paragraphs (e) and (f) of Local Rule 2.04. The Advisory Committee Notes to the superseded rules may be helpful in interpreting and applying the current rules.

1995 Amendment

Local Rule 2.04(e) (1) has been amended to require that in any case in which the number of creditors exceeds fifty (50), the master mailing matrix shall be provided in a computer-readable format designated and published from time to time by the Clerk. In all other cases, the master mailing matrix may be provided in either the computer-readable format or on an Avery Label 5351, 33 block, or similar product as may be from time to time designated and published by the Clerk.

Local Rule 2.04 (e)(3) has been amended to provide, consistent with current practice, that upon appointment of a committee, the Clerk shall add to the mailing matrix the names and addresses of the committee members, counsel for the committee, and any authorized agents of the committee, and shall delete therefrom the names and addresses of the creditors holding the twenty (20) largest unsecured claims. These amendments were effective on February 15, 1995.