

## Mailing Matrix - Instructions for Debtors Not Represented by Counsel Filing Master Mailing Matrices in Computer Readable Format

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**Docketing Event**

N/A

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**Negative Notice:** N/A

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**Accompanying Orders:** N/A

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**Code and Rule References:**

[Local Rule 1007-2](#)

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**Fee:** N/A

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**Applicable Chapters:** 7, 11, 12, 13

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**Implemented:** 8/1/1996

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**Last Revision:** 9/9/2020 8:45:23 AM

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### Description

Local Rule 1007-2 requires Debtors not represented by counsel provide a master mailing matrix to the Clerk in a computer readable format in all cases regardless of size.

Here are the requirements for submitting the master mailing matrix in computer readable format.

**If you have any questions or problems regarding these requirements, please contact the Court's Help Desk at [ecfhelp@flmb.uscourts.gov](mailto:ecfhelp@flmb.uscourts.gov).**

1. You will need:
  - a. A computer with the ability to produce text only files to CD or USB stick.
  - b. A CD burner or USB stick on which to copy the file(s). **Note:** these will not be returned to you after processing.
  - c. A program that will produce text files such as a word processor or text editor, or other programs with the capability of producing output in text only format. **Note:** Many Bankruptcy programs have the capability of producing output in text format.
  
2. How do you produce these matrices?
  - a. Simply follow the same instructions as you would to produce a matrix on hard copy and format as follows:
    - Lists should be typed in one column "left justified." Individuals should be listed in last name, first name format.
    - Each name and address must consist of no more than 4 (four) total lines single spaced, with at least one blank line between each of the name/address blocks.
    - ZIP codes must be located on the same line as the city and state. This must be the last line of each name/address block. The city and state also need to be separated by a comma.
    - Nine-digit ZIP codes should be typed with a hyphen separating the two groups of digits.
    - All states must be two-letter postal abbreviations.
      - CA would be the proper abbreviation for California.

- A list of abbreviations is included in this procedure.
  - Each line of information must be 28 characters or less in length.
  - Entities with more than one address may be listed as many times as necessary to assure proper notice.
  - Do not include the following entities because they will be added automatically by clerk's office staff and retrieved from the system for noticing:
    - Debtor
    - Attorney for the Debtor(s)
    - Joint Debtor
    - U.S. Trustee
    - Case Trustee
  - 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 block. (City, State and Zip must be on the last line.)
  - Do not use a header or footer to identify your case. Label the CD or USB.
- b. Save this data in text only format in a file named Creditor.txt.
- c. Copy or print the file(s) to a formatted compact disk or USB stick. (These must be formatted for Windows.)
- d. Label the CD or USB with the case name and file it with the petition. Example: John Doe Inc. creditor.txt 1/26/2016.
- e. Only one case should be included on each CD or USB. Only one creditor.txt file can be processed from each and they are not returned.

**Additional information:**

3. You may use Word Perfect, Microsoft Word, Notepad, Wordpad, or any other word processor or editor with the capability of creating text only files.
4. Many Bankruptcy programs have the capability of producing output in text format.
5. You may use other programs that you are currently using to produce schedules, etc. as long as you can produce the text file output. This eliminates duplication of data entry.

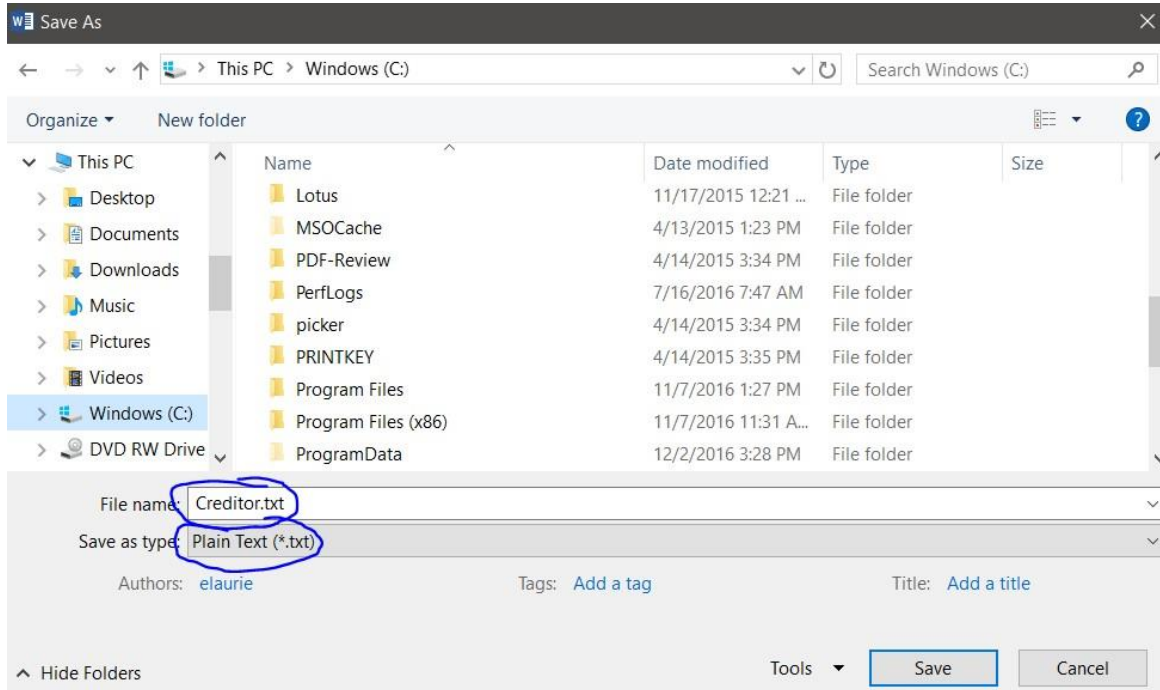
Updated instructions for filing master mailing matrices in computer readable format will be maintained at the Court's intake counters in Jacksonville, Orlando, and Tampa, on PACER, and on the Court's Internet home page at <http://www.flmb.uscourts.gov>.

**SAMPLE TEXT FILE SAVES**

Using Word to save a document as a text file:

1. Choose File and Save As;

2. Select Location where you want to save the document;
3. Change **File Name** to “Creditor”;
4. Change **Save as Type** to “Plain Text”;
5. Copy or save the file to the appropriate CD or USB drive.



## **Creating a matrix disk using a Bankruptcy program:**

❖ **NOTE:** Some Bankruptcy programs differ. If these instructions do not apply to the package you are using, contact the software vendor for instructions.

1. Make sure your software is configured to print in text mode (not graphics).
2. Select the print to disk option.
3. Place a blank formatted disk into your CD drive or USB port.
4. Print the matrix.
5. Type "D:\creditor.txt" or "E:\creditor.txt" when prompted for a file name.

### **SAMPLE CREDITOR LIST**

Alldere, R.U., Esq.  
2 Rushing Court  
San Diego, CA 92189

Careless, Maria  
25 North Aria Blvd.  
Grecian, NY 80062

Charles Prince Productions  
3 Diana Court  
Balmoral, MD 12960

First City Nat'l Bank of Beaumont  
P.O. Box 3391  
Beaumont, TX 77704

General Nuisance Elimination  
P.O. Box 1230  
Baltimore, MD 20984

Kelley Appliances  
Attn: Parts Division  
462 9th Avenue, North  
Seattle, WA 98109

Miller, Larry, Jr.  
Landover Food & Bev.  
Suite 12B  
Burg, MD 24309-5182

Household Finance Corp., Acct. # 1234567  
305 Ponce de Leon Blvd.  
Coral Gables, FL 33134

## STANDARD 2 LETTER POSTAL ABBREVIATIONS

Alabama	AL	Texas	TX
Alaska	AK	Utah	UT
Arizona	AZ	Vermont	VT
Arkansas	AR	Virginia	VA
California	CA	Washington	WA
Colorado	CO	West Virginia	WV
Connecticut	CT	Wisconsin	WI
Delaware	DE	Wyoming	WY
District of Columbia	DC		
Florida	FL		
Georgia	GA		
Hawaii	HI		
Idaho	ID		
Illinois	IL		
Indiana	IN		
Iowa	IA		
Kansas	KS		
Kentucky	KY		
Louisiana	LA		
Maine	ME		
Maryland	MD		
Massachusetts	MA		
Michigan	MI		
Minnesota	MN		
Mississippi	MS		
Missouri	MO		
Montana	MT		
Nebraska	NE		
Nevada	NV		
New Hampshire	NH		
New Jersey	NJ		
New Mexico	NM		
New York	NY		
North Carolina	NC		
North Dakota	ND		
Ohio	OH		
Oklahoma	OK		
Oregon	OR		
Pennsylvania	PA		
Puerto Rico	PR		
Rhode Island	RI		
South Carolina	SC		
South Dakota	SD		
Tennessee	TN		