

UNITED STATES BANKRUPTCY COURT
Middle District of Alabama

SPECIAL REQUIREMENTS FOR MAILING ADDRESSES
(Master Mailing Lists)

July 10, 2001

CHAPTER 7, 11, 12, 13 DISKETTES

The matrix must be submitted on a diskette. This is the required method for filing matrices, and insures the most accurate noticing of creditors. The software used to create matrices must be capable of saving the master mailing list on a diskette in ASCII format.

- We will only accept 3.5" high density MS DOS formatted diskettes.
- Include only one case on each diskette. Please include the debtor's name on the diskette label.
- Margins should be 1" minimum
- Fonts should be a Roman font, no smaller than 12 point
- When you are finished with the file, use your software (Word Perfect, Word, etc.) to save the file to the diskette in a generic ASCII format.

NOTE: Please do not include the name and address of the debtor's attorney or of the case trustee on the matrix .

NOTE : In addition to submitting the matrix on diskette, a paper copy of the matrix should also be submitted at the time of filing in Chapter 12 and 13 cases. We will forward this copy to the trustee.

*Paper should be 8 1/2" by 11" white bond

*The list should be typed not handwritten

**GENERAL REQUIREMENTS
FOR ALL MATRICES**

- **FONTS**

- Fonts should be a Roman font, no smaller than 12 point

- **MARGINS**

- Margins should be 1"

- **ADDRESS**

- The debtor(s) and creditors' name should be typed in ALL CAPS.

EXAMPLE: JOHN DOE
 000001 Scenic Drive
 Montgomery, AL 36104

- Each address may be up to 4 lines NO more.

- Use the official United States Post Office abbreviations.

- Omit account numbers from addresses

- **COLUMNS**

- one column each page

- each address should start at the left margin

- alphabetize each creditor

- **SUPPLEMENTAL MATRIX**

- When an addition of five or more creditors is made to the mailing list, the entire mailing list shall not be filed. A supplemental mailing list (clearly marked "supplemental matrix") containing only the newly added creditors shall be filed. This would apply to amendments.