

UNITED STATES BANKRUPTCY COURT

Northern District of Illinois

October 8, 2003

SPECIAL REQUIREMENTS FOR MAILING ADDRESSES

TO THE DEBTOR(S) AND THE ATTORNEY FOR DEBTOR(S), IF ANY:

Effective with the implementation date of the CM, Case Management, portion of CM/ECF, the debtor shall prepare and submit to the Court, at the time a voluntary petition under any chapter is filed, a mailing matrix on computer diskette which complies with the computerized noticing guidelines contained herein. The accuracy and completeness of this creditor listing shall be the total responsibility of the debtor and the debtor's attorney. The Court shall rely upon it for all mailings. This mailing matrix is required in addition to the various schedules required by Federal Rule of Bankruptcy Procedure 1007.

In order to ensure that the creditor matrix you file can be properly processed by the computer system, we ask that you observe the following guidelines. Your cooperation is essential in helping us make improvements in our existing system and to better serve you - the public. Compliance with the requirements provided in paragraph 2.0 and 4.0 is required.

1.0 REQUEST FOR WAIVER OF CREDITOR MATRIX DISKETTE

If financial constraints and/or the inability to access the equipment necessary to produce a computer diskette would cause an undue hardship on the debtor, a motion must be presented to the emergency judge.

2.0 REQUIREMENTS FOR CREDITOR(S) MATRIX

Filing Requirements - creditors matrix accompanied by a Verification of Creditor Matrix, is required whenever a new petition is filed. The matrix shall be on a **diskette**.

3.0 ADDRESSES PER RULE 2002(g) and 2002(j)

- (A) Mailing Addresses - Certain creditors and federal and state agencies specify particular addresses to which notice of bankruptcy proceedings should be directed. The Clerk maintains a List of these addresses and shall make this List available to the Bar and the public to enable compliance with the provisions of Federal Rule of Bankruptcy

Procedure 2002(g) and 2002(j). A copy of the current list may be found at the end of this document.

When listing an indebtedness to a federal or state agency not included on the Roster, the debtor and the debtor's attorney shall use such address as will effect proper notice to the agency.

- (B) United States Attorney - When listing an indebtedness to the United States for other than taxes, the debtor shall include both the United States Attorney and the federal agency through which the debtor became indebted. The name and address of the United States Attorney must include, in parentheses, the name of the federal agency. For example:

**United States Attorney for the Northern District of Illinois
(For Department of Education)
219 S. Dearborn Street, Fifth Floor
Chicago, IL 60604**

or

**United States Attorney for the Northern District of Illinois
(For Department of Education)
308 West State, Room 300
Rockford, IL 61101**

4.0 COMPUTER DISKETTE CREDITOR(S) MAILING MATRIX

- (A) General Requirement - Unless financial constraints prohibit compliance, the debtor shall provide the Court with a computer-generated diskette containing the names and addresses of all creditors and equity security holders. The diskette shall be submitted in an envelope marked with the debtor's last name and the name of the lead attorney assigned to the case.
- (B) Content - The computer diskette shall contain the name and complete mailing address of each entity listed as a creditor by the debtor.
- (C) External Label - The computer diskette shall be labeled with the debtor name, attorney name and telephone number, and the number of creditors.
- (D) Diskette Specifications
- (1) Use a 3.5" disk only formatted for use on an IBM or compatible PC.

- (2) One ASCII format file per disk (save as ASCII(DOS)TXT)).
- (3) One case per file.
- (4) Do not include page numbers, headers or footers, etc..
- (5) Left justification required.
- (6) The information must be five (5) lines or less per creditor.
- (7) Each line may contain no more than 40 characters including blanks. No leading spaces.
- (8) Each creditor must be separated by at least one blank line.

Example: jackson.txt

Line 1: Maria Careless
Line 2: 25 North Aria Blvd.
Line 3: Grecian, NY 80062
Line 4:
Line 5: Charles Prince Productions
Line 6: Attn: Collections Department
Line 7: 3 Diana Court
Line 8: Balmoral, MD 12960
Line 9:
Line 10: Last Bank of San Diego
Line 11: Acct # 123-456-789
Line 12: Suite 4592
Line 13: 12345 E. Main St.
Line 14: San Diego, CA 92101-1010

- (9) City, State and ZIP code must be on the last line. There must be a comma immediately after the city name. Nine-digit ZIP codes must be typed with a hyphen separating the two groups of digits. All states must be entered using the two letter abbreviation.
- (10) "Attention" lines or account numbers must be placed on the second line of the name/address. Account numbers may not exceed 40 characters including blanks. No leading spaces.
- (11) Be sure to type the number "1" (one) rather than the lower case letter "l" (L) when using numerics.

(12) Special characters such ~, ½, ^, or \ should never be used. The #, c/o and & characters have not been reported to cause errors.

(E) Debtor's Obligation to Assure Accuracy - It shall be the responsibility of the debtor or such other person as the Court may order to ensure that the schedules, mailing matrix, equity holders mailing list, and computer-readable data are complete and correct. The mailing list shall be accompanied by a Verification of Creditor Matrix, attesting to the completeness and correctness of the list. The Clerk's office shall not be required to compare the names and addresses shown on the mailing matrix with those on the Petition, Schedules of Debts and Equity Security Holders. The Clerk's office will use the Creditor Matrix Diskette for noticing creditors.

UNITED STATES BANKRUPTCY COURT
Northern District of Illinois

CHECK LIST FOR CREDITOR MATRIX DISKETTE

If using a third party software package (i.e.; Best Case Solutions, Specialty, E-Z Filing for Windows, Top Form):

1. Save the creditors to a diskette. Name the file: *creditor.txt*
2. Close your program and open your word processing package.
3. Open the *creditor.txt* file and check the following:
 - Single column
 - One blank line between each creditor
 - "Attention" lines or account numbers must be placed on the second line of the name/address. (Account numbers may not exceed 40 characters including blanks. No leading spaces)
 - Last line of each creditor must be in the format City, State (two- letter abbreviation) ZIP(i.e.; Chicago, IL 60604)
4. Chose "Save As" function in your word processing software. In earlier versions of WordPerfect, this is known as "Text In/Out." In most software packages, there will be a box that will indicate the format of the document (i.e.; Word 9.0 format, WordPerfect 10). This box is usually right underneath where you where you enter in the name of the file. The format for all diskettes should be one of the following (depending upon your software): ASCII DOS Text, Plain DOS, Text Only. These are the only formats which will be accepted. When you have selected the correct format, save the file.

If you are not using third party software:

1. Open your word processing software and enter in the creditor information making sure that there is:
 - One column of information only
 - One blank line between each creditor
 - "Attention" lines or account numbers must be placed on the second line of the name/address. (Account numbers may not exceed 40 characters including blanks.)
 - No leading spaces.
 - Last line of each creditor must be in the format City, State (two- letter abbreviation) ZIP (i.e.; Chicago, IL 60604)
2. Choose "Save As" function in your word processing software. In earlier versions of WordPerfect, this is known as "Text In/Out." In most software packages, there will be a box that will indicate the format of the document (i.e.; Word 5.0 format, WordPerfect 5.1). This box is usually right underneath where you where you enter in the name of the file. The format for all diskettes should be one of the following (depending upon your software): ASCII DOS Text, Plain DOS Text, Text Only. These are the only formats which will be accepted. When you have selected the correct format, save the file.

**UNITED STATES BANKRUPTCY COURT
NORTHERN DISTRICT OF ILLINOIS**

In Re:

Bankruptcy Case Number: _____

VERIFICATION OF CREDITOR MATRIX

Number of Creditors: _____

The above-named Debtor(s) hereby verifies that the list of creditors is true and correct to the best of my (our) knowledge.

Dated: _____

Debtor

Joint Debtor

Revised 7/27/2006	Common Creditor Addresses			
NAME	STREET ADDRESS	CITY	ST	ZIP CODE
At&t	Bankruptcy Department, P O Box 769	Arlington	TX	76004
Ameritech c/o At&t	Bankruptcy Department, P O Box 769	Arlington	TX	76004
Aronson Rooms & More	3401 W 47th Street	Chicago	IL	60632
AT&T Wireless Services Inc	Bankruptcy Department, P O Box 309	Portland	OR	97207-0309
City of Chicago	Department of Revenue, Bureau of Parking Bankruptcy, 333 S State Street Suite 540	Chicago	IL	60604
ComEd Company	Customer Care Center Building, Attn Revenue Management Dept., 2100 Swift Drive	Oak Brook	IL	60523
Carson Pirie Scott	Attn Judy Goggins, 331 W Wisconsin Avenue	Milwaukee	WI	53203
Illinois Dept of Employment Security	Benefit Payment Control Division, P O Box 4385	Chicago	IL	60680
Harris NA	Attention Bankruptcy Department, 3800 West Golf Road Suite 300	Rolling Meadows	IL	60008
Illinois Department of Revenue	Bankruptcy Section, Level 7-425, 100 W Randolph Street	Chicago	IL	60601
Department of the Treasury-Internal Revenue Service	Centralized Insolvency Operations, P O Box 21126	Philadelphia	PA	19114
Illinois Student Assistance Commission	Bankruptcy Department, 1755 Lake Cook Road	Deerfield	IL	60015
JC Penney Co Inc	P.O. Box 45270	Salt Lake City	UT	84145-0270
Marshall Fields Credit 741	c/o Dayton Hudson Corp, Guest Credit Mail Stop 3C- K, 3701 Wayzata Blvd	Minneapolis	MN	55416
Northern Illinois Gas	Attention: Bankruptcy & Collections, P O Box 549	Aurora	IL	60507
North Shore Gas Company	130 E Randolph Drive	Chicago	IL	60601
Peoples Gas Light & Coke Company	130 E Randolph Drive	Chicago	IL	60601
Rogers & Hollands Jewelers	Rogers Enterprises Inc, P O Box 879	Matteson	IL	60443
Citi USA Sears	PO Box 20363	Kansas City	MO	64195
SBC c/o At&t	Bankruptcy Department , P O Box 769	Arlington	TX	76004