

UNITED STATES BANKRUPTCY COURT

Northern District of Illinois

February 5, 2003

Revised October 27, 2003

Revised February 10, 2009

SPECIAL REQUIREMENTS FOR MAILING MATRIX

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

Effective with the implementation date of the, Electronic Case Filing, portion of CM/ECF, the debtors attorney shall prepare and submit to the Court in electronic format, at the time a voluntary petition under any chapter is filed, a mailing matrix in .txt format will be uploaded into CM/ECF 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.

Individuals without legal representation may file documents in paper form with the clerk's office where the documents will be scanned into the System.

This document was amended on February 10, 2009 to expand the acceptable means of creditor matrix submission.

1.0 REQUEST FOR WAIVER OF ELECTRONIC FILING REQUIREMENT

See the Administrative Procedures, Section III.B., for the Case Management/Electronic Filing system. These procedures can be found on the Bankruptcy Courts website <https://www.ilnb.uscourts.gov> under CMECF Information.

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 in .txt format and uploaded electronically in CM/ECF.

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 CREDITOR(S) MAILING MATRIX

- (A) General Requirement - Unless financial constraints prohibit compliance, the debtor's attorney shall provide the Court with an electronically generated mailing matrix containing the names and addresses of all creditors and equity security holders. The electronic matrix shall be submitted at the time the voluntary petition is filed.
- (B) Content - The electronic mailing matrix shall contain the name and complete mailing address of each entity listed as a creditor by the debtor.

(C) Specifications for electronic creditor matrix

- (1) The file must be saved as a text file with the extension .txt
- (2) When using Word to create your matrix - select **Plan Text** from the save as type box
- (3) When using **WordPerfect** to create your matrix, - select **ASCII Dos Text** from the Save as type box
- (4) When using **Note pad** to create your matrix - select Save File
- (5) One case per file
- (6) The information must be five (5) lines or less per creditor
- (7) Each line may contain no more than 40 characters including 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 spaces

- (11) Be sure to type the number "1" (one) rather than the lower case letter "l" (L) when using numeric
 - (12) Special characters such ~, ½, ^, or \ should never be used. The #, c/o, %, & and @ characters have not been reported to cause errors
 - (13) After file has been created and saved as a text file, it can be uploaded in CMECF. Refer to Uploading Creditors for step-by-step instructions on our website
- (E) Debtor's Obligation to Assure Accuracy - It shall be the responsibility of the debtor's attorney or such other person as the Court may order to ensure that the schedules, mailing matrix, equity holders mailing list, 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 for noticing creditors.

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CHECK LIST FOR CREDITOR MATRIX

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

1. Follow the directions given by your third party software for completing the electronic mailing matrix.
2. 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)

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 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 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.
3. Instructions for how to create the creditor matrix can be found on the Bankruptcy Court website at <http://www.ilnb.uscourts.gov> under CM/ECF Information, Procedure Manual. In the Search box type Creditor Matrix. The procedure will display on the left side of the screen for titled Creating a Creditor Matrix File.

**Revised 7/27/2006
Common Creditor Address**

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

NAME	STREET ADDRESS	CITY	ST	ZIP CODE
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