SPECIFICATIONS FOR MAILING MATRIX

The accuracy and form of the information contained in the mailing matrix is imperative and is counsel's responsibility.

NOTE: Under CMECF it is counsel's responsibility to include the following officials on the mailing matrix:

* In ALL Chapter 7 cases, counsel must include the tax collector for the parish of debtor's residence. These addresses have been updated and are as follows:

> Tax Collector/Sheriff *Parish of Assumption* P. O. Box 69 Napoleonville, LA 70390

Tax Collector/Sheriff *Parish of Jefferson* P. O. Box 327 Gretna, LA 70053

Tax Collector/Sheriff *Parish of Lafourche* P. O. Box 5608 Thibodaux, LA 70302

Tax Collector/Sheriff Parish of Plaquemines P. O. Box 99 Pointe-A-La-Hache, LA 70082

Tax Collector/Sheriff *Parish of St. Bernard* P. O. Box 168 Chalmette, LA 70044

Tax Collector/Sheriff *Parish of St. Charles* P. O. Box 440 Hahnville, LA 70057 Tax Collector/Sheriff *Parish of St. James* P. O. Box 83 Convent, LA 70723

Tax Collector/Sheriff *Parish of St. John the Baptist* P. O. Box 1600 LaPlace, LA 70069-1600

Tax Collector/Sheriff Parish of St. Tammany P. O. Box 1120 Covington, LA 70434

Tax Collector/Sheriff *Parish of Tangipahoa* P. O. Box 727 Amite, LA 70422

Tax Collector/Sheriff *Parish of Terrebonne* P. O. Box 1670 Houma, LA 70361

Tax Collector/Sheriff *Parish of Washington* P. O. Box 668 Franklinton, LA 70438 * In ALL Chapter 7 corporate bankruptcies, counsel must include:

Secretary of State State of Louisiana Attn: Helen Combo P. O. Box 94125 Baton Rouge, LA 70804-9125

* In ALL Chapter 11 bankruptcies, counsel must include:

Secretary of State State of Louisiana Attn: Helen Combo P. O. Box 94125 Baton Rouge, LA 70804-9125

and

Internal Revenue Service P.O. Box 21126 Philadelphia, PA 19114

NOTE: The Creditor Mailing Matrix must be uploaded at the time of filing of the Petition.

FYI: The following agencies make up a Special Mailing Group

which gets notice of every bankruptcy filed in the Eastern District of Louisiana:

Collector of Revenue City of New Orleans City Hall Annex New Orleans, LA 70112

Louisiana Department of Revenue Collection Division/Bankruptcy Section P. O. Box 66658 Baton Rouge, LA 70896-9988

Delinquent Accounts Unit Louisiana Department of Labor Office of Regulatory Services P. O. Box 44127 Baton Rouge, LA 70804-4127

U. S. Attorney's Office 501 Magazine Street Suite 210 New Orleans, LA 70130

Specifications for a Mailing matrix are as follows:

- * The name and address of each creditor must be no more than five lines.
- * Each line may contain no more than 40 characters including blanks.
- * Name and addresses should be left justified (flush against the left margin, no leading blanks).
- * Account numbers or "attention" lines should be placed on the second line of the name/address.
- * All states must be in two-letter abbreviation.
- * City, state and Zip Code must be on the last line of the address.
- * Nine-digit Zip Codes must be typed with a hyphen separating the two groups of digits.
- * Each creditor must be separated by at least one blank line.
- * Do not include page numbers, headers, footers, etc.
- * Save the matrix as an ASCII file format with **.txt** extension.

CONVERTING A MAILING MATRIX TO A .TXT FILE

The mailing matrix must be in ASCII file format with an appropriate text extension such as **.txt** before it can be successfully uploaded into the CMECF system.

The following instructions will guide you through conversion of a creditor matrix file from a WordPerfect or Word file to a **txt.** file.

Having created the mailing matrix in WordPerfect or Word,

- * Open the mailing matrix file.
- * Click **File** on the Menu bar.
- * In the drop-down list, click **Save As**.

The **Save As** window appears.

(Continued on next page)

IN WORDPERFECT

* Click the down arrow to the right of the **File Type** field as shown below.

	>			
File <u>n</u> ame:	C:\matrix.wpd			•
File type:	S WordPerfect 6/7/8	-	Last modified: Any Time	•

A drop-down list similar to the one below will appear.

	in Constant State	
	ANSI (Windows) Generic Word Processor	
	ANSI Windows Text	
	ASCII (DOS) Delimited Text	
	ASCII (DOS) Generic Word Processor	
	ASCII DOS Text	
•	EDGAR	
	XII Excel 3.0	
-lie <u>n</u> ame:	💐 Excel 4.0	•
File type:	WordPerfect 6/7/8	▼ La

- * Scroll up through the list until you find **ASCII DOS Text**.
- * Select ASCII DOS Text.
- * Enter the file name in the **File Name** box.

- <mark>File <u>n</u>ame:</mark> *.txt	•	<u>S</u> ave
File type: E ASCII DOS Text	▼ Last modified: Any Time ▼	Close
Password protect	Find Advanced New Search	

- * Click the **Save** button.
- * Close WordPerfect.

IN MICROSOFT WORD

* Click the down arrow to the right of the **Save As Type** field as shown in the following screen.

I		
File <u>n</u> ame:		E Save
Save as <u>t</u> ype:	Word Document (*.doc)	Cancel

A drop-down list similar to the one below will appear.

J		_	
File <u>n</u> ame:		•	E Save
_	,	=	
Save as type:	Text Only (*.txt)	-	Cancel
	Word Document (*.doc)		
	Web Page (*.htm; *.html)		
	Document Template (*.dot)		
	Rich Text Format (*.rtf)		
	Text Only (*.txt)		
	Text Only with Line Breaks (*.txt)	•	

- * Scroll through the list until you find **Text Only** (*.txt).
- * Select **Text Only** (*.**txt**).
- * Enter the file name in the **File Name:** box.

File <u>n</u> ame:	•	Save Save
Save as <u>t</u> ype:	Text Only (*.txt)	Cancel

- * Click the **Save** button.
- * Close Microsoft Word.

UPLOADING A CREDITOR MATRIX

* Click **Bankruptcy** on the CM/ECF Main Menu bar shown below.



The Bankruptcy Events screen appears as shown below.

Sankruptcy Events
Answer/Response
<u>Appeal</u>
Claim Actions
Creditor Maintenance
<u>File Claims</u>
Motions/Applications
Notices
Open a BK Case
Other
Plan
CaseUpLoad

* Click Creditor Maintenance.

1

The Creditor Maintenance screen appear as shown below.

* Click **Upload a creditor matrix file**.



The Case Number screen appears as shown below.



- * Enter the case number.
- * Click Next.

The Load Creditor Information screen appears as shown below.

ECF	Bankruptcy	•	Adversary	•	Query	•	Reports	•	Utilities	•	Logo
Load Creditor Inf	ormation										
	Case number	01-1	0056								
Enter name of file and Example:	d click on Next clereditor.scn	E		-	_	-	_	-	Bro	wse	
Next Clear											

* Click the **Browse** button to locate the mailing matrix file.

The File Upload window appears as shown below.

∂ECF	Bankruptcy + Adversary + Query + Reports + Utilities + Log
Load Creditor Info	rmation
	File Upload 💽 🗵
	Look in 🔄 My Documents 🔄 💽 🛃 🛅 🕅 💷
Enter name of file and Example: (Corel User Files My Pichares Browse
Next	
	File game. Open
	Files of type: Tarcel

- * Click the down arrow to the right of the **Files of type** field.
- * Select **All Files**[*.*] as shown below.

Choose file			?×
Look in: 🧲	practice	- 🗈 💆	📸 🔳
🗋 demond		🚞 kevinlew	ť
🗋 geneann		🚞 sean	N
🗀 helen		01-10357 matrix.txt	- t
🗋 jennifer		💫 advshell.wpd	1
🗋 kathy		📆 affidavitofdefault.PDF	1
🗋 kevinfoe		🔝 affidavitreemployment	.PDF 🎽
•			Þ
File <u>n</u> ame:			<u>O</u> pen
Files of type:	All Files (*.*)	•	Cancel

* Locate the mailing matrix file.

NOTE: Always preview a file BEFORE associating it with your docket entry.

- * Right click on the file.
- * Click **Open** on the drop-down menu as shown below.



Notepad will open with the designated file as shown below.

🖉 matrix.txt - Notepad	- 🗆 🗵
<u>Eile Edit Search Help</u>	
ABC Credit Corporation	
123 Magazine Street	
New Orleans, LA 70130	
Macu's	
P. 0. Box 36363	
New York NY 10012	
Hibernia National Bank	
313 Carondelet Street	
new or realis, CH 70112	
Internal Revenue Service	
Memphis, TN 37501	
State of Louisiana	
Department of Revenue and Taxation	
	-
	▶ //

- * Verify that this is the correct matrix file and that there are blank lines separating the creditors.
- * Close the window by clicking on the **"X"** on the (blue) Note Pad title bar.

This will bring you back to the File Upload window.

* Click the **Open** button in the File Upload screen to associate the matrix file to the bankruptcy case.

File Upload		?×
Look jn: 🔂 practice	- 1	🛃 🖆 🛅
Ch11plan.wpd ch13pet.PDF ch13plan.PDF ch13plan.PDF ch13plan.PDF complaint.PDF complaint.PDF	matrix.PDF matrix.txt matrix.wpd matrix.wpd memotorecord.PDF minuteentry.PDF misc.PDF misc.PDF	motion.PDF noofappeal.PDF notice.PDF noticeofappearanc 00011117.PDF 0001113.PDF
		<u>)</u>
File name: matrix.txt		<u>Open</u>
Files of type: All Files (*.*)		Cancel

* Click **Next**.

The next screen displays the total number of creditors being added to the case.

NOTE If the total number of creditors entered is not the same as the total number of creditors on the submitted matrix, click the browser's **BACK** button and research the error.



If the total number of creditors is correct, click **Submit**.

The Creditor Receipt screen appears as shown below. This screen confirms the number of creditors added to the case.

SECF Ba	nkruptcy	• Ad	versa
Creditors Receipt			
Case Number	2-01-b	k-10054	
Total Creditors Added to Datab	ase 5		
			_
<u>File A Proof Of Claim</u>			
Return To Creditor Maintenanc	e Menu		

Uploading the mailing matrix is complete.

It is strongly suggested that you print the Creditors Receipt for your records.

To print a copy, click the **Print** icon on your browser menu bar as shown below.



TO FILE AN AMENDED CREDITOR MAILING MATRIX

To Create the Amended Matrix:

- * Create a document with the full bankruptcy case heading including name of debtor(s) and case number.
- * Title the document.
- * In the body of the document, list the creditor(s) to be added to the matrix, i.e., ADD THE FOLLOWING CREDITORS:.
- * Then list creditor(s) to be deleted from the matrix, i.e., DELETE THE FOLLOWING CREDITORS:.
- * Be sure to date and sign the original, then convert the file to PDF format.

To file the Amended Matrix on CMECF:

- * Click **Bankruptcy**.
- * Click **Other**.
- * At the next screen, enter the Case Number.
- * Click **Next**.
- * The Document Selection screen appears.
- * Select **Amended Creditor Matrix** as shown in the screen below.

20 Largest Unsecured Creditors
Affidavit 📃
Amended Creditor Matrix
Amended Schedules
Amended Voluntary Petition
Brief
Brief Memorandum
Certificate of Service
Next Clear

* Click Next.

- * At Joint Attorney prompt, click **Next**.
- * At Party Selection screen, select the **Debtor** as shown in the screen below.

Miscellaneous: 03-10630 Penelope Pearson	
Select the Party: Pearson, Penelope (Debtor) US Trustee (US Trustee)	Add/Create New Party
Next Clear	

- * Click **Next**.
- * At the PDF selection screen, locate, preview and associate the amended matrix file.
- * Click Next.
- * The next screen appears as shown below advising that "Court Will Add or Modify Creditor(s)"

Court Will	Add o	r Modify Creditor(s).
Next	Clear	

* Click **Next**.

The Modify Text screen appears as shown below.

Docket Text: Modify as Appropriate.	Amendment to List of
Creditors.	Filed by Penelope Pearson .
(Crotty, Attorney)	
Next Clear	

* If you were filing a 2nd or 3rd Amended Matrix, you would make the appropriate selection from the pre-set text by clicking on the down arrow to the right of the first text box as shown below.

Docket Text: Modify as Appro	priate.
Second	Amendment to List of Creditors.
Sealed Second Amended	elope Pearson . (Crotty, Attorney)
Second	
Sixth	
Supplemental	
Support	
Sworn	
Third	
Third Party	
Third Amended	
Unopposed	•

Then make the appropriate selection as shown below.

Second	Amendment to List of Creditors.
	Filed by Penelope Pearson . (Crotty, Attorney)
Next Clear	

* If there's nothing to be modified, just click **Next**.

The Final Text screen appears.



* Click **Next**.

The Notice of Electronic Filing appears which you should always print.