

**UNITED STATES BANKRUPTCY COURT  
District of Maine**

revised 11/08

**Matrix Format and Notice Requirements**

The matrix is a list of the names and addresses of creditors and parties in interest in a bankruptcy case. This information is used for noticing and also for claims information when applicable. The debtor and attorney for debtor are responsible for complete information on the matrix.

***Failure to adhere to these requirements may result in rejection of the matrix.***

- Use only plain, white paper - no letterhead
- Use only one of the following pitches if preparing a matrix with a typewriter.
  - Courier 10
  - Prestige
  - Letter Gothic
- Do not use a dot matrix printer if preparing the matrix with a computer
- Set margins 1" from the top and 1" from the bottom of the page
- Center the list of creditors on the page, one column of creditors per page
- Single space each line of the creditors address
- Triple space between each creditor entry
- Limit the address to 5 lines per creditor
- Limit each address line to 40 characters or less
- User upper and lower case letters
- Use the following address form:
  - 1<sup>st</sup> line - creditor's name
  - 2<sup>nd</sup> line - street address
  - Last line - city, state postal abbreviation and zip code
- Enter the zip code on the same line as city and state postal abbreviation
- Do not include account numbers on the matrix. They should be included only on the schedules
- Do not duplicate creditors with the same address, even if there is more than one account with that creditor
- Do not make corrections on the matrix. No white-out, erasures or cross outs
- Do not include the following on the matrix, as the computer will automatically add them
  - Debtor
  - Debtor's attorney
  - State of Maine Bureau of Taxation
  - U.S. Trustee's Office
- Do not add any extraneous information such as page numbers, debtor's name, dashes or lines
- Submit the original matrix only - carbon copies or photocopies cannot be scanned

**AN ACCURATE SAMPLE MATRIX IS PRESENTED BELOW**

Metromedia Video Productions  
1224 Murray Avenue  
San Luis Obispo, CA 93401

MultiTronics Animations  
3 837 Stone Way North  
Studio 7  
Baltimore, MD 20459

Eastman Kodak  
Special Films Division  
8742 Kodak- Avenue  
Rochester, NY 20948

N.W. Marine Retirement Trust  
P.O. Box C-34203  
Seattle, WA 98126

Nabisco  
6518 Ravanna Avenue NE  
Seattle, WA 98126

Northwest Instrument and Camera Supply  
2525 Westin Building  
2001 Sixth Avenue  
Seattle, WA 98274

A.M. Test, Inc.  
Suite 6  
4900 9<sup>th</sup> Avenue NW  
Daly City, CA 95015

Arctic Expeditions, Inc.  
536 East 48<sup>th</sup> Avenue  
Anchorage, AK 99505

AT & T Consumer Sales  
P.O. Box 6729  
Portland, OR 97228

**NOTICE TO BE GIVEN WHEN AN AGENCY OF THE UNITED STATES IS A CREDITOR.**

If the debtor-creditor relationship is with a federal agency whose office is listed on your matrix, you must add the address of the United States Attorney.

If any of the following agencies are listed on the matrix ....

- **Department of Commerce**
- **Department of Justice**
- **Department of Veterans Affairs**
- **Farm Service Agency**
- **Federal Aviation Administration**
- **Forest Service**
- **Freddie Mac**
- **Internal Revenue Service**
- **Marine Services**
- **National Park Service**
- **Office of Personnel Management**
- **Rural Housing Service**
- **Sallie Mae**
- **Small Business Administration**
- **USDA/Rural Development**
- **U.S. Coast Guard**
- **U.S. Department of Agriculture**
- **U.S. Department of Defense**
- **U.S. Department of Education**
- **U.S. Department of Housing & Urban Development**
- **U.S. Department of Health & Human Services**
- **U.S. Department of Labor**
- **U.S. Department of Transportation**
- **U.S. Department of Treasury**
- **U.S. Fish and Wildlife**
- **U.S. Social Security Administration**

and your case is filed in Bangor, add:

Office of U.S. Attorney  
202 Harlow Street, Room 111  
Bangor, ME 04401

and your case is filed in Portland, add:

Office of U.S. Attorney  
100 Middle Street  
East Tower, 6th Floor  
Portland, ME 04101

If **Internal Revenue Service** is a creditor. The address below is required on the matrix.

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