

**UNITED STATES BANKRUPTCY COURT  
NORTHERN DISTRICT OF TEXAS  
OFFICE OF THE CLERK**



**GUIDELINES TO FILING MAILING LIST**

Northern District of Texas L.B.R. 1007-1(a) and 1009-1(a), which became effective on September 1, 2010, address the required format for filing the mailing list of creditors and supplements to such lists. The Debtor, Joint Debtor, Debtor's attorney, and trustee are no longer listed on the mailing list. The creditors mailing list may also be submitted on computer diskette. Mailing list filing requirements and the technical requirements submitting the list on diskette are attached.

These rules also require the Debtor(s) or their attorney to sign and file a verification of the mailing list. This form should be attached as a cover page to all mailing lists filed.

Mailing lists for Debtors which are partnerships must include the names and current mailing addresses for each general and limited partner. For Debtors which are corporations, the mailing list must included the name and current mailing addresses of present officers and directors, or if none, the immediate past officers and past directors.

Failure to file the mailing list in compliance with Northern District of Texas L.B.R. 1007-1(a) and 1009-1(a), may be cause for dismissal of the case for failure to comply.

CLERK, U.S. BANKRUPTCY COURT  
NORTHERN DISTRICT OF TEXAS

## MAILING MATRIX INSTRUCTIONS

**The Creditor mailing list (matrix), *if not filed electronically*, must be submitted in the following format:**

1. Typed on blank unlined, standard 8 x 11 paper using upper and lower case characters, 12 point, Times New Roman font. **Bold type should not be used.**
2. Typed in a single column using a 1 inch margin for the entire document, with left justification.
3. Typed with no more than nine creditors per page. Each creditor listing must consist of no more than five lines total for each creditor, with at least two blank lines between creditor listing. Titles such as Dr., Mrs., etc., should not be used. Do not include ‘notice only’ as part of the address.
4. Each line of the creditor listing should be no more than 40 characters in length including spaces. The attention line or last four digits of the account number, if any, must appear only on the second line of the block. The city, state and zip code must be on the last line. Use the two letter state abbreviation in capital letters only, e.g. TX. Nine digit zip codes should be separated by a hyphen.
5. Do not include header, footers, or page numbers, etc.
6. Special characters (! @ #, etc.) should not be used when submitting creditors.
7. Submit the paper form of the matrix along with the .PDF and .TXT version on CD, 3.5” diskette, or flash drive.

**The creditor mailing list (matrix), *if filed electronically*, must be submitted in the same format as above. However, the court does not require a paper copy, CD, 3.5” diskette, or flash drive if filed electronically.**

### **EXAMPLE:**

ABC Creditor  
123 Main St.  
Dallas, TX 75242

XYZ Creditor  
c/o Attorney  
911 Emergency Ave.  
Dallas, TX 75202

## MAILING MATRIX INSTRUCTIONS - .txt version

1. Use upper and lower case characters using 12 point, Times New Roman font. **Bold type should not be used.**
2. Typed in a single column using a 1 inch margin for the entire document, with left justification.
3. Typed with no more than nine creditors per page. Each creditor listing must consist of no more than five lines total for each creditor, with at least two blank lines between creditor listing. Titles such as Dr., Mrs., etc., should not be used. Do not include ‘notice only’ as part of the address.
4. Each line of the creditor listing should be no more than 40 characters in length including spaces. The attention line or last four digits of account number, if any, must appear only on the second line of the block. The city, state and zip code must be on the last line. Use the two letter state abbreviation in capital letters only, e.g. TX. Nine digit zip codes should be separated by a hyphen.
5. Do not include header, footers, or page numbers, etc.
6. Special characters (! @ #, etc.) should not be used when submitting creditors.
7. Submit the matrix in .TXT format on CD, 3.5” diskette, or flash drive.

**The creditor mailing list (matrix), if filed electronically, must be submitted in the same format as above. However, the court does not require a CD, 3.5” diskette, or thumb drive if filed electronically.**

### **EXAMPLE:**

ABC Creditor  
123 Main St.  
Dallas, TX 75242

XYZ Creditor  
c/o Attorney  
911 Emergency Ave.  
Dallas, TX 75202