

## REVISED FORMAT FOR CREDITOR MATRIX

In order to **insure that the case you file can be properly read by the** optical scanner, we ask that you observe the following guidelines.

1. Lists must be typed in one of the following standard typefaces or print styles:
  - Courier 10 pitch
  - Prestige Elite 12 pitch
  - Letter Gothic
2. Lists must be typed in a single column rather than in three column format. (See example attached.)
3. Lists must be typed so that no letters are closer than 1/2 inch from the edge of the paper.
4. Lists should be typed using mixed case. e.g., Stephen R. Miller - do not use all capitals, except for the state and/or country.) States should be abbreviated with no periods. (e.g., NY instead of New York or N.Y.) Countries must be spelled out in all capital letters.
5. Each name/address must consist of no more than five (5) total lines, with at least one blank line between each of the name/address blocks.
6. Each line must be 40 characters or less in length.
7. Addresses for Foreign Destinations need to be entered with country on the bottom line and in capital letters. The postal delivery zone number (if any) should be included. \*

e.g., Mr. Thomas Clark  
117 Russell Drive  
London WIP 6HQ  
ENGLAND

8. DO NOT include the following people (who were formerly required on creditor matrices). They will be retrieved automatically by the computer for noticing.

- Debtor
- Joint Debtor
- Attorney for the Debtor(s)
- U.S. Trustee

\* Please direct any questions concerning foreign addressing to the U.S. Post Office.