

IN THE UNITED STATES BANKRUPTCY COURT
FOR THE NORTHERN DISTRICT OF OKLAHOMA

FILED
2002 DEC 20 PM 2:49
MICHAEL J. ... CLERK
U.S. BANKRUPTCY COURT
NORTHERN DISTRICT OF OKLA

IN RE:

FILING OF OFFICIAL MAILING
MATRIX ON DISKETTE OR CD ROM
AND ORDER AMENDING LOCAL
RULE 1007(d)

Misc. Order No. 138

ORDER

Effective January 13, 2003, the Official Mailing Matrix described in Local Rule 1007(d)(1) shall be submitted in data format on diskette or CD ROM in the format prescribed by the **Official Mailing Matrix Guidelines** established by the Clerk of this Court. Local Rule 1007(d) of the Local Rules of the United States Bankruptcy Court for the Northern District of Oklahoma is hereby amended as follows:

(d) Official Mailing Matrix.

- (1) The list containing the name and address of each creditor required by Bankruptcy Rule 1007(a)(1) (the "Official Mailing Matrix") shall be submitted with the petition in every voluntary case and shall constitute the official mailing list for notices required to be given to creditors.
- (2) The name and address of the debtor and the debtor's attorney shall not be listed on the Official Mailing Matrix.
- (3) The list containing the name and address of each creditor shall be submitted to the Clerk in electronic format as determined by the Clerk. Instructions shall be made available by the Clerk upon request.
- (4) Each submission of creditor list shall be accompanied by a cover sheet or Verification As to Official Mailing Matrix in the prescribed format outlined by the Clerk.
- (5) An amendment to the Official Mailing Matrix shall be made by submitting the name and address of each creditor to be added to the list in the prescribed electronic format and shall be accompanied by a cover sheet or Verification As To Official Mailing Matrix. The cover sheet shall state that the attached list is an amendment.

- (6) An amended Official Mailing Matrix is not permitted. See Local Rule 1009(a)(2); 1009(d).

IT IS SO ORDERED.

Dated this 20th day of December, 2002.



DANA L. RASURE, CHIEF JUDGE
UNITED STATES BANKRUPTCY COURT



TERRENCE L. MICHAEL
UNITED STATES BANKRUPTCY JUDGE

**IN THE UNITED STATES BANKRUPTCY COURT
FOR THE NORTHERN DISTRICT OF OKLAHOMA**

IN RE:

Case No.

Chapter

Debtor(s)

VERIFICATION AS TO OFFICIAL MAILING MATRIX

☐ Original

☐ Amendment

I hereby certify under penalty of perjury that the master mailing list of creditors submitted either on computer diskette, CD ROM, or uploaded to the Electronic Case Filing System is a true, correct and complete listing to the best of my knowledge.

I further acknowledge that (1) the accuracy and completeness in preparing the creditor listing are the shared responsibility of the debtor and the debtor's attorney, (2) the court will rely on the creditor listing for all mailings, and (3) that the various schedules and statements required by the Bankruptcy Rules are not used for mailing purposes.

Official Mailing Matrix submitted via:

(a) _____ computer diskette/CD ROM listing a total of _____ creditors; or

(b) _____ uploaded to Electronic Case Filing System listing a total of _____ creditors

Debtor

Joint Debtor

Attorney

Date: _____

[Check if applicable] _____ Creditor(s) with foreign addresses included

**United States Bankruptcy Court
Northern District of Oklahoma**

OFFICIAL MAILING MATRIX GUIDELINES

Official Mailing Matrix on Disk

Effective January 13, 2003, the Official Mailing Matrix must be provided to the court in electronic format as described below. Creditor lists in electronic format may be submitted on 3.5-inch "floppy" disk or CD ROM. The floppy or CD ROM should be labeled with the name of the attorney, the debtor, and the date. The file shall be in the ASCII file format with an appropriate text extension (.txt). The Official Mailing Matrix must meet the following criteria:

- The name and address of each creditor must be five (5) lines or fewer
- Each line may contain no more than 40 characters including spaces
- Names and addresses should be left justified (no leading spaces)
- If attention lines are used, they should appear on the second line of the address
- City, state, and ZIP code must be on the last line
- All states must be two-letter abbreviations
- If a nine-digit ZIP code is used, a hyphen must separate the first five digits from the last four digits
- Each creditor must be separated by at least one blank line
- DO NOT include page numbers, line numbers, headers, footers, etc. in the document
- DO NOT include the following names on the mailing list, they will be retrieved automatically by the court's computer system: debtor, joint debtor, attorney for debtor(s), United States Trustee

Instructions for preparing the file in the proper format are available from the Clerk and on the Court's website at www.oknb.uscourts.gov. Most bankruptcy preparation software packages have the ability to save the creditor list electronically in the proper format. Please check with your software company to ensure you have this option.

Computer Access

Any pro se debtor or attorney who does not have access to a computer may use the equipment located in the Clerk's office to create the Official Mailing Matrix.

Disks

Floppy disks will not be returned to the original submitter but will be returned via a disk exchange program. The Court will reformat each submitted disk to remove any prior information and/or possible virus, and make reformatted disks available at the intake counter. If a disk is to be returned by mail, a self-addressed, postage-paid container must be supplied to the Court.

Verification of Matrix

Each submission of an Official Mailing Matrix, whether on diskette or CD ROM shall be accompanied by a cover sheet or Verification as to Official Mailing Matrix in the format outlined by the Clerk.

Amendments

Amendments to the Official Mailing Matrix shall contain only names and addresses to be added to the Official Mailing Matrix and must comply with the above-described criteria. If creditors are to be removed from the list, a pleading should be filed requesting their removal.