

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 St. James
P. O. Box 83
Convent, LA 70723

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

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

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

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

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

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

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

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

Tax Collector/Sheriff
Parish of St. Charles
P. O. Box 440
Hahnville, LA 70057

Tax Collector/Sheriff
Parish of Washington
P. O. Box 668
Franklinton, LA 70438

- * **In ALL Chapter 7 corporate bankruptcies, counsel must include the following entity on the mailing matrix:**

**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 the following entities on the mailing matrix:**

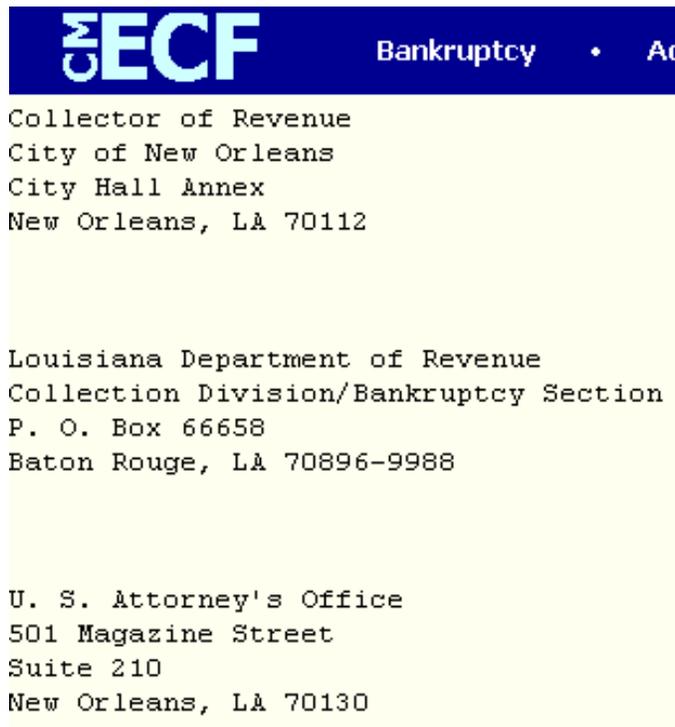
**Secretary of State
State of Louisiana
Attn: Helen Combo
P. O. Box 94125
Baton Rouge, LA 70804-9125**

and

**Internal Revenue Service
Special Procedure Staff
Stop 31 P. O. Box 30309
New Orleans, LA 70190**

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

FYI: The following agencies are included in a Special Mailing Group which is automatically added to all cases:



(Continued on next page.)

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.

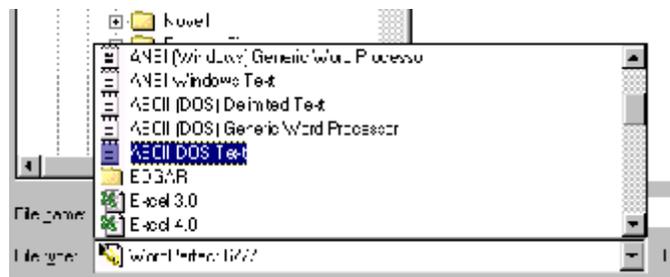
(Continued on next page)

IN WORDPERFECT

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



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



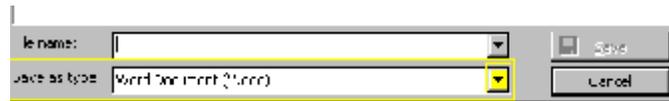
- * Scroll up through the list until you find **ASCII DOS Text**.
- * Select **ASCII DOS Text**.
- * Enter the file name in the **File Name** box.



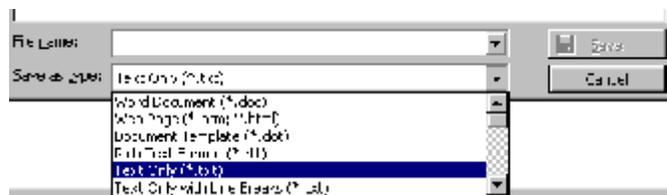
- * Click the **Save** button.
- * Close WordPerfect.

IN MICROSOFT WORD

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



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



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



- * 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.



- * Click **Creditor Maintenance**.

The **Creditor Maintenance** screen appear as shown below.

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



The Case Number screen appears as shown below.



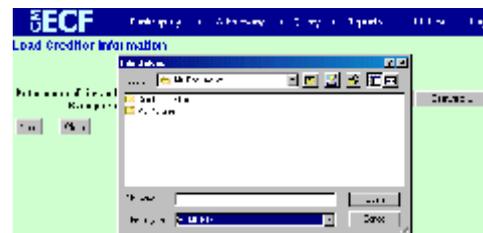
- * Enter the case number.
- * Click **Next**.

The **Load Creditor Information** screen appears as shown below.



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

The **File Upload** window appears as shown below.



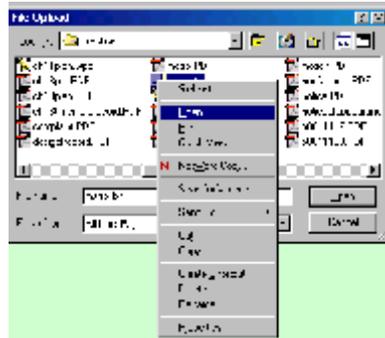
- * Click the down arrow to the right of the **Files of type** field.
- * Select **Text [* .txt]** as shown below.



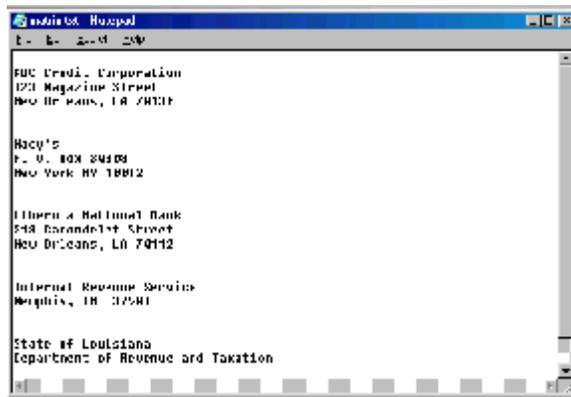
- * Locate the mailing matrix file.

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.



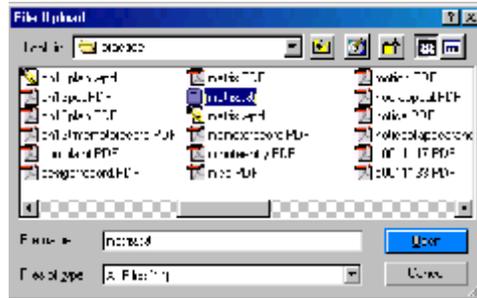
The file will open in Notepad as shown below.



- * 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.

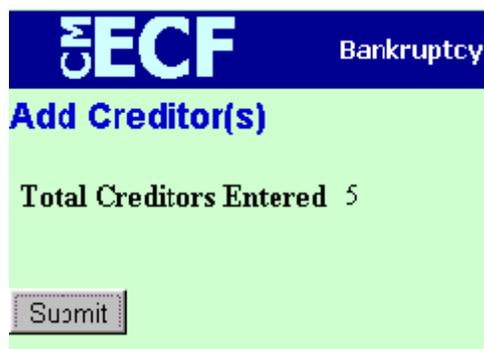
- * Click the **Open** button in the File Upload screen to associate the matrix file to the bankruptcy case.



- * Click **Next**.

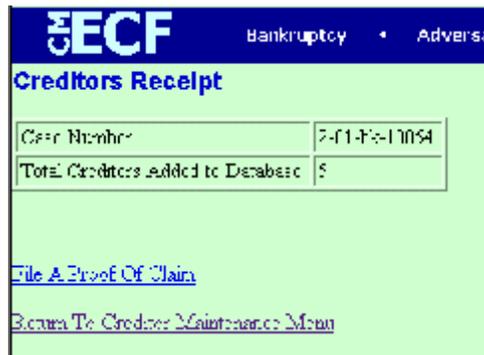
The next screen displays the total number of creditors being added to the case.

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**.

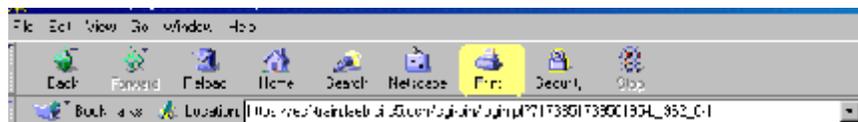
The Creditor Receipt screen appears as shown below. This screen confirms the number of creditors added to the case.



Uploading the mailing matrix is complete.

It is 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.



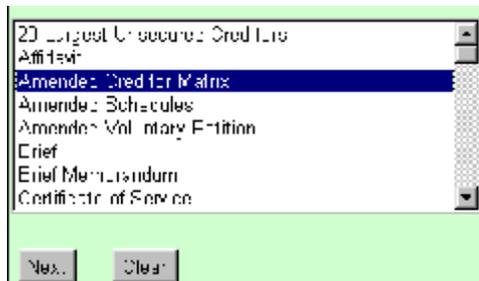
TO FILE AN AMENDED CREDITOR MAILING MATRIX

To Create the Amended Matrix:

- * Create a document with the full bankruptcy case heading including 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.

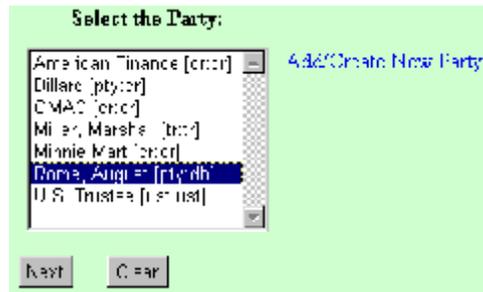
To file the Amended Matrix on CMECF:

- * 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.



- * Click **Next**.

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



- * 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)**”



- * Click **Next**.
- * At Modify Text screen, click **Next**.

At Final Text screen appears as shown below.



- * Click **Next**.

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