



## UNITED STATES BANKRUPTCY COURT

District of Nevada

Office of the Clerk

Patricia Gray  
Clerk of Court

# PUBLIC NOTICE

04-2

## Directive Regarding Proper Matrix Preparation

Pursuant to LR 1007(b), the Clerk directs that the master mailing matrix on cases which are not filed electronically shall be provided to the Clerk's office on a diskette in the format described in Exhibit 1 of this Directive with the filing of each new bankruptcy petition and with the filing of any amendments to the bankruptcy petition which adds new creditors. The diskette must be prepared in a format that is compatible with and can be uploaded into the court's Case Management/Electronic Case Filing (CM/ECF) system. The instructions for the preparation of a properly formatted diskette are attached as Exhibit 1.

If the master mailing matrix is filed on a diskette in the format described in Exhibit 1 of this Directive, the Clerk will provide the notice of the 341 Meeting of Creditors and Discharge of Debtor required by LR 2002 and LR 4004 to all creditors through the Bankruptcy Noticing Center (BNC).

However, if the master mailing matrix is not filed on a diskette in the format described in Exhibit 1 of this Directive, the Clerk will be unable to provide notice to all creditors through the Bankruptcy Noticing Center (BNC); and the Debtor or the Debtor's attorney will therefore be required to mail the notice of 341 Meeting of Creditors and Discharge of Debtor and file a certificate of service for every such mailing as required by LR 2002(a) and LR 4004. Failure of the Debtor to provide evidence of the mailing of the notice of 341 Meeting of Creditors or Discharge of Debtor in cases wherein the master mailing matrix is not filed on a diskette in the format described in Exhibit 1, may be cause for dismissal of the case.

Date: May 7, 2004

Patricia Gray  
Clerk of Court

## How to Convert a Creditor Matrix to a .txt File

A creditor matrix contains each creditor's name and mailing address. This information is used for noticing and also for claims information when applicable. The creditor matrix must be in an ASCII file format with an appropriate text extension such as .txt before it can be successfully uploaded into the CM/ECF system.

### Suggested Creditor Matrix Specifications:

- The name and address of each creditor must be five (5) lines or less.
- Each line may contain no more than 50 characters including blanks.
- Names 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.
- City, State and ZIP code must be on the last line.
- Nine digit ZIP codes must be typed with a hyphen separating the two groups of digits.
- All states must be two-letter abbreviations.
- Each creditor must be separated by at least one blank line.
- Do not include page numbers, headers, footers, etc.

### Supported Embedded Fonts:

Courier (Regular, Bold, Oblique, and Bold Oblique)

Helvetica (Regular, Bold, Oblique, and Bold Oblique) (Acrobat 3 and 4 only)

Arial (Regular, Bold, Italic, and Bold Italic) (Acrobat 5 and 6 only)

Times (Roman, Bold, Italic, and Bold Italic)

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### NOTE:

If creating the matrix from within a word processor, such as WordPerfect or MS Word, you must follow these specific directions to save the file as an ASCII text file:

WordPerfect - 1) click on File, Save As, 2) change the "File Type" to ASCII Dos Text, 3) name the file, 4) click on save.

MS Word - 1) click on File, Save As, 2) change the "Save as Type" to MS-Dos Text, 3) name the file, 4) click save.

This procedure will save the file with the name given, adding a .txt extension to the file name.