

## MAILING MATRIX SPECIFICATIONS

(5/11/08)

Effective January 1, 2003, the creditor matrix in all cases not filed over the Internet must be submitted on a computer disk. A paper copy of the matrix must also be included with each filing.

The paper copy of the list must be prepared in accordance with the following specifications:

1. The list must be typed in Courier 12 point font (10cpi).
2. Creditors must be listed in alphabetical order, in a single column down the left-hand side of the page.
3. Top and bottom margins should be approximately 1 inch each.
4. Each listing should consist of no more than five lines, single-spaced, with listings separated by one blank line. (Do not skip any lines *within* a listing.) Each line must not exceed 40 characters.
5. List creditors only - do not include debtor or attorney, U.S. Trustee, page headings of any kind, or page numbers.
6. Creditor listings should include names and addresses only - do not include account numbers.
7. ZIP codes must be located on the same line as the city and state, which should be the last line of the address.
8. If a zip code contains 9 digits, make sure that the entire zip code appears on the same line, with a hyphen placed between the fifth and sixth numbers.
9. Avoid using punctuation (periods, commas, etc.) in names and addresses.
10. If "attention" lines are used, they should appear as the second line of the address, rather than the last line.
11. No headers, footers or page numbers should appear on the list.
12. Only the first letter of a name/word should be capitalized. Do *not* capitalize entire lines.
13. In cases in which no disk is being submitted, the paper copy of the list should not be stapled to the petition.
14. Certain parties have advised the court of particular addresses to which notices are to be sent if these parties are scheduled as creditors in bankruptcy cases. Please click on the link below for a listing of these parties, and use the addresses shown if any of them are scheduled as creditors in your case.

[Example of properly prepared matrix](#)

[List of parties requiring particular mailing addresses](#)

[Instructions for preparation and submission of computer disk](#)

Citibank/CCSI  
Bankruptcy Dept  
7930 NW 110<sup>th</sup> St  
Kansas City MO 64195-9904

First National Bank  
Post Office Box 3391  
Beaumont TX 77703-3391

Flex Northwest  
1540 NW 46th St  
Seattle WA 98277

General Welding Supply Co  
3465 Maryland Blvd  
Baltimore MD 21286

Ideal Electronics Inc  
235 Broadway  
Brooklyn NY 11228

North American Mortgage Co.  
231 East Ave.  
Albion NY 14411

NYS Dept of Taxation & Finance  
Bankruptcy Unit  
PO Box 5300  
Albany NY 12205-5300

PNC Mortgage  
500 W Jefferson St  
9<sup>th</sup> Floor  
Louisville KY 40202

Sears Bankruptcy Recovery  
Services Inc  
45 Congress St  
Salem MA 01970

## LIST OF PARTIES REQUIRING PARTICULAR MAILING ADDRESSES

(Rev. 5/11/08)

The parties listed below have requested that notices in bankruptcy cases be directed to the mailing addresses specified on this list. Please use these addresses when listing any of these parties. (NOTE: This list appears in three columns to save space. When listing any of these parties on a mailing matrix, please follow the foregoing [instructions](#).)

ATX Communications - <i>See Broadview Networks</i>	<i>correspondence)</i>	Exxon P.O. Box 688938 Des Moines, IA 50368-8938
Action Card P.O. Box 99 Newark, NJ 07101-0099	Capital One P.O. Box 790216 St. Louis, MO 63179-0216	GE Card Services PO Box 36957 Attn: Recovery Payment Proc. Canton OH 44735
Bank of America P.O. Box 2278 Norfolk, VA 23501-2278	Chase National Legal Processing 451 Florida Street, 3 <sup>rd</sup> Floor Baton Rouge, LA 70826	General Revenue Corp 11501 Northlake Dr Cincinnati OH 45249
Bank of New York Retail Collection Dept 502 White Clay Center Newark DE 19711	Citibank/CCSI Bankruptcy Dept 7930 NW 110 <sup>th</sup> St POB 20487 Kansas City MO 64195-9904	Greenpoint Mortgage Bankruptcy Dept POB 8708 Columbus GA 31908-8708
Bell Atlantic Attn: Bankruptcy 6360 Thompson Rd PO Box 6360 Syracuse NY 13026	Covista Communications Inc 4803 Hwy 58 North Chattanooga TN 37416	Internal Revenue Service 11601 Roosevelt Blvd. P.O. Box 21126 Philadelphia, PA 19114
Bell Atlantic Mobile Attn: Bankruptcy Dept-MS 100 600 Unicorn Park Dr PO Box 4000 Woburn MA 01888-09860	Department of Finance Office of Legal Affairs (Parking Violations) 345 Adams St-3rd Floor Brooklyn NY 11210	LIPA/Brooklyn Union of Long Island Attn: Elisa M Pugliese Esq 175 East Old Country Rd Hicksville NY 11801
Bell Atlantic Visa Card Attn: Bankruptcy PO Box 15583 Wilmington DE 19886	Dime Savings Bank C/o North American Mortgage Co 231 East Ave Albion NY 14411	Microsoft Corporation c/o Joseph E Shickich Jr Riddell Williams PS 1001 4 <sup>th</sup> Avenue, Ste 4500 Seattle WA 98154-1192
Broadview Networks General Post Office PO Box 9242 Uniondale, NY 11555 <i>(address for payments)</i>	Direct Merchants Bank Card Member Services P.O. Box 5250 Carol Stream, IL 60197-5250	Mississippi State Tax Commission Bankruptcy Section PO Box 22808 Jackson MS 39225-2808
Broadview Networks 800 Westchester Avenue Suite N-501 Rye Brook, NY 10573 <i>(address for all other</i>	Discover Financial Services P. O. Box 3025 New Albany, OH 43054	NCO Financial Systems In. P.O. Box 15760 Wilmington, DE 19850-5760
	Eltman, Eltman & Cooper 140 Broadway, 26 <sup>th</sup> Floor New York, New York 10005	

North American Mortgage Co  
231 East Ave  
Albion NY 14411

NovaStar Mortgage Inc  
8140 Ward Parkway, Suite 200  
Kansas City MO 64111

NYC Child Support Unit  
P.O. Box 830  
Canal Street Station  
New York, NY 10013

NYC Department of Finance  
345 Adams Street, 3<sup>rd</sup> Floor  
Attn: Legal Affairs - Devora Cohn  
Brooklyn NY 11201-3719

NYS Dept of Taxation & Finance  
Bankruptcy Unit  
PO Box 5300  
Albany NY 12205-5300

NYS Unemployment Insurance  
Attn: Insolvency Unit  
Bldg 12 - Room 256  
Albany NY 12240-0001

PNC Mortgage  
500 W Jefferson St, 9<sup>th</sup> Floor  
Louisville KY 40202

Sears Bankruptcy Recovery  
Services Inc  
45 Congress St  
Salem MA 01970

State Bank of Long Island  
Legal Dept - Operations Division  
580 E Jericho Tpke  
Huntington Sta. NY 11746-7378

T-Mobile, Bankruptcy  
P.O. Box 53410  
Bellevue, WA 98015-53410

Tandy Credit Corp  
C/o Hurley State Bank  
POB 7004  
Sioux Falls SD 57117-7004

Time Warner Telecom  
Attn: Legal Department, 4<sup>th</sup> Floor  
10475 Park Meadows Drive  
Littleton, CO 80124

Verizon  
c/o Bankruptcy Group  
3900 Washington Street, Floor 1  
Wilmington DE 19802

Washington Mutual  
P.O. Box 100576  
Florence, SC 29502-0576

Wells Fargo  
Bankruptcy Dept. - MAC-X7801-  
014  
3476 Stateview Blvd.  
Fort Mills, S.C. 29715

Xspedius Communications  
Attn: Legal Department, 4<sup>th</sup> Floor  
10475 Park Meadows Drive  
Littleton, CO 80124

Zenith Acquisition Corp.  
170 Northpointe Pkwy., #300  
Amherst, New York 14228-1884

# United States Bankruptcy Court Eastern District of New York

## Instructions for Submission of the Creditor Matrix on Computer Disk

Effective **January 1, 2003**, the following guidelines must be followed in all bankruptcy filings other than those made over the Internet. Submitting the list of creditors on a computer disk allows the court to more efficiently process cases.

### ***Disk Type:***

Must be a 3-1/2" disk in Windows compatible format in any density up to 1.44 MB.

### ***Disk File Requirements:***

1. The creditor list may be submitted as an attachment to the petition (if the petition is being submitted on disk), or as a separate file.
2. If there is a separate creditor list, the file must be located in the disk's root directory and named **matrix.txt**
3. The file must be saved in a "pure text" format (ASCII Dos Text), not the word processor's document format.
4. The disk should be in a sealed envelope, with the names of the debtor and the debtor's attorney listed on the outside of the envelope.

### ***Paper Copy:***

A paper copy of the matrix must be submitted with each filing.

### ***File Content:***

The list should include creditors *only*. Because the court has software which automatically adds the debtor, joint debtor, debtor's attorney, case trustee and US Trustee to the case record, these parties should **NOT** be included on the creditor list.

### ***Creditor Format:***

1. Must be typed in Courier 12 point font (10cpi).
2. Lists should be typed in a single column.
3. Creditors must be listed in alphabetical order.
4. Each name and address must consist of no more than 5 (five) total lines of single spaced type.
5. Creditor records should be separated by one blank line.
6. ZIP codes must be located on the same line as the city and state, which should be the last line of the address.
7. If you use ZIP +4 format, place a hyphen between the fifth and the sixth numbers.
8. Each line must not exceed 40 characters.
9. If "attention" lines are used, they should appear as the second line of the address, not the last line.
10. No headers, footers, page numbers, account numbers or other extraneous marks should be used.
11. Only the first letter of a name/word should be capitalized. Do *not* capitalize entire lines.

### ***Disk Label Requirement:***

Do not write on a disk label with a ballpoint pen, because the disk may be damaged. Use a felt-tip pen or write lightly in pencil. The following information should be included on each disk submitted:

1. Name of submitting firm or practitioner
2. Debtor's full name
3. The total number of creditors listed

### ***Adding Creditors***

When adding creditors, submit a disk containing *only* the creditors to be added; do *not* include previously listed creditors.

### ***Returning Disk:***

Disks will not be returned.

### ***Limitations:***

If the list contains more than 1000 creditors, please bring this to the attention of the Intake Coordinator.

### ***Example Instructions for Microsoft Word or WordPerfect for Windows:***

After the matrix has been typed, place a formatted diskette in the floppy (A) drive and select the following items from the menu bar at the top of the window:

File

Save As

Save File as Type: (*select one of the following types*)

MS-DOS Text or ASCII (DOS) Text

File Name: (enter matrix.txt in the box below this item)

Drives:

A: (or whatever is appropriate for your PC)

Ok (left click the button one time with the mouse to complete saving the file)

### ***Computer Virus Protection:***

The court has computer software which scans disks for viruses in order to prevent possible damage to court records. Since new strains of computer viruses are regularly created, the court subscribes to a virus detection update service which allows us to detect the most recent computer viruses. All computer users are strongly urged to ensure that safeguards exist in their offices to detect and eradicate current and future computer viruses. You should also be aware that regardless of which virus detection software you use, the software must be updated regularly to enable it to detect new viruses. **Submission of a computer disk with a virus will be subject to appropriate court action.**