



MAILING MATRIX GUIDELINES

Case Management

CM / ECF

Electronic Case Files

Requirement to File. A bankruptcy petition must be accompanied by a list of the names and addresses of all creditors and other parties who are or will be included on bankruptcy schedules D, E, F, G, and H. It is important that this list, referred to as the mailing matrix, be complete because the court uses this list to give notice of the bankruptcy case and the automatic stay which prevents creditors from taking certain actions. If you do not know all the names and addresses of creditors at the time the petition is filed, you may file an amended creditor matrix later, but there will be a \$30 filing fee charged and you will be responsible for mailing the bankruptcy notices to the additional creditors.

Electronic Format. All debtors are required to provide the mailing matrix in a digital format that can be uploaded in the court's Case Management/Electronic Case Files (CM/ECF) system. Debtors who are not assisted by an attorney or a bankruptcy petition preparer are responsible for creating an electronic version of the matrix as a computer file with a ".txt" extension, and submitting it on a CD, USB drive, or other media. A paper copy of the mailing matrix must also be printed and submitted with the petition if the filing is made using paper. If the petition is being filed electronically by an attorney, a PDF of the mailing matrix must be attached to the petition in addition to uploading the .txt file.

Creating a Mailing Matrix Online. The court offers an online application for creating a mailing matrix – this can be accessed at the Clerk's Office or by clicking [here](#). The application is simple and easy to use, and will correctly format the names and addresses as required by the court. Before completing the online submission, make sure you print the mailing matrix and attach it to your verification (see below). When you mail or bring your petition, schedules, statements and other papers to the court to file the bankruptcy case, let someone at the court know that you submitted the mailing matrix online.

Verification. The mailing matrix must be accompanied by the debtor's verification that all entities included on bankruptcy schedules D, E, F, G, and H have been listed in the mailing matrix, using a form that substantially conforms to the local form (Verification of Creditor Matrix [[hib 1007-2d](#)]).

Format of Names and Addresses. See attached formatting requirements and examples.

Formatting Requirements

- Do not include the debtor and the debtor’s attorney, U.S. Trustee, or case number.
- List blocks of names and addresses in a single column down the left margin.
- Separate each name and address block with at least one blank line.
- Each name and address block may not exceed 5 lines total.
- Each line must not exceed 40 characters, including spaces.
- Each line must begin with a letter, digit, or one of these characters: #, %, &, or @.
- Any “Attention” or “c/o” information should be placed on the second line.
- The last line must contain the City, State (2-letter abbreviation), and ZIP Code.
- But for foreign addresses, list the country name (in English) by itself on the last line.
- Do not include account numbers.
- If the following entities require notice, use the addresses below:

Internal Revenue Service
P.O. Box 7346
Philadelphia, PA 19101-7346

Dep’t of Taxation, State of Hawaii
Attn: Bankruptcy Unit
P.O. Box 259
Honolulu, HI 96807-0259

- See the attached examples. Note the foreign address in the examples.

After creating the mailing matrix using a word processor, save as a “.txt” file.

Creditor XYZ
P.O. Box 12345
Honolulu, HI 96813

Bank of the Pacific Islands
Attn: Loan Department
9587 Walnut Way
San Francisco, CA 98574

General Welding Supply Company
Attn: Carolyn Smith
One Hollow Lane
Suite 500
Buffalo, NY 10984

Joe & Jane Smith
97-4837 Park Place
Kapolei, HI 96707

The Credit Union
123 4th Street
New York, NY 10002

Allan Attorney & Associates
National Savings Bank Building
1132 Bishop Place
Honolulu, HI 96813

SSGT Jane Doe
Unit 1212 Box 509
APO AP 96278-2050

Belgian Waffles, B.V.
Av. Paul Rousseau 25
1140 Bruxelles
BELGIUM