

# UNITED STATES BANKRUPTCY COURT DISTRICT OF HAWAII

## Preparing A Mailing Matrix

The court may send out several notices to creditors and other parties during the course of the case. Therefore, it is important that the matrix is prepared correctly. Please follow the instructions below:

- \* The matrix needs to be typed so that the scanner can read it. Use a standard font. We recommend 12 pt. Courier or Times Roman if these fonts are available to you. Note! Attorneys and Petition Preparers are required to file a mailing matrix as an ASCII Text file on a disk. Only a pro se debtor may file a mailing matrix on paper.
- \* Include the names and addresses of all creditors listed in your schedules. Do not include yourself on this list. There may be persons other than those to whom you owe money who should receive notices -- such as the attorney for a creditor with whom you have been corresponding, or a collection agency which is trying to collect a debt from you or a court in which a case has been filed against you. These persons may be listed on your matrix even though they were not put in your schedules as creditors.
- \* List the names and addresses just as you would when addressing an envelope to that person but put the last name first [of individuals]. Do not include account numbers in the address. If you need to include an attention line (Attn: \_\_\_\_\_), put it as the second line of the address rather than the last line. The last line should contain the city, state and zip code only.
- \* List the names and addresses in a single column down the left hand margin of the paper. The margin should be at least one inch. Leave 2 inches of blank space at the top and bottom of each sheet, and skip 3 lines between each address. If you buy a forms package, do not use the address grid which is provided in the package. This will not work. Look at the sample matrix which is printed below.
- \* Sign the verification of matrix form which is attached to the instruction sheet and file it with the matrix.
- \* Do not give us partial addresses. If you do not have a good address for a creditor, make an effort to find this information before you file the case. If you give us an incorrect address for a creditor, that creditor may not get notice of the case.

Here is an **example** of how a mailing matrix should look.

Put nothing on the matrix except names and addresses.

Put the debtor's name on the back of the matrix

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Smith, Mary L.  
2503 Mott-Smith Drive Apt. 300  
Honolulu, HI 96820

Lee, John L.Y.  
P.O Box 9773  
Kaneohe, Hi 96322

XYZ Collection Agency  
Att'n. James Ng  
22130 Alapai Drive  
Waimea, HI 99357

Xerox Corporation  
Attn: John Smith, Accounting  
1011 Adams Street,  
New York, NY 10010

Hans Joerg Holzwarth  
1134 Linden Str.  
93323 Freudenstadt  
Germany

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## Matrix Formatting ERRORS

### THESE ARE ERRORS TO AVOID WHEN CREATING A MATRIX!

State of Hawaii  
Dept. of Taxation  
Keelikolani Bldg.  
P.O. Box 3423  
830 Punchbowl Street  
Honolulu, HI 96813

**address block contains more than five lines of text**

Orthopedic Associates, Inc.  
1380 Lusitana, Suite 608  
Honolulu, HI 96813  
Physicians' Anesthesia Service  
C/O Select Consulting Service  
1481 S. King St., Suite 539  
Honolulu, HI 96814

**leave 3 spaces between the addresses**

Robert E. Chapman, Esq.  
Stanton Clay Thomas Chapman & Crumpton  
345 Queen Street, Suite 600  
Honolulu, HI 96813

**format is "last, first, middle, suffix"  
line exceeds 35-character maximum**

U.S. West Community  
c/o Continental Credit Service  
550 Kirkland Way  
Kirkland, WA 98083-0969

**address lines must be single-spaced**

Accutrack Data Collections, Inc.  
c/o Allan Y. Okubo, Esq.  
98-1238 Kaahumanu St., Ste. 4  
Pearl City, HI  
96782

**text not aligned along left margin**

**city, state, and zip code must be on the same line**

Straub Clinic & Hospital  
Pauahi Tower, Suite 320  
1001 Bishop Street  
Honolulu, HI ~~96826~~ 96813

**no handwritten characters**