

**UNITED STATES BANKRUPTCY COURT
FOR THE EASTERN DISTRICT OF MICHIGAN**

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BAY CITY, MI 48707
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GUIDELINES FOR SUBMITTING MAILING MATRIX

The Bankruptcy Court for the Eastern District of Michigan is totally dependent on a computer system called CM/ECF. As part of this system, the matrix (list of creditors) is scanned and uploaded which is used for mailing court notices. In order to insure that the case can be properly scanned, the design of the matrix was revised and the following guidelines were effective April 20, 1993:

- (1) The names, addresses and zip codes of the Debtor(s) and counsel for the Debtor(s) shall not appear on the matrix;
- (2) The bankruptcy petition case number shall not appear on the matrix,
- (3) The matrix shall be typed in one of the following types: (a) Courier 10; (b) Prestige Elite or (c) Letter Gothic;
- (4) The names and addresses of all creditors shall be typed in a single column on each page with margins no less than one-half inch; **NOTE: Do not include any account numbers with the names of the creditors,**
- (5) Each line shall be **not** more than 40 characters in length;
- (6) Each name and address shall consist of **not** more than five (5) lines;
- (7) There shall be at least two blank lines between each name and address entry.

Please refer to L.B.R. 1007-2 for other requirements regarding any department or agency of the United States that is listed on the matrix.

Katherine B. Gullo, Clerk of Court
United States Bankruptcy Court