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## Instructions and Requirements for Scannable Matrix.

**(Pursuant to Amended General Order No. 13)**

All bankruptcy petitions submitted for filing must be accompanied by a creditor matrix cover sheet and a properly prepared creditor matrix. A scannable creditor list is required for all cases even when a diskette is required. It is the responsibility of the filing party that the list of creditor names and addresses contains the same creditor names and addresses as on the diskette. **In order for the matrix to be scanned, it must adhere to the following requirements:**

### **Paper and typeface quality:**

Use blank, unlined, standard white 8½ X 11 inch bond paper. The copy should be clean without smudges, smears or stray marks.

Print must be letter quality. Dot matrix print is not acceptable. Use only one of the following typefaces: **Courier 10 pitch, Prestige Elite or Letter Gothic.**

### **Page format:**

The pages should be numbered **on the back of each page, not on the front.**

All type must be at least one and one-half inches 1½" from any edge of the paper.

### **Format of creditor names and addresses:**

Creditor names should be *first name <space> last name*.

Creditor names and address should be in upper and lower case, not all upper case.

Make sure that the list is left justified in a single column. **Do not use a 3 column format contained in some commercial bankruptcy forms packages.** Do not place more than 8 name and address sets per page. See [sample sheet attached](#) [1].

Have **no more than five lines** for each creditor name and address. Maximum of **40 characters** per line.

Put **3 blank lines** between each creditor.

Do not include any [Personal Data Document Identifiers](#) [2]. (e.g., DO NOT Include: Social Security numbers, Account numbers, Name of minor children, or dates of birth.)

The last line of each name and address must include the city, state, and ZIP code. Use a comma between city and state. **Use the two-letter abbreviations *without periods or other punctuation for state names***. Nine digit ZIP codes should be typed with a hyphen separating the fifth and sixth digits.

AK, AL, AR, AZ, CA, CO, CT, DC, DE, FL, GA, HI, IA, ID, IL, IN, KS, KY, LA, MA, MD, ME, MI, MN, MO, MS, MT, NC, ND, NE, NH, NJ, NM, NV, NY, OH, OK, OR, PA, RI, SC, SD, TN, TX, UT, VA, VT, WA, WI, WV, WY

Do not include the names and addresses of the [debtor](#) (s) or the [United States Trustee](#).

Do not use these symbols \* " + & % # . Do not use the lower case "l" in place of the numeric "1." Do not use the upper or lower case letter "o" in place of the numeric "0."

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**Links:**

[1] [http://www.canb.uscourts.gov/files/sample\\_format\\_for\\_creditor\\_names\\_and\\_...](http://www.canb.uscourts.gov/files/sample_format_for_creditor_names_and_...)

[2] <http://www.canb.uscourts.gov/filing-without-an-attorney>

### **File:**

 [matrix.pdf](#)

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