

### Creditor Matrix Requirements

A creditor matrix contains each creditor's name and mailing address. This information is used for noticing and also for claims information when applicable. The creditor matrix must be in an ASCII file format with an appropriate text extension such as **.txt** before it can be successfully uploaded into the CM/ECF system

- The name and address of each creditor cannot be more than 5 lines. If a record is more than 5 lines, the 6th line will be combined with line 5 and the 7th or 8th lines will be truncated.
- Each line may contain no more than 40 characters including blanks.
- Names and addresses should be left justified.
- Spaces in the first position of a line will cause an exception report for that creditor record.
- Special characters such as ~, 1/2 or ^ will cause problems. The # C/O and & characters have not been reported to cause errors.
- Account numbers or "attention" lines should be placed on the second line of the name/address.
- City, State and Zip code must be on the last line.
- Nine digit Zip codes must be typed with a hyphen separating the two groups of digits.
- All states must be two-letter abbreviations.
- Each creditor must be separated by at least one blank line.
- Do not include page numbers, headers, footers, etc.
- Do not center text, left justify only.

**Manual Chapter:** Getting Started

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