

United States Bankruptcy Court
District of Utah

To: Bankruptcy Petitioners & Pro Se Debtor(s)
From: Bankruptcy Clerk's Office
Re: Mailing Matrixes

Matrixes can be filed via the bankruptcy clerk's email. Attached is a step-by-step instruction guide that will allow the converting of matrixes to a **.txt** format and submitting them to the clerk's office.

Please recall that the preferred method to file a matrix for registered CM/ECF users is still directly through the CM/ECF Creditor Maintenance category. Filing a matrix via email is the preferred method for pro se debtor(s) to complete this obligation. A debtor can also verify that a matrix has been received and properly loaded via an automatic "Creditors Uploaded" entry that appears on the docket.

The clerk's office would like to also mention this is intended **FOR ORIGINAL MATRIXES ONLY**, not amended matrixes. Please remember that in order for creditors to be noticed properly of the meeting of creditors, the matrix must be filed within 2 days after the case is filed. The filing of the matrix satisfies Local Rule 2002-1(d) (e), Local Rule 1007-1(b), and 11 U.S.C. Section 521.

Instructions for Converting Matrices to text (.txt) format and Submitting Mailing Matrices through the Bankruptcy Clerk's E-mail

Converting Matrices to text (.txt) format

The following instructions will guide you through the process of converting a creditor mailing list to a text or ASCII format. A text (.txt) document is in a generic format that most software applications can read. A document can be saved as a .txt document by selecting ASCII (Dos) in the **file type** list.

STEP 1 The official case number must be typed **at the beginning of the matrix and separated by one blank line (example 02-00000)**. In addition, the format of the matrix should consist of the following:

- ✓ Margins(top, bottom, left, right) should be one inch
- ✓ Each creditor must be separated by at least one blank line
- ✓ Do not include page numbers, headers, footers, etc.
- ✓ The name and address of each creditor must be 4 lines or less
- ✓ Each line may contain no more than forty characters including spaces
- ✓ Names and addresses should be "left" justified
- ✓ City, state and zip must be on the last line
- ✓ There must be a comma placed immediately after the city name
- ✓ Do not place account numbers in addresses
- ✓ Nine-digit zip codes must be typed with a hyphen separating the groups of digits

STEP 2 Create or open the creditor list in your Word Processor.

STEP 3 Save your document.
Click "File" on the word processor menu bar and select **save as**.

STEP 4 Save the document to a folder in your computer.
Navigate to the folder where the document will be housed. Name the document. The document should be saved using the official case number for the case. (02-00000)
Click down arrow to view a dialog box of available "file type" options.
Select **ASCII (DOS)** text for the "file type"
Press the **Save** button and the matrix is now saved as a .txt document and can be e-mailed to the court

 **NOTE:** Documents may be easily located when a special folder has been created specifically for matrices.

Submitting Mailing Matrices through the Bankruptcy Clerk's E-mail

Once you have converted the matrix to text (.txt) format, it is ready to e-mail to the court where it can be uploaded into CM/ECF. The following instructions will guide you through the process of sending a .txt file to the court.

STEP 1 In your e-mail program, compose/create a new message and insert the clerk's mail address in the appropriate area. The e-mail address that will be used to receive case matrices is: **bankruptcy_clerk@utb.uscourts.gov**

STEP 2 In the subject line of your e-mail, input the official case number (02-20000).

STEP 3 Attach the matrix .txt file stored on your computer by using the "attach" function of your email.
 (For assistance on how to attach files to your e-mail from your computer, please use your browser's help files or e-mail provider's online help guides)

STEP 4 Send the e-mail to the bankruptcy clerk.