

**UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF CALIFORNIA**

In re _____) Case No. _____
)
)
)
 Debtor(s))
 _____)

Notice of Defective Creditor Matrix

The creditor matrix submitted by you in the above-referenced case is defective for the following reason(s):

- Creditors not listed in alphabetical order.
- Creditor matrix contains duplicate entries.
- Account numbers should not be included as part of the address.
- The creditor matrix is not typed in one of the following standard typefaces or print styles: Courier 10 pitch, Prestige Elite, Letter Gothic.
- The creditor names and addresses are not typed in a single column or are misaligned.
- The creditor names and addresses are closer than 1-1/2 inch from any edge of the paper.
- The creditor names and addresses consist of more than 4 total lines.
- The creditor matrix contains more than 40 characters per line.
- The creditor matrix contains less than 3 blank lines between each of the name/address blocks.
- The last line of each address does not contain the city, state and zip code.
- There is no hyphen separating the two groups of digits in nine digit zip codes.
- Attention lines must be typed on the second line of name/address blocks.
- States have not been abbreviated using two letters and/or contain a period after the abbreviation.
- Creditor matrix is typed in all upper case letters.
- The type used to prepare the creditor matrix is of poor quality (cloth ribbon, less than letter quality dot matrix, old typewriter, too light, etc.)
- The creditor matrix contains extra marks such as letterhead, dates, handwritten marks, or page numbers.
- The creditor matrix is on non-standard paper such as onion skin, half-sized or colored paper.
- For certain government agencies, please use the address on the "Roster of Federal Agencies, EDC form 2-785," attached to the Local Rules of this district.

In response to this notice, please take the action indicated below:

- You need not prepare a corrected matrix in this case. However, to avoid delays in case processing and the referral of future non-compliance to a judicial officer for appropriate action, please pay close attention to the instructions when preparing all future matrices.
- Resubmit correct creditor matrix within five (5) working days.

Pursuant to General Order 90-2 and Local Rule 107(b), creditors matrices shall be prepared in compliance with court approved matrix format instruction. A copy of these instructions is enclosed with this notice for your convenience. Compliance with these instructions permits optical scanning of matrices for high volume noticing purposes.

Dated:

FOR THE COURT
RICHARD G. HELTZEL, CLERK

By: _____
Deputy Clerk