

OFFICE OF THE CLERK
UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF CALIFORNIA

**NOTICE OF REVISED
GUIDELINES FOR PREPARATION OF MASTER ADDRESS LISTS AND
DISKETTE MASTER ADDRESS LIST SPECIFICATIONS**

In November 1997, the Clerk's Office implemented a policy that required debtors represented by legal counsel and those whose petitions had been prepared by a bankruptcy petition preparer to submit an electronic Master Address List on diskette with the traditional Master Address List on paper (often referred to as the "mailing matrix" or "creditor matrix"). Since that time, the readable diskettes provided by debtors' attorneys and bankruptcy petition preparers have been used as the source record for mailing and maintained as a part of the case file. In these cases, the Master Address List on paper has served as a "back-up" to be used only when the Court's computer system is unable to read the submitted diskette.

The vast majority of diskettes currently submitted with petitions have been properly prepared and can be read by the Court's equipment. Clerk's Office staff has developed a program to print Master Address Lists submitted on diskette for placement in the case file. With this capability, it is no longer necessary to retain the diskettes. As a result, beginning December 16, 1998, diskettes will be returned, together with a print-out of the mailing lists submitted on the diskette, to the filing party with their copies of the petition. Additionally, the Master Address List on paper will no longer be required in these cases.

Forms EDC 2-190, *Guidelines for Preparation of Master Address Lists*, and EDC 2-195, *Diskette Master Address List Specifications*, have been revised to reflect these, and other, changes. Under the revised guidelines, a Master Address List, either on diskette or on paper, must still be filed in every case. Debtors (*regardless of legal representation*) whose petitions are prepared by an attorney or by a bankruptcy petition preparer will be required to submit their Master Address on diskette. All other debtors may submit either an electronic list on diskette or a hard-copy list on paper. With respect to diskette specifications, the Clerk's Office will continue to accept Master Address Lists submitted on 5¼ inch diskettes through the end of this year only. Beginning in 1999, only 3½ inch diskettes will be accepted. Finally, forms EDC 2-098, *Verification of Master Address List on Diskette*, and EDC 2-099, *Verification of Master Address List on Paper (Creditor Matrix)*, have been combined and replaced by a single new form, EDC 2-100, *Verification of Master Address List*.

To view or print the revised guidelines, the revised diskette specifications, or the new verification form, click above on the title of the desired document. Copies of these documents may also be obtained at any divisional Clerk's Office. Questions concerning the preparation and submission of Master Address Lists should be directed to the Deputy-in-Charge or Operations Coordinator in the appropriate divisional office.