

UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF WISCONSIN

Creditor Mailing List ("Matrix")

Creditor Mailing List Requirement

The bankruptcy rules require that a debtor file with the voluntary petition a list containing the names and address of all creditors and parties in interest. The creditor matrix should also include the name and address of a debtor's spouse, if not a joint debtor. It is not necessary to file a verification of the creditor matrix in this district.

How to Prepare a Creditor Mailing List

An example of the required creditor mailing list format follows this Appendix. Mailing lists must be submitted in the following format:

1. The creditor mailing list shall be typed in a single, left-justified column. Each name and address block shall contain no more than five lines with a minimum of one blank line between each block. Each line shall not exceed 40 characters.
2. The last line of the address block shall contain only the city, state, zip code, or foreign country, if applicable. Nine-digit zip codes, if used, must be separated by a hyphen.
3. Use upper- and lower-case type, capitalizing first letters and proper names. Fonts should not be in bold or smaller than font size 10.
4. Do not include the following: financial or other account numbers, the names of debtors or joint debtors, the attorney for the debtor, or the Office of the United States Trustee.

*Pro se filers may choose to use the court's Creditor Matrix program to assist in matrix preparation, available here: <https://www.wieb.uscourts.gov/creditematrix/login>

How to Submit a Creditor Mailing List

1. **Registered attorney filers.** Registered users must upload matrix files directly to CM/ECF. Matrices must be formatted .txt files.
2. **Pro se filers.**
 - a. **Creditor Matrix program:**
<https://www.wieb.uscourts.gov/creditematrix/login>
 - b. **Email directly to wieb_matrices@wieb.uscourts.gov.** Emailed matrices must be in .txt or .pdf file formats.
 - c. Paper matrices are accepted in extenuating circumstances, at the clerk's discretion.

CREDITOR MAILING MATRIX FORMAT EXAMPLE

ABC Company
c/o John Doe
Attorney at Law
1234 Main St. #567
Anywhere, WI 51234-5678

Jane Jones
14 Happy Valley Cir.
Nowhere, NY 11111

XYZ Bank and Trust
ATTN: Bankruptcy Services
6565 Pinecone Avenue
Somewhere, CA 99999

Department Store
c/o Bankruptcy Department
PO Box 9876
Metropolis, IL 12345-1111