

LOCAL BANKRUPTCY RULE 1007-2

MAILING LIST OR MATRIX

(a) GENERAL REQUIREMENTS

The debtor shall file concurrently with the petition a Master Mailing List of the names, mailing addresses and zip codes of all creditors listed on Schedules D, E, and F. The Master Mailing List shall be prepared in accordance with instructions and specifications promulgated by the clerk.

See also Local Bankruptcy Rule 2002-2: NOTICE TO UNITED STATES OR FEDERAL AGENCIES.

(b) PARTNERSHIPS AND CORPORATIONS

If the debtor is a partnership or corporation, the Master Mailing List also shall include the names and addresses of all general partners or senior corporate officers. Either as part of the Master Mailing List or as a separate "Equity Holders Mailing List," there also shall be provided a listing of all limited partners, shareholders, or other equity holders. The Equity Holders Mailing List shall comply with the format requirements of paragraph (a) above.

(c) REQUIRED ELECTRONIC FORMAT FOR CASES WITH MORE THAN 100 CREDITORS OR EQUITY HOLDERS

Unless otherwise ordered, for all cases with more than 100 entities that hold either claims or interests, ~~the petitioner shall indicate on the face of the petition or conversion order, under the debtor's name, a statement that the case contains more than 100 entities that hold either claims or interests. The exact number of creditors is not required. In such cases, the debtor, or such other person as the court may order, shall provide the clerk with the Master Mailing List, schedules, and other required information in the computer-readable or~~ **in a court-approved** electronic format compatible with the court's computer systems. The clerk shall provide to the public regularly updated notices of the technical requirements for compliance with this Rule **on the court's web site**. Failure to submit the required information in a timely manner may subject the case to dismissal. A "hard copy" printed version of the Master

Mailing List, ~~schedules, and other required information~~ also shall be filed according to instructions and requirements promulgated by the clerk. **Filing of a hard copy of the Master Mailing List is not required for petitions filed via the court's electronic filing system.**

*See also Local Bankruptcy Rule 1002-1(g)(2): **FORM OF PAPERS FILED WITH COURT, PETITIONS, ~~Emergency ("Face Sheet")~~ Incomplete Petitions.***

(d) DEBTOR'S OBLIGATION TO ASSURE ACCURACY

It shall be the responsibility of the debtor or such other person as the court may order to ensure that the ~~schedules, Master Mailing List, Equity Holders' Mailing List, and the personal computer-readable diskette~~ **the electronic file containing the Master Mailing List and Equity Holder's Mailing List** are complete and correct. The Master Mailing List shall ~~contain~~ **be accompanied by** a declaration by the debtor or debtor's counsel attesting to the completeness and correctness of the list. If the Master Mailing List is ~~a personal computer-readable diskette~~ **submitted in a court-approved electronic format and the electronic file is** prepared by someone other than the debtor or debtor's counsel, a declaration shall also be submitted by the preparer to attest to the ~~accuracy manner of preparation of the~~ **electronic file as it relates to the information provided by the debtor or debtor's counsel** ~~diskette~~. The clerk's office shall not be required to compare the names and addresses shown on the Master Mailing List with those on the petition. The clerk's office may use either ~~the schedules, the hard copies of the mailing lists or the personal computer-readable diskette~~ **information submitted in electronic format** for noticing creditors.

(e) WHO SHALL BE LISTED

All parties required to be included in the schedules shall also be listed on the Master Mailing List in order to receive official notice of the bankruptcy.

Court's Comment

2003 Revision

All references to *computer-readable diskette* were revised to *court-approved electronic format* to accommodate changes in technology.

Paragraph (c) was revised to strike the requirement that the petitioner shall indicate on the face of the petition or conversion order, under the debtor's name, a statement that the case contains more than 100 entities that hold either claims or interests.

Paragraph (c) REQUIRED ELECTRONIC FORMAT FOR CASES WITH MORE THAN 100 CREDITORS OR EQUITY HOLDERS. *Emergency ("Face Sheet") Petitions* changed to *Incomplete Petitions*.

1998 Revision

Former Local Rule 105(6).

This Rule was amended to conform to General Order 94-06, with the following changes: All references to *PC Computer Readable Diskette* changed to Personal Computer Readable Diskette; paragraph (e) retained from former Local Bankruptcy Rule 105(6)(f).

Paragraph (a). Cross-reference to Local Bankruptcy Rule 2002-2 added.

Paragraph (c). *Unless otherwise ordered*, was added to the beginning of the sentence, allowing for the removal of paragraph (d) of former Local Bankruptcy Rule. Paragraph substantially rewritten to conform to General Order 94-06. Cross-reference to Local Bankruptcy Rule 1002-1(g)(2) added.

Paragraphs (e) and (f) of former Local Bankruptcy Rule renumbered as (d) and (e), respectively.