UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF NEW YORK

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In Re: **Case No.**

Chapter

Debtor(s)

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VERIFICATION OF CREDITOR MATRIX/LIST OF CREDITORS

The undersigned debtor(s) or attorney for the debtor(s) hereby verifies that the creditor matrix/list of creditors submitted herein is true and correct to the best of his or her knowledge.

Dated:

_____
Debtor

_____
Joint Debtor

s/ _____
Attorney for Debtor

United States Bankruptcy Court
Eastern District of New York

PRO SE MATRIX SUBMISSION

The paper copy of the list must be prepared in accordance with the following specifications:

1. The list must be typed in Courier 12 point font (10cpi).

2. Creditors must be listed in alphabetical order, in a single column down the left-hand side of the page.

3. Top bottom margins should be approximately 1 inch each.

4. Each listing should consist of no more than five lines, single-spaced, and with listings separated by two blank lines. (Do not skip any lines within a listing.) Each line must not exceed 40 characters.

5. List creditors only - do not include debtor or attorney, U.S. Trustee, page headings of any kind, page numbers.

6. Creditor listings should include names and addresses only - do not include account numbers.

7. ZIP codes must be located on the same line as the city and state, which should be the last line of the address.

8. If a zip code contains 9 digits, make sure that the entire zip code appears on the same line, with a hyphen place between the fifth and sixth numbers.

9. Avoid using punctuation (periods, commas, etc.) in names and addresses.

10. If "attention" lines are used, they should appear as the second line of the address, rather than the last line.

11. No headers, footers or page numbers should appear on the list.

12. Only the first letter of name/word should be capitalized. Do not capitalize entire lines.

13. Certain parties have advised the court of particular addresses to which notices are to be sent if these parties are scheduled as creditors in bankruptcy cases.

SAMPLE

Citibank/CCSI
Bankruptcy Dept
7930 NW 110th St
Kansas City MO 64195-9904

First National Bank
Post Office Box 3391
Beaumont TX 77703-3391

Flex Northwest
1540 NW 46th St
Seattle WA 98277

General Welding Supply Co
3465 Maryland Blvd
Baltimore MD 21286

Ideal Electronics Inc
235 Broadway
Brooklyn NY 11228

North American Mortgage Co.
231 East Ave.
Albion NY 14411

NYS Dept of Taxation & Finance
Bankruptcy Unit
PO Box 5300
Albany NY 12205-5300

PNC Mortgage
500 W Jefferson St
9th Floor
Louisville KY 40202

Sears Bankruptcy Recovery
Services Inc
45 Congress St
Salem MA 01970

SAMPLE