

**UNITED STATES BANKRUPTCY COURT
SOUTHERN DISTRICT OF MISSISSIPPI
CHARLENE J. KENNEDY, CLERK**

SUBMISSION OF CREDITOR MATRIX

Pursuant to Rule 7 of the Uniform Local Rules of the United States Bankruptcy Courts for the Northern and Southern Districts of Mississippi, a creditor matrix is to be filed in the format as required by the office of the clerk. Matrix information must be loaded into the court's computer system by scanning printed matrices using optical character readers or by copying the information from diskette. The diskette method provides faster and more accurate loading of data, thus the information is captured sooner for queries, noticing or for updating purposes.

To improve accuracy and reduce processing time, the creditor matrix is to be provided in the following format:

Initial matrix containing under 100 creditors	DISKETTE
Changes to matrix (Deletions or corrections)	PRINTED ONLY -- Changes to be noted by asterisks (***)
Supplemental matrix with additional creditors	PRINTED ONLY - changes to be noted by asterisks (***)
Initial or supplemental matrix with 100 or more creditors	DISKETTE

Instructions on the procedure for preparing the matrix for filing is as follows. Strict adherence to these instructions is essential.

PRINTED DOCUMENT REQUIREMENTS: (See Example - Matrix)

- Margins: One (1) inch top and bottom and one-quarter (1/4) inch left and right margins.
- Font: 10-pitch or no smaller than 11 point Courier font. Proportionally spaced characters should not be used. The list must be laser-printer quality. **BOLD** type should never be used.
- Column: Three straight columns starting on the left margin. See Example. (Matrix Layout)
- Ink: Black only.
- Paper: White (minimum 20 pound) bond paper. Must be an original - no copies or facsimiles.
- Grid Lines: None on form submitted, but must be within guidelines of sample.
- Spacing: Minimum one blank line above and below each creditor name and address combination. Must fit within guidelines of attached grid.

* If you have any questions regarding the matrix, contact the Clerk's office in Jackson at (601) 963-1790 *
* and contact the Clerk's office in Gulfport at (228) 563-1790 *