

UNITED STATES BANKRUPTCY COURT
WESTERN DISTRICT OF MISSOURI

APPENDIX TO THE LOCAL RULES

December 12, 2011

UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF MISSOURI
EN BANC

ORDER REGARDING
REFERENCE OF BANKRUPTCY MATTERS
TO UNITED STATES BANKRUPTCY JUDGES

Pursuant to the authority granted to this United States District Court in Title I, section 104(a) of the Bankruptcy Amendments and Federal Judgeship Act of 1984 effective July 10, 1984, all cases under Title 11 and all proceedings arising under Title 11 or arising in or related to cases under Title 11 are referred to the bankruptcy judges of this district.

All papers in cases or proceedings arising under or related to Title 11 shall be filed with the bankruptcy court for this district.

The reference of such cases to United States Magistrates by Order of July 10, 1984 is hereby revoked.

So ORDERED this 15th day of August, 1984.

/s/ Russell G. Clark
Russell G. Clark, Chief District Judge

/s/ Scott O. Wright /s/ Howard F. Sachs
Scott O. Wright, U.S. District Judge Howard F. Sachs, U.S. District Judge

/s/ Joseph E. Stevens, Jr. /s/ D. Brook Bartlett
Joseph E. Stevens, Jr. U.S. District Judge D. Brook Bartlett, U.S. District Judge

/s/ Ross T. Roberts Ross T. Roberts, U.S. District Judge

(This is an electronic reproduction of a paper original)

IN THE UNITED STATES DISTRICT COURT FOR THE
WESTERN DISTRICT OF MISSOURI

GENERAL ORDER

Pursuant to Rule 83 of the Federal rules of Civil Procedure and Rule 9029 of the Federal rules of Bankruptcy Procedure, the United States Bankruptcy Court for the Western District of Missouri is authorized to promulgate and amend rules of practice and procedure which are not inconsistent with the Federal Rules of Bankruptcy Procedure, and which do not prohibit or limit use of the Official Forms.

This General Order shall remain in effect until further order of this Court.

/s/ Joseph E. Stevens, Jr.
Joseph e. Stevens, Jr., Chief Judge

/s/ D. Brook Bartlett
D. Brook Bartlett, District Judge

/s/ Dean Whipple
Dean Whipple, District Judge

/s/ Fernando J. Gaitan
Fernando J. Gaitan, Jr., District Judge

Kansas City, Missouri

Dated: December 20, 1993

(This is an electronic reproduction of a paper original)

APPENDIX 1-2

UNITED STATE BANKRUPTCY COURT
WESTERN DISTRICT OF MISSOURI

INFORMATION SOURCES AND WEB LINKS

Western District of Missouri home page:

www.mow.uscourts.gov

Bankruptcy Electronic Filing System:

<http://ecf.mowb.uscourts.gov>

Live

<http://ecf-train.mowb.uscourts.gov>

Training

Bankruptcy Case Information

PACER (Public Access to Court Electronic Records) allows electronic access to case files for a fee. For more information and to register on-line, go to www.pacer.gov or call 1-800-676-6856. In the Western District of Missouri, documents filed on or after March 1, 2001 are available electronically.

VCIS (Voice Case Information System) allows telephone access to basic information about a bankruptcy case. Call 816-512-5110 or toll-free 1-888-205-2527. In the Western District of Missouri, cases closed prior to October 1995 are not available. You must contact the court at 816-512-1800 for information.

Bankruptcy Fee Schedule: http://www.mow.uscourts.gov/bankruptcy/rules/bk_fees.pdf

Bankruptcy Forms:

Official Forms: www.uscourts.gov/bkforms/

Director's Procedural Forms: www.uscourts.gov/bkforms/

Local Forms: Forms page at: www.mow.uscourts.gov/forms.html#bankruptcy

Credit Counseling and Personal Financial Management Instructional Course (Approved Vendors):

www.justice.gov/ust/eo/bapcpa/ccde/index.htm

Manuals

ECF Administrative Procedures and User's Manuals are available on-line at:

www.mow.uscourts.gov .

Means Testing Information (IRS guidelines, Census Bureau Data):

www.justice.gov/ust/eo/bapcpa/meanstesting.htm

UNITED STATES BANKRUPTCY COURT

Charles Evans Whittaker Courthouse

Room 1510

400 East 9th Street

Kansas City, MO 64106

www.mow.uscourts.gov

<https://ecf.mowb.uscourts.gov>

E-MAIL ADDRESSES/TELEPHONE NUMBERS - AREA CODE 816

Chief of Operations- Randall Henderson 512-1851,
randall_henderson@mow.uscourts.gov
Automated Case Information (24 hours) 512-5110; 1-888-205-2527
Filing requirements 512-1800
Procedural Questions- Roberta Kostrow 512-1818,
roberta_kostrow@mow.uscourts.gov
FAX 512-1832

JUDGES

Division 2 - Chief Judge Dennis R. Dow, Room 6562 512-1880
Judicial Assistant - Kerry Brown 512-1880
Law Clerk - Lori Locke 512-1886
Law Clerk - Sharon Loftspring 512-1885
Courtroom Deputy - Kim Anson 512-1894
kim_anson@mow.uscourts.gov

Division 3 - Judge Arthur B. Federman, Room 6552 512-1910
Judicial Assistant - Joan Brown 512-1911
Law Clerk - Erica Garrett 512-1913
Courtroom Deputy - Sharon Stanley 512-1924
sharon_stanley@mow.uscourts.gov

Division 1 - Judge Jerry W. Venters, Room 6462 512-1895
Judicial Assistant - Arlene Wilbers 512-1896
Law Clerk - Robert Baran 512-1898
Courtroom Deputy - Jamie Hinkle 512-1909
jamie_hinkle@mow.uscourts.gov

Division 1, 2 and 3 Kansas City Chapter 13 cases
Courtroom Deputy - Kristina Richardson 512-1816
kc13orders@mow.uscourts.gov

WESTERN DISTRICT OF MISSOURI PANEL TRUSTEES

Name and E-Mail Address	Street Address	Phone/Fax/TrusteeAssistant
Chapter 7		
Gary Barnes gary.barnes@huschblackwell.com	Husch Blackwell Sanders 4801 Main St., Ste. 1000 Kansas City, MO 64105	816-983-8000 816-983-8080 FAX Cindy Houser
Patricia Ann Brown pbrown@4state.com	1857 Dogwood Dr. P.O. Box 1865 Joplin, MO 64801	417-206-8358 417-206-8362 FAX
J. Kevin Checkett trustee@cp-law.com	Checkett & Pauly PO Box 409 Carthage, MO 64836	417-358-4049 417-358-6341 FAX Janet Waggoner
Jerald S. Enslein jsenslein@gallas-schultz.com	Gallas & Schultz 9140 Ward Parkway, Ste. 200 Kansas City, MO 64114	816-822-8100 816-822-8222 FAX Bonnie Hart
Janice A. Harder janice@harderlaw.com	3610 Buttonwood Dr., Ste. 200 Columbia, MO 65201	573-875-2880 573-874-1526 FAX
Erlene W. Krigel ekrigel@krigelandkrigel.com	Krigel & Krigel 4550 Belleview Kansas City, MO 64111	816-756-5800 816-756-1999 FAX Ashley Green
Fred C. Moon fcmoon@moon-attorneys.com	Moon & Moon 1441 E. Primrose St. Springfield, MO 65804	417-862-3735 417-862-1936 Lois Henderson Velinda Hammack
Jill Olsen trustee@olsenlawkc.com	The Olsen Law Firm 1044 Main St., Ste. 400 Kansas City, MO 64105	816-521-8811 816-278-9493 FAX
Thomas J. O'Neal cmoore@polsinelli.com	Polsinelli Shughart 901 St. Louis, Ste. 1200 Springfield, MO 65806	417-869-3353 417-869-9943 Charla Moore
John C. Reed jreedlaw@aol.com	Pletz & Reed PO Box 1048 Jefferson City, MO 65102	573-635-8500 573-634-3079 FAX
Norman Rouse twelch@cwrcave.com	Collins Webster & Rouse 20 th and Prosperity Rd. PO Box 1846 Joplin, MO 64802	417-782-2222 417-782-1003 Tabitha Welch
Maureen Scully maureensc@swbell.net	PO Box 30233 Kansas City, MO 64112	816-868-3039 913-384-0939 FAX

Janice E. Stanton
janice.stanton@sbcglobal.net

104 W. 9th St., Ste. 303
Kansas City, MO 64105

816-421-7770
816-421-7773 FAX
Julie Marcus

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Gunn Shank & Stover
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816-454-5600
816-454-3678 FAX
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Kansas City, MO 64105

816-221-8855
816-221-7886 FAX

Chapter 12

Richard V. Fink

818 Grand Blvd., Ste. 800
Kansas City, MO 64106

816-842-1031
David Boehnke

Chapter 13

Richard V. Fink

818 Grand Blvd., Ste. 800
Kansas City, MO 64106

816-842-1031
David Boehnke

**IN THE UNITED STATES BANKRUPTCY COURT
FOR THE WESTERN DISTRICT OF MISSOURI**

CHAPTER 7

Filing requirements for new Petitions (cases) and amendments thereto.

\$306.00 Total Fee (\$245.00 Filing Fee + \$46.00 Administrative Fee + \$15.00 Trustee Surcharge)

The following documents are required for a Chapter 7 case and should be in your pdf (portable document format) electronic file in the following order:

NAME OF DOCUMENT	FORM	NAME OF DOCUMENT	FORM
<p>File in one pdf document, if possible:</p> <p>1. Petition (Including signature page)</p> <p>2. Exhibit D - Individual Debtor's Statement of Compliance with Credit Counseling</p> <p>3. Summary of Schedules</p> <p>4. Statistical Summary of Certain Liabilities (28 USC § 159) (Individual Debtors ONLY)</p> <p>5. Schedules:</p> <p style="padding-left: 20px;">Schedule A. Real Property</p> <p style="padding-left: 20px;">Schedule B. Personal Property</p> <p style="padding-left: 20px;">Schedule C. Exempt Property (Individual)</p> <p style="padding-left: 20px;">Schedule D. Secured Claims</p> <p style="padding-left: 20px;">Schedule E. Priority Claims</p> <p style="padding-left: 20px;">Schedule F. Nonpriority Claims</p> <p style="padding-left: 20px;">Schedule G. Contracts/Leases</p> <p style="padding-left: 20px;">Schedule H. Codebtors</p> <p style="padding-left: 20px;">Schedule I. Current Income (Individual)</p> <p style="padding-left: 20px;">Schedule J. Current Expenditures (Individual)</p> <p>6. Verification of Schedules</p> <p>7. Verified Statement of Financial Affairs</p> <p>8. Statement of Intention signed by Debtor (Individual Debtor Only, Not Business Debtor)</p> <p>9. Statement of Current Monthly Income and Means Test Calculation (consumer debts)</p> <p>10. Disclosure of Attorney Compensation</p> <p>11. Matrix</p> <p>12. Verification of Matrix</p> <p>13. Statement of Chapter 7 Business Operations (Business Continuing to Operate)</p> <p>Pro Se:</p> <p>1. Notice to Debtor by Non Attorney Bankruptcy Petition Preparer</p> <p>2. Disclosure of Compensation by Non Attorney Bankruptcy Petition Preparer</p> <p>3. Notice to Individual Consumer Debtors (342(b))</p> <p>4. Statement of Social Security Number</p>	<p>B 1</p> <p>B 1D</p> <p>B 6-Sum</p> <p>B 6-Sum 2</p> <p>B 6A</p> <p>B 6B</p> <p>B 6C</p> <p>B 6D</p> <p>B 6E</p> <p>B 6F</p> <p>B 6G</p> <p>B 6H</p> <p>B 6I</p> <p>B 6J</p> <p>B 6-Cont</p> <p>B 7</p> <p>B 8</p> <p>B 22A</p> <p>B 203</p> <p>None</p> <p>Local</p> <p>Local</p> <p>B 19</p> <p>B 280</p> <p>B 201</p> <p>B 21</p>	<p>Separate Documents:</p> <p>Application to pay filing fee in installments (Individual debtor only)</p> <p>Application to Waive the filing fee</p> <p>Certificate of Credit Counseling</p> <p style="padding-left: 40px;">Or</p> <p>Motion to Waive Credit Counseling re: Exigent Circumstances</p> <p style="padding-left: 40px;">Or</p> <p>Motion to Waive Credit Counseling¹</p> <p>Debtor's Evidence of Employer Payments received (60 days)</p> <p style="padding-left: 40px;">Or</p> <p>Debtor's Evidence of NO Employer Payments</p> <p>Declaration re: Electronic Filing (not prose)</p> <p>Certification of Intent to Cure Residential Default and 30 day Rent Deposit²</p> <p>Motion Rebutting Presumption of Abuse Due to Special Circumstances</p> <p>Motion to Extend Automatic Stay (362(c)(3))</p> <p>Motion to Impose Automatic Stay (362)(c)(4)</p> <p>Corporate Ownership Statement (corporate debtors)</p> <p>Missing Documents:</p> <p>If not included, a master mailing matrix must be filed within 2 days. Any other missing documents are due within 14 days from date of filing or the case may be dismissed.</p> <p>¹ One of these three documents must be filed</p> <p>² Document filed only if required by statement on petition.</p>	<p>B 3A</p> <p>B 3B</p> <p>Cert.</p> <p>Atty prepare</p> <p>Atty prepare</p> <p>Atty prepare</p> <p>Local</p> <p>Local</p> <p>Atty prepare</p> <p>Atty prepare</p> <p>Atty prepare</p> <p>Atty prepare</p> <p>Local</p> <p>Local</p>

The Mailing Matrix must also be prepared in a separate text (.txt or .scn) file.

**IN THE UNITED STATES BANKRUPTCY COURT
FOR THE WESTERN DISTRICT OF MISSOURI**

CHAPTER 11

Filing requirements for new Petitions (cases) and amendments thereto.

\$1,046.00 Total Fee (\$1000.00 Filing Fee + \$46.00 Administrative Fee)

The following documents are required for a Chapter 11 case and should be in your **pdf (portable document format)** electronic file in the following order:

NAME OF DOCUMENT	FORM	NAME OF DOCUMENT	FORM
File in one pdf document, if possible:		Separate Documents:	
1. Petition (Including signature page)	B 1		
2. Exhibit D - Individual Debtor's Statement of Compliance with Credit Counseling	B 1 D	Application to pay filing fee in installments (Individual debtor only)	B 3A
3. Summary of Schedules	B 6-Sum		
4. Statistical Summary of Certain Liabilities (28 USC § 159) (Individual Debtors ONLY)	B 6-Sum 2	Certificate of Credit Counseling or Motion to Waive Credit Counseling re: Exigent Circumstances	Cert. Atty prepare
5. Schedules:			
Schedule A. Real Property	B 6A		
Schedule B. Personal Property	B 6B		
Schedule C. Exempt Property (Individual)	B 6C	Motion to Waive Credit Counseling ¹ (all of the above, individual debtor only)	Atty prepare
Schedule D. Secured Claims	B 6D		
Schedule E. Priority Claims	B 6E		
Schedule F. Nonpriority Claims	B 6F	Debtor's Evidence of Employer Payments received (60 days) (Individual debtor only)	Atty prepare
Schedule G. Contracts/Leases	B 6G		
Schedule H. Codebtors	B 6H		
Schedule I. Current Income (Individual)	B 6I		
Schedule J. Current Expenditures (Individual)	B 6J	Declaration re: Electronic Filing	Local
6. Verification of Schedules	B 6-Cont		
7. Verified Statement of Financial Affairs	B 7	Motion to Extend Automatic Stay (362(c)(3))	Atty prepare
8. Statement of Current Monthly Income (individual debtor only)	B 22B		
9. Disclosure of Attorney Compensation	B 203	Motion to Impose Automatic Stay (362)(c)(4)	Atty prepare
10. Matrix	None		
11. Verification of Matrix	Local		
12. Local Rule 2015-2A and B Statements (if debtor operates a business)	Atty prepare	Corporate Ownership Statement (corporate debtors)	Local
		Missing Documents:	
		If not included, a master mailing matrix must be filed within 2 days. Unless otherwise indicated, other missing documents are due within 14 days from date of filing or the case may be dismissed.	
		¹One of these three documents must be filed	

The Mailing Matrix must also be prepared in a separate text (.txt or .scn) file.

**IN THE UNITED STATES BANKRUPTCY COURT
FOR THE WESTERN DISTRICT OF MISSOURI**

CHAPTER 12

Filing requirements for new Petitions (cases) and amendments thereto.

\$246.00 Total Fee (\$200.00 Filing Fee + \$46.00 Administrative Fee)

The following documents are required for a Chapter 12 case and should be in your **pdf (portable document format)** electronic file in the following order:

NAME OF DOCUMENT	FORM	NAME OF DOCUMENT	FORM
<p>File in one pdf document, if possible:</p> <p>1. Petition (Including signature page)</p> <p>2. Exhibit D - Individual Debtor's Statement of Compliance with Credit Counseling</p> <p>3. Summary of Schedules</p> <p>4. Statistical Summary of Certain Liabilities (28 USC § 159)</p> <p>5. Schedules:</p> <p style="padding-left: 20px;">Schedule A. Real Property</p> <p style="padding-left: 20px;">Schedule B. Personal Property</p> <p style="padding-left: 20px;">Schedule C. Exempt Property (Individual)</p> <p style="padding-left: 20px;">Schedule D. Secured Claims</p> <p style="padding-left: 20px;">Schedule E. Priority Claims</p> <p style="padding-left: 20px;">Schedule F. Nonpriority Claims</p> <p style="padding-left: 20px;">Schedule G. Contracts/Leases</p> <p style="padding-left: 20px;">Schedule H. Codebtors</p> <p style="padding-left: 20px;">Schedule I. Current Income (Individual)</p> <p style="padding-left: 20px;">Schedule J. Current Expenditures (Individual)</p> <p>6. Verification of Schedules</p> <p>7. Verified Statement of Financial Affairs</p> <p>8. Disclosure of Attorney Compensation</p> <p>9. Matrix</p> <p>10. Verification of Matrix</p> <p>11. Local Rule 2015-2A and B Statements (if debtor operates a business)</p>	<p>B 1</p> <p>B 1 D</p> <p>B 6-Sum</p> <p>B 6-Sum 2</p> <p>B 6A</p> <p>B 6B</p> <p>B 6C</p> <p>B 6D</p> <p>B 6E</p> <p>B 6F</p> <p>B 6G</p> <p>B 6H</p> <p>B 6I</p> <p>B 6J</p> <p>B 6-Cont</p> <p>B 7</p> <p>B203</p> <p>None</p> <p>Local</p> <p>Atty prepare</p>	<p>Separate Documents:</p> <p>Application to pay filing fee in installments (Individual debtor only)</p> <p>Certificate of Credit Counseling Or Motion to Waive Credit Counseling re: Exigent Circumstances Or Motion to Waive Credit Counseling¹ (all of the above, individual debtor only)</p> <p>Debtor's Evidence of Employer Payments received (60 days) (individual debtor only)</p> <p>Declaration re: Electronic Filing</p> <p>Motion to Extend Automatic Stay (362) (c)(3)</p> <p>Motion to Impose the Automatic Stay (362)(c)(4)</p> <p>Corporate Ownership Statement (corporate debtors)</p> <p><u>Missing Documents:</u></p> <p>If not included, a master mailing matrix must be filed within 2 days. Unless otherwise indicated, other missing documents are due within 14 days from date of filing or the case may be dismissed.</p> <p>¹ One of these three documents must be filed</p>	<p>B 3A</p> <p>Cert.</p> <p>Atty Prepare</p> <p>Atty Prepare</p> <p>Atty Prepare</p> <p>Local</p> <p>Atty Prepare</p> <p>Atty Prepare</p> <p>Local</p>

The Mailing Matrix must also be prepared in a separate text (.txt or .scn) file.

**IN THE UNITED STATES BANKRUPTCY COURT
FOR THE WESTERN DISTRICT OF MISSOURI**

CHAPTER 13

Filing requirements for new Petitions (cases) and amendments thereto.

\$281.00 Total Fee (\$235.00 Filing Fee + \$46.00 Administrative Fee per 28 USC § 1930(b)(8))

The following documents are required for a Chapter 13 case and should be in your **pdf (portable document format)** electronic file in the following order:

NAME OF DOCUMENT	FORM	NAME OF DOCUMENT	FORM
<p>File in one pdf document, if possible:</p> <ol style="list-style-type: none"> 1. Petition (Including signature page) 2. Exhibit D - Individual Debtor's Statement of Compliance with Credit Counseling 3. Summary of Schedules 4. Statistical Summary of Certain Liabilities (28 USC § 159) (Individual Debtors ONLY) 5. Schedules: <ul style="list-style-type: none"> Schedule A. Real Property Schedule B. Personal Property Schedule C. Exempt Property (Individual) Schedule D. Secured Claims Schedule E. Priority Claims Schedule F. Nonpriority Claims Schedule G. Contracts/Leases Schedule H. Codebtors Schedule I. Current Income (Individual) Schedule J. Current Expenditures (Individual) 6. Verification of Schedules 7. Verified Statement of Financial Affairs 8. Statement of Current Monthly Income and Disposable Income Calculations 9. Disclosure of Attorney Compensation 10. Matrix 11. Verification of Matrix <p>Pro Se:</p> <ol style="list-style-type: none"> 1. Notice to Debtor by Non Attorney Bankruptcy Petition Preparer 2. Disclosure of Compensation by Non Attorney Bankruptcy Petition Preparer 3. Notice to Individual Consumer Debtors (342(b)) 4. Statement of Social Security Number 	<p style="text-align: center;">B 1 B 1 D</p> <p style="text-align: center;">B 6-Sum B 6-Sum 2</p> <p style="text-align: center;">B 6A B 6B B 6C B 6D B 6E B 6F B 6G B 6H B 6I B 6J</p> <p style="text-align: center;">B 6-Cont B 7 B 22C</p> <p style="text-align: center;">B 203 None Local</p> <p style="text-align: center;">B 19</p> <p style="text-align: center;">B 280</p> <p style="text-align: center;">B 201 B 21</p>	<p>Separate Documents:</p> <p>Application to pay filing fee in installments</p> <p>Chapter 13 Plan/Plan Summary</p> <p>Certificate of Credit Counseling or Motion to Waive Credit Counseling re: Exigent Circumstances or Motion to Waive Credit Counseling¹</p> <p>Debtor's Evidence of Employer Payments received (60 days) or Debtor's Evidence of NO Employer Payments</p> <p>Declaration re: Electronic Filing (non pro se)</p> <p>Certification of Intent to Cure Residential Default and 30 day Rent Deposit²</p> <p>Motion to Extend Automatic Stay (362(c)(3))</p> <p>Motion to Impose Automatic Stay (362)(c)(4)</p> <p>Missing Documents:</p> <p>If not included, a master mailing matrix must be filed within 2 days. Any other missing documents are due within 14 days from date of filing or the case may be dismissed.</p> <p>¹ One of these three documents must be filed ² Document filed only if required by statement on petition.</p>	<p style="text-align: center;">B 3A</p> <p style="text-align: center;">Local</p> <p style="text-align: center;">Cert.</p> <p style="text-align: center;">Atty prepare</p> <p style="text-align: center;">Atty prepare</p> <p style="text-align: center;">Atty prepare</p> <p style="text-align: center;">Local</p> <p style="text-align: center;">Local</p> <p style="text-align: center;">Atty prepare</p> <p style="text-align: center;">Atty prepare</p> <p style="text-align: center;">Atty prepare</p> <p style="text-align: center;">Atty prepare</p>

The Mailing Matrix must also be prepared in a separate text (.txt or .scn) file.

HOW TO CREATE A MATRIX TEXT FILE

FOR ELECTRONIC FILING

- Talk to your software vender first.
- If your software will not convert the matrix to a text file, then take the following steps:

1. Use a 1" left margin to create your matrix in Word/WordPerfect format.
2. Type your creditors in a single column down the left-hand margin as follows:

John Doe Creditor
1214 Anywhere Street
City, State and Zip

Mary Doe Creditor
1012 American Way
City, State and Zip

3. Single space each creditor and double-space between creditors; the city, state and zip must be together on the last line. **IF YOU MUST INCLUDE ACCOUNT NUMBERS, DO NOT PUT THEM ON THE LAST LINE. DO NOT USE HARD PAGE BREAKS BETWEEN PAGES. IF CREDITORS BECOME SEPARATED BETWEEN PAGES, SIMPLY INSERT ADDITIONAL LINES.**
4. Click [File] and then [Save As...]
5. Name your file and change your drive (if necessary)
6. Beside the selection "File type:" click the down arrow button [▼]
7. Select one of the following options depending on your software:
 - WordPerfect - choose "ASC II DOS Text"
 - Word - choose "Plain Text (*.txt)"
8. Click [Save]
9. Your matrix is now in text format.

HOW TO CREATE A MATRIX FOR PRO SE DEBTOR PAPER FILING

1. Prepare a typed list of all your creditors (mailing matrix).
2. The matrix must include the name of the creditor, the address, and the city, state and zip code.
3. The list should be in a single column format with a 1 inch left margin.
4. Single-space the creditors but . . .
5. Double-space between creditors but do not separate a creditor from the address. The full name and address of a creditor should be on one page.
6. The city, state and zip must be all on the same line.
7. Use an ordinary font such as Times New Roman or Arial.

Here is an example:

ABC Corporation
1200 Main Street
Anywhere, MO 60000

Mr. and Mrs. XYZ
2100 Maple Drive
Anywhere, MO 60000

H&M Business Supply
1010 Elm Boulevard
Anywhere, MO 60000

8. You may use either a typewriter or a computer.
9. If using a computer, do not use hard returns.

CREDITOR ADDRESSES

Fed. R. Bankr. P. 5003 (e) requires the Clerk to maintain a registry of mailing addresses for Federal, State and local governmental units responsible for the collection of taxes. The Clerk is also required to "...include information that would enable a user of the register to determine the circumstances when each address is applicable, and mailing notice to only one applicable address is sufficient to provide effective notice." To see the list of addresses submitted by governmental units, go to the **Government Address Registry** on our website.

AGENCIES ADDED TO ALL BANKRUPTCY MATRICES BY COURT

Missouri Department of Revenue
P.O. Box 475
Jefferson City, MO 65105-0475

FEDERAL AGENCIES TO BE ADDED TO MATRIX BY DEBTOR, IF APPLICABLE

U.S. Attorney
Room 5510, U.S. Courthouse
400 East 9th Street
Kansas City, MO 64106

For service of complaints by mail: send to the U.S.
Attorney, Attn: Bankruptcy Processing Clerk and to:

Attorney General, Main Justice Building
950 Pennsylvania Avenue NW, Room 5111
Washington, DC 20530

For service of petition by e-mail: ecfbankruptcy@usdoj.gov

Per Local Rule 1002-1, debtor must add U.S. Attorney to matrix filed with the court if the federal government is a creditor. Also, if the debtor knows that a loan is guaranteed by the federal government, please add the U.S. Attorney and the government agency to the matrix.

Dept. of Agriculture, Office of General Counsel
PO Box 419205
Kansas City, MO 64141-0205

Dept. of Agriculture, Commodity Credit Corporation
601 Business Loop 70 West, Parkade Center #235
Columbia, MO 65203

Dept. of Agriculture, Farm Service Agency
601 Business Loop 70 West, Parkade Center #225
Columbia, MO 65203

Dept. of Agriculture, Rural Housing Service/Rural
Development
PO Box 66879
St. Louis, MO 63166

Dept. of Education, ACS - Direct Student Loans
501 Bleecker Street, East
Utica, NY 13501

Dept. of Education, Office of General Counsel
Div. of Post Secondary Education
400 Maryland Ave., SW, Room 6E118
Washington, D.C. 20202-2110

Dept. of Education, Office of Post Secondary Education
Region IX
50 United Nations Plaza, Room 242
San Francisco, CA 94102-4987

Dept of Health and Human Services
Public Health Div., Parklawn Bldg.
5600 Fishers Lane, Room 4A-53
Rockville, MD 20857

Dept. of Housing and Urban Development
Office of General Counsel, Gateway Tower II
400 State Ave., Room 200
Kansas City, KS 66101-2406

Dept. of Veterans Affairs
Office of District Counsel
1 Jefferson Barracks Drive
St. Louis, MO 63125-4185

Internal Revenue Service
PO Box 21126
Philadelphia, PA 19114-0326

Pension Benefit Guaranty Corporation
Office of the General Counsel
1200 "K" Street, N.W., Ste 340
Washington, DC 20005-4026

Securities and Exchange Commission
Midwest Regional Office
175 W. Jackson, Ste. 900
Chicago, IL 60604

Small Business Administration
1000 Walnut St., Ste. 500
Kansas City, MO 64106-2156

Social Security Administration
Office of Regional Counsel
601 E. 12th St., Ste 535
Kansas City, MO 64106

APPENDIX 1-9

IN THE UNITED STATES DISTRICT COURT FOR THE
WESTERN DISTRICT OF MISSOURI
EN BANC

ORDER AUTHORIZING THE BANKRUPTCY APPELLATE PANEL SERVICE
TO HEAR AND DETERMINE BANKRUPTCY APPEALS
ORIGINATING IN THE WESTERN DISTRICT OF MISSOURI

WHEREAS, Congress, by adoption of 28 U.S.C. § 158(b)(1), has directed the establishment of a Bankruptcy Appellate Panel by the Judicial Council of each circuit, absent specific findings, and,

WHEREAS, the Eighth Circuit Judicial Council has approved the establishment of a Bankruptcy Appellate Panel in the Eighth Circuit, to be implemented only upon Administrative Office funding, and

WHEREAS, Section 158(b)(6) requires a district court to authorize bankruptcy appeals to be heard by the Bankruptcy Appellate Panel, it is

ORDERED that the district judges of the Western District of Missouri, by majority vote, direct that all bankruptcy appeals go to the Bankruptcy Appellate Panel for the Eighth Circuit when funded and operational.

/s/ D. Brook Bartlett

D. Brook Bartlett, Chief U.S. District Judge

/s/ Dean Whipple

Dean Whipple, U.S. District Judge

/s/ Fernando J. Gaitan

Fernando J. Gaitan, Jr., U.S. District Judge

/s/ Ortrie D. Smith

Ortrie D. Smith, U.S. District Judge

Dated: December 1, 1995

Kansas City, Missouri

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APPENDIX 1-10