

**UNITED STATES BANKRUPTCY COURT  
WESTERN DISTRICT OF MISSOURI**



**APPENDIX  
TO THE  
LOCAL RULES OF PRACTICE**

**Updated August 2019**

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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 15<sup>th</sup> day of August, 1984.

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

/s/ Scott O. Wright  
Scott O. Wright, U.S. District Judge

/s/ Howard F. Sachs  
Howard F. Sachs, U.S. District Judge

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

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

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

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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)

**UNITED STATE BANKRUPTCY COURT  
WESTERN DISTRICT OF MISSOURI**

**INFORMATION SOURCES AND WEB LINKS**

**Western District of Missouri home page:**

[www.mow.uscourts.gov](http://www.mow.uscourts.gov)

**Bankruptcy Electronic Filing System:**

<http://ecf.mowb.uscourts.gov>      Live  
<http://ecf-test.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](http://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 toll-free 1-866-222-8029. 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>

**Bankruptcy Forms:**

Official Forms: <http://www.uscourts.gov/forms/bankruptcy-forms>

Director's Procedural Forms: <http://www.uscourts.gov/forms/bankruptcy-forms>

Local Forms: Forms page at: <http://www.mow.uscourts.gov/forms/bankruptcy>

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

[www.justice.gov/ust/eo/bapcpa/ccde/index.htm](http://www.justice.gov/ust/eo/bapcpa/ccde/index.htm)

**Manuals:**

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

[www.mow.uscourts.gov](http://www.mow.uscourts.gov)

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

[www.justice.gov/ust/eo/bapcpa/meanstesting.htm](http://www.justice.gov/ust/eo/bapcpa/meanstesting.htm)

UNITED STATES BANKRUPTCY COURT

Charles Evans Whittaker Courthouse

Room 1510

400 East 9<sup>th</sup> Street

Kansas City, MO 64106

[www.mow.uscourts.gov](http://www.mow.uscourts.gov)

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

NUMBERS - AREA CODE 816

E-MAIL ADDRESSES/TELEPHONE

Main Line / Filing requirements	512-1800
Automated Case Information (24 hours)	1-866-222-8029
FAX	512-1832
Chief of Operations – Laura Bax	512-5015 <a href="mailto:Laura_Bax@mow.uscourts.gov">Laura_Bax@mow.uscourts.gov</a>
Operations Manager – Mindy Smith	512-1818 <a href="mailto:Mindy_Smith@mow.uscourts.gov">Mindy_Smith@mow.uscourts.gov</a>

JUDGES

Division 1 – Judge Brian T. Fenimore, Room 6552	512-1910
Law Clerk – Garrett Pratt	512-1913
Law Clerk - Hannah Schoeb	512-1914
Courtroom Deputy – Dawn Meador <a href="mailto:dawn_meador@mow.uscourts.gov">dawn_meador@mow.uscourts.gov</a>	512-1924

Division 2 - 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 McClanahan <a href="mailto:kim_mcclanahan@mow.uscourts.gov">kim_mcclanahan@mow.uscourts.gov</a>	512-1894

Division 3 – Chief Judge Cynthia A. Norton, Room 6462	512-1895
Law Clerk – Erica Garrett	512-1896
Law Clerk – Kristi Sutton	512-1898
Courtroom Deputy – Beth Graham <a href="mailto:beth_graham@mow.uscourts.gov">beth_graham@mow.uscourts.gov</a>	512-1852

Division 1, 2 and 3 Kansas City Chapter 13 cases	
Courtroom Deputy - Kristina Richardson <a href="mailto:kc13orders@mow.uscourts.gov">kc13orders@mow.uscourts.gov</a>	512-1816

## WESTERN DISTRICT OF MISSOURI PANEL TRUSTEES

<u>Name and E-Mail Address</u>	<u>Street Address</u>	<u>Phone/Fax/ Assistant</u>
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### Chapter 7

Patricia Ann Brown <a href="mailto:pbrown1000@cablone.net">pbrown1000@cablone.net</a>	1857 Dogwood Dr. P.O. Box 1865 Joplin, MO 64801	417-206-8358 417-206-8362 FAX
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J. Kevin Checkett <a href="mailto:trustee@cp-law.com">trustee@cp-law.com</a>	Checkett & Pauly PO Box 409 Carthage, MO 64836	417-358-4049 417-358-6341 FAX Janet Waggoner
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Jerald S. Enslein <a href="mailto:jsenslein@martinpringle.com">jsenslein@martinpringle.com</a>	Martin Pringle Oliver & Bauer LLP 4435 Main Street, Suite 920 Kansas City, MO 64111-1945	816-753-6006 816-502-7898 FAX Chelsea D. Brown
---	--	--

Janice A. Harder <a href="mailto:janice@harderlaw.com">janice@harderlaw.com</a>	Law Office of Janice A. Harder 3610 Buttonwood Dr., Ste. 200 Columbia, MO 65201	573-875-2880
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Fred C. Moon <a href="mailto:fcmoon@moon-attorneys.com">fcmoon@moon-attorneys.com</a>	Moon & Moon 636 West Republic Road, Suite A-104 Springfield, MO 65807	417-888-0770 417-888-0778 FAX Lois Henderson
--	---	--

Jill Olsen <a href="mailto:trustee@olsenlawkc.com">trustee@olsenlawkc.com</a>	The Olsen Law Firm 118 N. Conistor Ln., Suite B #290 Kansas City, MO 64068	816-521-8811 816-278-9493 FAX
--	--	----------------------------------

John C. Reed <a href="mailto:jreedlaw@aol.com">jreedlaw@aol.com</a>	Pletz & Reed PO Box 1048 Jefferson City, MO 65102	573-635-8500 573-634-3079 FAX
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Norman Rouse <a href="mailto:twelch@cwrcave.com">twelch@cwrcave.com</a>	Collins Wester & Rouse 5957 East 20 <sup>th</sup> Street Joplin, MO 64801	417-782-2222 417-782-1003 Tabitha Welch
--	---	---

Janice E. Stanton <a href="mailto:janice.stanton@sbcglobal.net">janice.stanton@sbcglobal.net</a>	104 W. 9 <sup>th</sup> St., Ste. 303 Kansas City, MO 64105	816-421-7770 816-421-7773 FAX Julie Marcus
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Bruce E. Strauss <a href="mailto:trustee@merrickbakerstrauss.com">trustee@merrickbakerstrauss.com</a>	Merrick Baker Strauss 1044 Main St., Suite 500 Kansas City, MO 64105	816-221-8855 816-221-7886 FAX Lana Brite
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### Chapter 12

Richard V. Fink	2345 Grand Blvd., Ste. 1200 Kansas City, MO 64108	816-842-1031 David Boehnke
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### Chapter 13

Richard V. Fink	2345 Grand Blvd., Ste. 1200 Kansas City, MO 64108	816-842-1031 David Boehnke
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**IN THE UNITED STATES BANKRUPTCY COURT  
FOR THE WESTERN DISTRICT OF MISSOURI**

**CHAPTER 7**

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

**\$335.00 Total Fee (\$245.00 Filing Fee + \$75.00 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><b>File in one pdf document, if possible:</b></p> <p>1. Petition (Including signature page)</p> <p>2. A Summary of Your Assets and Certain Statistical Information (Individual Debtors ONLY)</p> <p>3. Schedules:</p> <p style="padding-left: 20px;">Schedule A/B Property (Individual)</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/F Unsecured Claims (Individual)</p> <p style="padding-left: 20px;">Schedule G Executory Contracts/ Unexpired Leases</p> <p style="padding-left: 20px;">Schedule H Your Codebtors (Individual)</p> <p style="padding-left: 20px;">Schedule I Your Income (Individual)</p> <p style="padding-left: 20px;">Schedule J Your Expenses (Individual)</p> <p style="padding-left: 20px;">Schedules J-2: Expenses for Separate Household for Debtor 2 (Individual)</p> <p>4. Declaration About an Individual Debtor’s Schedules</p> <p>5. Your Statement of Financial Affairs for Individuals</p> <p>6. Statement of Intention signed by Debtor (Individual)</p> <p>7. Chapter 7 Statement of Your Current Monthly Income</p> <p>8. Chapter 7 Means Test Calculation</p> <p>9. Disclosure of Attorney Compensation</p> <p>10. List of Creditors / Matrix - <b>This Mailing Matrix must also be prepared as a separate text (.txt or .scn) file.</b></p> <p>11. Verification of Matrix</p> <p><b>If pro se petition preparer used, also file:</b></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. Statement of Social Security Number</p> <p><b>Missing Documents:</b> 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>B 101</p> <p>B 106-Sum</p> <p>B 106A/B</p> <p>B 106C</p> <p>B 106D</p> <p>B 106E/F</p> <p>B 106G</p> <p>B 106H</p> <p>B 106I</p> <p>B 106J</p> <p>B 106 J-2</p> <p>B 106 Dec</p> <p>B 107</p> <p>B 108</p> <p>B 122A-1</p> <p>B 122A-2</p> <p>B 2030</p> <p>Local</p> <p>Local</p> <p>B 119</p> <p>B 2800</p> <p>B 121</p>	<p><b>Separate Documents:</b></p> <p>Initial Statement About an Eviction Judgment Against You (Individual)(if applicable)</p> <p style="padding-left: 20px;">- Statement about Payment of an Eviction Judgement Against You</p> <p>Application to pay filing fee in installments (Individual debtor only)</p> <p>Application to Waive Chapter 7 filing fee</p> <p>Certificate of Credit Counseling</p> <p style="text-align: center;">Or</p> <p>Motion to Waive Credit Counseling re: Exigent Circumstances</p> <p style="text-align: center;">Or</p> <p>Motion to Waive Credit Counseling<sup>1</sup></p> <p>Debtor’s Evidence of Employer Payments received (60 days)</p> <p style="text-align: center;">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 Deposit <sup>2</sup></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><b><sup>1</sup> One of these three documents must be filed</b></p> <p><b><sup>2</sup> Document filed only if required by statement on petition.</b></p>	<p>B 101 A</p> <p>B 101 B</p> <p>B 103A</p> <p>B 103B</p> <p>Self prepare</p> <p>Local</p> <p>Local</p> <p>Self prepare</p> <p>Self prepare</p> <p>Self prepare</p> <p>Self prepare</p> <p>Self prepare</p> <p>Self prepare</p>



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

**CHAPTER 11**

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

**\$1,717.00 Total Fee (\$1,167.00 Filing Fee + \$550.00 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
<b>File in one pdf document, if possible:</b>		<b>Separate Documents:</b>	
1. Petition (Including signature page)	B 101		
2. A Summary of Your Assets and Liabilities (Individual Debtors ONLY)	B 106-Sum	Application to pay filing fee in installments (Individual debtor only)	B 103A
3. Schedules:			
Schedule A/B Property	B 106A/B	Certificate of Credit Counseling	Cert.
Schedule C Exempt Property (Individual)	B 106C	or	
Schedule D Secured Claims	B 106D	Motion to Waive Credit Counseling re: Exigent Circumstances	Self prepare
Schedule E/F Priority Claims	B 106E/F	or	
Schedule G Executory Contracts/ Unexpired Leases	B 106G	Motion to Waive Credit Counseling <sup>1</sup> (all of the above, individual debtor only)	Self prepare
Schedule H Your Codebtors	B 106H		
Schedule I Your Income (Individual)	B 106I	Debtor's Evidence of Employer Payments received (60 days) (Individual debtor only)	Self prepare
Schedule J Your Expenses (Individual)	B 106J		
4. Declaration of Schedules	B 106- Dec		
5. Statement of Current Monthly Income (individual debtor only)	B 122B		
6. Disclosure of Attorney Compensation	B 2030	Declaration re: Electronic Filing	Local
7. List of Creditors / Matrix - <b>This Mailing Matrix must also be prepared as a separate text (.txt or .scn) file.</b>	None	Motion to Extend Automatic Stay (362)(c)(3)	Self prepare
8. Verification of Matrix	Local		
9. List of 20 Largest Unsecured Creditors	B104	Motion to Impose Automatic Stay (362)(c)(4)	Self prepare
10. Local Rule 2015-2A and B Statements (if debtor operates a business)	Local	Corporate Ownership Statement (corporate debtors)(includes LLC)	Local
<b>Missing Documents:</b> 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.		<b><sup>1</sup>One of these three documents must be filed</b>	

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

**CHAPTER 12**

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

**\$275.00 Total Fee (\$200.00 Filing Fee + \$75.00 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><b>File in one pdf document, if possible:</b></p> <p>1. Petition (Including signature page)</p> <p>2. A Summary of Your Assets and Liabilities (28 USC § 159)</p> <p>3. Schedules:  Schedule A/B Property  Schedule C Exempt Property (Individual)  Schedule D Secured Claims  Schedule E/F Priority Claims  Schedule G Executory Contracts/ Unexpired Leases  Schedule H Codebtors  Schedule I Current Income (Individual)  Schedule J Current Expenditures (Individual)</p> <p>4. Declaration of Schedules</p> <p>5. Disclosure of Attorney Compensation</p> <p>6. List of Creditors / Matrix - <b>This Mailing Matrix must also be prepared as a separate text (.txt or .scn) file.</b></p> <p>7. Verification of Matrix</p> <p>8. Local Rule 2015-2A and B Statements (if debtor operates a business)</p> <p><b><u>Missing Documents:</u></b></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>B 101 B 106-Sum</p> <p>B 106A/B B 106C B 106D B 106E/F B 106G</p> <p>B 106H B 106I B 106J B 106- Dec</p> <p>None Local</p> <p>Local</p> <p>Atty prepare</p>	<p><b>Separate Documents:</b></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 Counseling<sup>1</sup> (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><b><sup>1</sup> One of these three documents must be filed</b></p>	<p>B 103A</p> <p>Cert.</p> <p>Atty Prepare</p> <p>Atty Prepare</p> <p>Local</p> <p>Atty Prepare</p> <p>Atty Prepare</p> <p>Local</p>

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

**CHAPTER 13**

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

**\$310.00 Total Fee (\$235.00 Filing Fee + \$75.00 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><b>File in one pdf document, if possible:</b></p> <p>1. Petition (Including signature page)</p> <p>2. A Summary of Your Assets and Liabilities (28 USC § 159) (Individual Debtors ONLY)</p> <p>3. Schedules:</p> <p style="padding-left: 20px;">Schedule A/B 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/F Priority Claims</p> <p style="padding-left: 20px;">Schedule G Executory Contracts/ Unexpired 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>4. Declaration of Schedules</p> <p>5. Statement of Your Current Monthly Income and Calculation of Commitment Period - also file Chapter 13 Calculation of Your Disposable Income if applicable</p> <p>6. Statement of Financial Affairs</p> <p>7. Disclosure of Attorney Compensation</p> <p>8. List of Creditors / Matrix - <b>This Mailing Matrix must also be prepared as a separate text (.txt or .scn) file.</b></p> <p>9. Verification of Matrix</p> <p><b>If pro se petition preparer used, also file:</b></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. Statement of Social Security Number</p> <p><b>Missing Documents:</b> 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>B 106</p> <p>B 106-Sum</p> <p>B 106A/B</p> <p>B 106C</p> <p>B 106D</p> <p>B 106E/F</p> <p>B 106G</p> <p>B 106H</p> <p>B 106I</p> <p>B 106J</p> <p>B106-Dec</p> <p>B 122C-1</p> <p>B 122C-2</p> <p>B 107</p> <p>B 2030</p> <p>None</p> <p>Local</p> <p>B 119</p> <p>B 2800</p> <p>B 121</p>	<p><b>Separate Documents:</b></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 Counseling<sup>1</sup></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 Deposit<sup>2</sup></p> <p>Motion to Extend Automatic Stay (362(c)(3))</p> <p>Motion to Impose Automatic Stay (362)(c)(4)</p> <p><sup>1</sup> <b>One of these three documents must be filed</b> <sup>2</sup> <b>Document filed only if required by statement on petition.</b></p>	<p>B 103A</p> <p>Local</p> <p>Cert.</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>

# **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 or Notepad 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 each creditor; 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:

Word - choose "Plain Text (\*.txt)"

Notepad – should automatically default to a Plain Text (\*.txt) file automatically

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, full mailing address, city, state and zip code. **NOTE:** Do NOT include account numbers, telephone numbers, social security numbers, email addresses, or any other account information.
3. A verification of matrix must be completed and turned in along with the matrix.
4. The list should be in a single column format with a 1 inch left margin.
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

## 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

#### Also, for service of Adversary complaints by mail:

U.S. Attorney, Western District of Missouri  
Attn: Bankruptcy Processing Clerk  
Charles Evans Whittaker Courthouse  
400 East 9<sup>th</sup> Street, Room 5510  
Kansas City, MO 64106

For service of petition by e-mail: [ecfbankruptcy@usdoj.gov](mailto:ecfbankruptcy@usdoj.gov)

Attorney General, Main Justice Building  
950 Pennsylvania Avenue NW  
Washington, DC 20530-0001

**Per Local Rule 1002-1, debtor must add the U.S. Attorney to the 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.**

### SERVICES FOR U.S. DEPARTMENT OF EDUCATION

MOHELA  
633 Spirit Drive  
Chesterfield, MO 63005

DMCS Default Portfolio  
US Department of Education  
PO Box 5609  
Greenville, TX 75403

FedLoan Servicing / DDB  
PO Box 69184  
Harrisburg, PA 17106-9184

Department of ED / Navient  
PO Box 9635  
Madison, WI 53708-8973

Oklahoma Student Loan Authority  
PO Box 18475  
Oklahoma City, OK 73154-0475

HESC / EdFinancial  
120 N. Seven Oaks Drive  
Knoxville, TN 37922

Great Lakes Student Loans  
Claims Filing Unit  
PO Box 8973  
Madison, WI 53708-8973

CornerStone Education Loan Services on behalf of  
Department of Education  
PO Box 145123  
Salt Lake City, UT 84114-5123

Nelnet  
PO Box 82505  
Lincoln, NE 68501

Nelnet  
121 S. 13<sup>th</sup> Street, Suite 201  
Lincoln, NE 68508

Granite State Management & Resources  
PO Box 3420  
Concord, NH 03302-3420

ECSI Federal Perkins Loan Servicer  
PO Box 1079  
Wexford, PA 15090

### **OTHER POSSIBLE STUDENT LOAN CREDITORS**

Dept. of Education, Office of General Counsel  
Div. of Post-Secondary Education  
400 Maryland Ave., SW, Room 6E353  
Washington, D.C. 20202-2110

Dept. of Education, Office of Post-Secondary Education  
Region IX, Litigation Support Branch  
50 Beal Street, Suite 8629  
San Francisco, CA 94105

American Education Services  
1200 N. 7<sup>th</sup> Street  
Harrisburg, PA 17102

Citibank National Association  
701 East 60<sup>th</sup> Street North  
Sioux Falls, SD 57104

Coordinating Board of Higher Education  
Student Loan Program  
205 Jefferson Street  
Jefferson City, MO 65102-1469

Discover Student Loans  
Discover Bank  
502 E. Market Street  
Greenwood, DE 19950

Education Credit Management Corporation  
111 S. Washington Avenue  
Suite 1400  
Minneapolis, MN 55401

ECMC Registered Agent:  
CT Corporation System  
120 S. Central Avenue  
Clayton, MO 63105

Great Lakes Higher Education Guaranty Corp  
2401 International Lane  
Madison, WI 53704

GLHEGC Registered Agent:  
Business Filings International, Inc.  
120 S. Central Avenue, Suite 400  
Clayton, MO 63105

Navient Solutions, Inc.  
2001 Edmund Halley Drive  
Reston, VA 20191-3436

Navient Registered Agent:  
CSC-Lawyers Incorporating Service Co.  
221 Bolivar Street  
Jefferson City, MO 65101

Missouri Attorney General's Office  
Supreme Court Building  
207 W. High Street  
Jefferson City, MO 65102

### **OTHER POSSIBLE FEDERAL CREDITORS**

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

Dept. of Agriculture  
Rural Housing Service/Rural Development  
PO Box 6687  
St. Louis, MO 63166

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

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

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

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

Internal Revenue Service  
PO Box 7346  
Philadelphia, PA 19101-7346

Social Security Administration  
Office of Regional Counsel  
601 E. 12<sup>th</sup> Street, Suite 535  
Kansas City, MO 64106

Small Business Administration  
1000 Walnut Street, Suite 500  
Kansas City, MO 64106-2156

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



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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