

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.

UNITED STATES BANKRUPTCY COURT
WESTERN DISTRICT OF MISSOURI

IN RE:

Debtor(s)

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Case No. _____

VERIFICATION OF MAILING MATRIX

The above-named Debtor(s) hereby verifies that the attached list of creditors is true and correct to the best of my knowledge and includes the name and address of my ex-spouse (if any).

Date: _____

Debtor

Joint Debtor