

## MATRIX PREPARATION INSTRUCTIONS

1. Create a typed list of all creditors' names and addresses in a single column. Please see the attached sample matrix.
2. Use plain white paper. Do not enter anything else on the matrix other than the appropriate names and addresses. Page numbers, handwriting or stray marks are *prohibited*.
3. *Do not* include the debtor(s)' name and address, or the debtor(s)' attorney's name and address on the matrix since this information is entered by the court's case management system. Only creditors' names and addresses are to be listed on the matrix. Each creditor will be mailed an individualized meeting of creditors notice, as will the debtor(s) and the attorney for the debtor(s).
4. Use upper case letters only and standard abbreviations for the names and addresses of the creditors. See the attached sample matrix and the list of standard abbreviations that follow. Each creditor name may have 50 characters. Each address may be 5 lines. Each address line may have 40 characters. The "Attention:" line, if any, is to be on line 2 of the address.
5. Begin the name and address of the first creditor one inch from the top of this page. A one inch margin must also be maintained on the bottom of the page. Double-space between each creditor entry.

AMERICAS SERVICING  
COMPANY  
7495 NEW HORIZON WAY  
FREDERICK MD 21703

BENEFICIAL  
1020 E COUNTY RD 42  
BURNSVILLE MN 55337

CAPITAL ONE  
PO BOX 85520  
RICHMOND VA 23285

CHASE  
800 BROOKSEGE BLVD  
WESTERVILLE OH 43081

EXAMPLE

CITY OF SAVAGE  
PO BOX 21948  
EAGAN MN 55121

DIRECT MERCHANTS BANK  
PO BOX 29468  
PHOENIX AZ 85038

DISCOVER  
12 READS WAY  
NEW CASTLE DE 19720

MATRIX

FBS CARD SERVICES  
PO BOX 9487  
MINNEAPOLIS MN 55440

HONDA FINANCIAL SERVICES  
PO BOX 5308  
ELGIN IL 60121

INTEGFRA TELECOM  
444 HIGHWAY 96E  
SAINT PAUL MN 55127