

**PREFERRED FILING PROCEDURES  
EFFECTIVE MARCH 5, 2001**

**FILING REQUIREMENTS**

- , Do not hole punch documents.
- , All originals should be signed in black ink.
- , **Submit attachments on 8"x 11" paper, no two-sided copies.** Do not submit original invoices, deeds, stocks, etc as documents are not retained after scanning.
- , To ensure quality imaged documents, provide the court the most legible copy possible.

**NUMBER OF COPIES TO BE SUBMITTED**

Chapter 7 Petition, Schedules/Statements/Matrix - Signed original and one copy  
Chapter 11 Petition, Schedules/Statements/Matrix - Signed original and three copies  
Chapter 13 Petition, Schedules/Statements/Matrix - Signed original and one copy  
Involuntary Petition - Signed original and one copy  
Adversary Complaint- Signed original  
Adversary Cover Sheet - Signed original  
Summons - Original and one copy of each summons  
Proof of Claims - Signed original  
Motions, Pleadings, etc - Signed original  
Chapter 11 Plan and Disclosure Statements - Original and three copies

**PETITION ORDER**

- (1) Petition
- (2) Exhibit A (if applicable)
- (3) Schedules
- (4) Statement of Financial Affairs
- (5) List of 20 top Unsecured Creditors (if applicable)
- (6) List of Equity Security Holders (if applicable)
- (7) Individual Debtor Statement of Intentions
- (8) Attorney Disclosure of Compensation
- (9) Matrix Verification

***Please Note:***

- , The Chapter 13 Plan should be submitted separately from the "petition package".
- , The matrix should be submitted as a separate document from the original petition.

## **MATRIX SPECIFICATIONS**

Margins (top, bottom, left, right) should be at least 1 inch.

Each creditor must be separated by at least one blank line.

Do not include page numbers, headers, footers, etc.

All entries should conform to the style conventions stated below.

The name and address of each creditor must be five (5) lines or less.

The "name" line may contain no more than 50 characters including blank spaces.

Each address line may contain no more than 40 characters including blank spaces.

Names and addresses should be left justified (flush against the left margin, no leading spaces).

Account numbers or "attention" lines should be placed on the second line of the name/address.

City, state, and ZIP code must be on the last line.

There ***must be*** a comma placed immediately after the city name. (ex: Midland, TX)

All states must be the two-letter U.S. Postal Code abbreviations.

Nine-digit ZIP codes must be typed with hyphen separating the two groups of digits.

## **STYLE CONVENTIONS FOR NAMES AND ADDRESSES ON MATRICES**

**Use upper and lower case for all names and capitalize the first letter in a proper noun.**

Wallace D. Smith

United Services Fidelity and Guaranty

**Use punctuation and single spacing between all names and following initials and periods.**

J. J. Jones

Smith, Inc.

C. W. Bradford, Ltd.

**When typing names that have upper and lower case letters or hyphens, do not insert spaces.**

Larry DeLaGarza

Kathleen O'Brien

Connie McFarland

Patrick MacDougal

Mary Smith-Baker

D'Amberly Stevens

**Abbreviate post office addresses without a space between the P and O.**

P.O. Box 1359

P.O. Drawer 34321

**Use digits for numbers in addresses.**

3224 East 26<sup>th</sup> Street

456 6<sup>th</sup> Avenue

1 Valley Plaza

**When needed, use the second and/or third line of the address for building name, suite number, floor, firm name, or attention. If the address contains an apartment number or suite number, you may use the # sign in place of the word number or suite. Use c/o to indicate "In Care Of".**

Arthur Andersen and Associates

Attention: Terri Brooks

John Hancock Building, #2600

Chicago, IL 60604

Manuel Ortega, Jr.

c/o Manuel Ortega, Sr.

6612 East 6<sup>th</sup> Street

El Paso, TX 79901-6612

**In general it is best to type out the entire name of the street designator. When it's necessary to abbreviate, use the following:**

Avenue - - - - Ave.	Road - - - - - Rd.	Interstate Highway - - - - I.H.
Boulevard - - -Blvd.	Street- - - - - St.	
Lane - - - - - Ln.	Highway - - - Hwy.	

**Foreign addresses must have the full name of the post office and country of destination printed in capital letters. The country name or APO destination must be the only information on the bottom line of the address.**

Alfonso Diaz  
Rio de Danubec y Rio Florido  
CD. JUAREZ, CHIHUAHUA  
MEXICO #1050

Sgt. John Smith  
C Company 237 Armor  
Unit #21103, Box 512  
APO, AE 09014

## SAMPLE MATRIX

Action Finance  
Acct. 333-22-1111  
2131 S. W. Military Drive  
San Antonio, TX 78224

Big Tex Oil Company  
5400 East Wall Street  
Midland, TX 79701

Homecomings Network Company  
1366 Montana  
El Paso, TX 79925

Internal Revenue Service  
Special Procedures Staff  
1100 Commerce Street, Stop 5020 DAL  
Dallas, TX 75242

Jacques Moliere  
Rue De Champaign  
06570 St Paul  
FRANCE

Mary McDonald  
c/o Hartwell, Brown & Associates  
P. O. Box 1545  
Waco, TX 76701-1545

Temple-Inland Mortgage Corporation  
c/o Heard, Groggan, Blair, Pena & Sampson  
Acct. 123-345-6789  
1059 Capital Plaza  
Austin, TX 78712

United States Attorney General  
Main Justice Building, Room 5111  
10<sup>th</sup> and Constitution Avenue  
Washington, DC 20530