

**UNITED STATES BANKRUPTCY COURT  
SOUTH CAROLINA**

**Clerk's Instruction: Submission of the List of Creditors on Hard  
Copy in a Scannable Format (CI-1007-1(b))<sup>1</sup>**

**(a)**    General Information

As part of the filing requirements set forth by the Federal Rules of Bankruptcy Procedure 1002, 1003 and 1007, the debtor shall file with the petition a mailing matrix alphabetically listing the name and address of each creditor shown on the schedules. The court no longer accepts a hard (paper) copy of the mailing matrix unless it is accompanied by a waiver (Local Official Form 1007-1(a) of South Carolina Local Bankruptcy Rule 1007-1(SC LBR 1007-1)). The waiver is intended to accommodate persons filing *pro se*. Mailing lists submitted incorrectly may be required to be resubmitted. In order to ensure that the hard (paper) copy matrix can be read by the Optical Scanner, the following instructions must be followed when preparing creditor lists.

**(b)**    Preparing A Hard Copy Scannable Matrix

- (1)    A matrix in the attached format must be used, and it must be typed in a single column format using one of the following three typing elements:
  - (A)    courier ten pitch
  - (B)    prestige elite
  - (C)    letter gothic

If you are using a 10 pitch element, be sure your typewriter or printer is set to 10 pitch, not 12 pitch.

- (2)    Pursuant to United States Postal Service standards, the matrix should be typed in all capital letters with no punctuation. Use the standard two (2) letter abbreviation for states. Do not use periods to separate the state's initials. The address should include a 9-digit ZIP code with the hyphen between the fifth and sixth digit of the ZIP code.
- (3)    **DO NOT** put attention lines or account numbers on the last line. Put these on the second line following the creditor's name.
- (4)    No letter should be closer than 1 inch from any edge of the paper.
- (5)    Each name and address must consist of no more than five (5) total lines, with at least **TWO BLANK LINES** between each name and address.
- (6)    Each line must **NOT** exceed 40 characters in length.
- (7)    The creditor list should include all creditors and parties entitled to notice of that particular case. Do not add the debtor, joint debtor, attorney for debtor, case trustee or United States Trustee in the list of creditors since these will be

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<sup>1</sup> See SC LBR 1007-1

added automatically. Refer to Operating Order 02-07 to determine creditors and parties in interest to be included on the matrix under the conditions noted.

- (8) DO NOT put any other information on the matrix, such as a heading, date, lines and page numbers, etc.
- (9) DO NOT use onion skin, carbon, colored or erasable bond paper.
- (10) DO NOT print from dot matrix printers, worn out typewriters, or printers using a ribbon.
- (11) DO NOT use the letter "l" as a substitute for the number "1"  
DO NOT use % as a substitute for c/o  
DO NOT use \ as a substitute for /  
DO NOT use +, use either "and" or &  
DO NOT use ~ as a substitute for -  
DO NOT use [ ] as a substitute for ( )
- (12) **DO NOT STAPLE. DO NOT PUNCH HOLES.**

(c) Certification Verifying Creditor Matrix

Pursuant to SC LBR 1007-1, every mailing matrix submitted must be accompanied by a Certification Verifying Creditor Matrix. The certification must:

- (1) Be signed by debtor, or debtor's attorney when applicable.
- (2) Local Official Form 1007-1(b) of SC LBR 1007-1 or contain the following language:

"The above named debtor, or debtor's attorney if applicable, does hereby certify that the Master Mailing List of creditors, consisting of (# of sheets) sheet(s), has been compared to, and contains identical information to, the debtor's schedules, statements and lists pursuant to SC LBR 1007-1."

(d) Additional Certification Verifying Schedules and/or Statements

Schedules and/or statements submitted subsequent to a filing of the voluntary petition and matrix (an incomplete filing) must be accompanied by an additional certification. This certification must meet the following criteria:

- (1) be signed by debtor or attorney for the debtor when applicable
- (2) the certification must state "The above named debtor, or debtor's attorney if applicable, does hereby certify that the schedules and/or statements contains an identical list of creditors as those previously submitted on hard copy in a scannable format"
- (3) the certification must state that no additional creditors have been included on the schedules and/or statements since the submission of the original creditor matrix.

If additional creditors have been added, refer to SC LBR 1009-1.