FORMAT FOR MAILING MATRIX IN PAPER FILED CASES
(Revised June 2011)

1. If a case is filed on paper, the mailing matrix required by Local Bankruptcy Rule 1007-2 shall be submitted in paper form and shall comply with the requirements set out below to permit optical scanning.

2. The mailing matrix must be typed in a single column rather than in three columns.

3. The mailing matrix must be typed so that no letters are closer than 1/2 inch from any edge of the paper.

4. Each creditor name and address must consist of no more than 5 (five) total lines, with at least one blank line between each of the name/address blocks.

5. Each line must be 40 characters or less in length.

6. DO NOT list the following parties as they will be retrieved for noticing automatically by the computer:

   * Debtor
   * Joint Debtor
   * Attorney for the Debtor(s)
   * Assistant U.S. Trustee
   * Internal Revenue Service
   * West Virginia Department of Tax & Revenue

The following could prevent the mailing matrix from being read by the optical scanner and should be avoided:

1. Extra information or stray marks on the mailing matrix. Do not include line numbers, account numbers, page numbers, letterhead, or debtor names on the front of the mailing matrix. Make sure that stray marks, such as coffee stains and handwritten notes, do not appear on the front of the mailing matrix.

2. Non-standard paper such as onion silk, half-sized paper, or colored (such as yellow) paper.

3. Poor quality type caused by submitting a photocopy, ~~or~~ carbon, or facsimile copy, or using a typewriter with a fabric ribbon.

4. Unreadable type faces or print styles such as proportionally spaced fonts, dot-matrix printing, or exotic fonts (such as Olde English or script).

5. Misaligned columns caused by removing the paper from the typewriter before completing the list, or inserting the paper into the typewriter crooked.

6. Incorrect typewriter settings. Make certain that your typewriter is set for 10 pitch if you are using a 10 pitch type style.

7. Words typed in all upper case letters. Some upper case letters will scan as different characters.

8. Attention lines or routing information on the last line of the address. Put this information on the second line of the address if needed. Zip codes must be on the last line. Nine digit zip codes should be typed with a hyphen separating the two groups of digits. (The zip code must be at the end for the zip code sorting equipment to find it.)

ADDITIONAL INFORMATION MAY BE OBTAINED FROM THE CLERK'S OFFICE