

## **Rule 1007-1 MAILING MATRICES**

(a) For purposes of this Local Bankruptcy Rule, the term “Mailing Matrix” is an alphabetical listing by name and address, including ZIP Code, of counsel of record for the debtor, each scheduled creditor and equity security holder of the debtor, and nondebtor parties to executory contracts or unexpired leases in which a debtor is a party.

- (1) If the debtor is a corporation, the Mailing Matrix shall include the names and addresses, including ZIP Codes, of all current officers and directors.
- (2) If a debtor is a partnership, the Mailing Matrix shall include the names and addresses, including ZIP Codes, of all general and limited partners.
- (3) If a debtor is a limited liability company, the Mailing Matrix shall include the names and addresses, including ZIP Codes, of all members and managers.

(b) When the debtor lists any federal agency, other than the Office of the United States Trustee, on a Mailing Matrix, the debtor shall also list the name of the agency, c/o The United States Attorney’s Office for the Western District of Pennsylvania, at the address listed in the Address Appendix located in the Local Bankruptcy Rules section of the Court’s website. When the Internal Revenue Service is a party, the debtor shall include the name and address of the IRS Insolvency Unit at the address listed in the Address Appendix located in the Local Bankruptcy Rules section of the Court’s website.

(c) Mailing Matrices shall be filed electronically, unless a party is not represented by an attorney (pro se) or has been granted by order of Court permission to file the Mailing Matrix on paper.

(d) In all voluntary cases, the Mailing Matrix is due when the petition is filed. If the Mailing Matrix is not timely filed, the case will be dismissed automatically by the Court. An order extending the time to file the bankruptcy schedules or other documents needed to complete the bankruptcy petition shall not constitute an extension of time to file the Mailing Matrix unless so stated in the order.

(e) At the time of filing the petition, the debtor shall file on the Case Management/Electronic Case Files System (“CM/ECF System”) Local Bankruptcy Form 29 (Notice Regarding Filing of Mailing Matrix) with the Mailing Matrix as an attachment. After docketing Local Bankruptcy Form 29, the debtor immediately shall upload the Mailing Matrix into the CM/ECF System as a text file (with a .txt extension). Mailing Matrices shall be stricken if not filed in a text (.txt) format.

(f) If one (1) or more creditors is added to the creditor maintenance system in CM/ECF, the debtor shall file Local Bankruptcy Form 30 (Notice Regarding Modification to Mailing Matrix) on the CM/ECF System. After docketing Local Bankruptcy Form 30, the debtor shall upload into the CM/ECF System a supplemental Mailing Matrix as a text file containing only the names and addresses of the added creditors.

(g) The debtor is to assure that the Mailing Matrix is kept current and accurate at all times.