

Local Bankruptcy Rules -- Northern District of Ohio

Rule 1007-2 MAILING-LIST OR MATRIX

(a) *Form of Matrix.* The Clerk, with approval of the Judges, may from time to time issue instructions for address matrices for automated noticing compatible with the electronic data processing equipment available in the clerk's office. Unless otherwise ordered by the Court, all petitions must be accompanied by a mailing matrix listing creditors and parties in interest.

(b) *Technical Standards.*

(1) Attorneys filing new petitions or creditor amendments via electronic case filing are required to upload creditor mailing data as part of the electronic filing procedure in accordance with the [Electronic Case Filing \(ECF\) Administrative Procedures Manual](#).

(2) Pro se debtors or attorneys with prior authorization to file manually must submit matrices formatted to conform to current automated scanning equipment used by the Clerk. Requirements for [matrix technical standards](#) are available from the Clerk.

(c) *Modifications to Matrix.* Modifications to a previously filed matrix (i) shall be treated as an amendment to the list of creditors; (ii) will require debtor verification pursuant to [Fed. R. Bankr. P. 1008](#); and (iii) may require payment of additional fees.