

e-FILED MASTER ADDRESS LIST

- The verification and master address list itself must be submitted as two separate files. Do not include them in the voluntary petition PDF file.
- The verification shall be prepared in substantial compliance with EDC form 2-100 *Verification of Master Address List* and saved in PDF format with a .pdf filename extension.
- The master address list shall contain a list of creditor names and addresses prepared in strict compliance with the General Format Requirements contained in the Guidelines for the Preparation of Master Address Lists (EDC form 2-190). See attached page for general format requirements.
- The master address list must be saved in a “pure text” format (not delimited), such as MS-DOS text or ASCII (DOS) text, with a .txt filename extension. Master address lists saved without a .txt filename extension will be rejected.
- The PDF file for the verification and text file for the master address list must be uploaded together. Attempting to submit one without the other will result in an error message advising you of the problem and rejection of your submission.

General Format Requirements

- Use only plain, 8.5 x 11 white paper.
- Do not print on both sides of the paper.
- Do not use letterhead or include page numbers, line numbers, headers, or footers.
- No handwriting, stray marks, correction fluid or tape.
- Lists should be typed in a single column on the page and prepared in Courier 10 cpi (same as 12 point on a word processor).
- Limit the name and address to 5 lines per creditor.
- Limit each line to 40 characters or less.
- Names of individuals must be in first/middle/last name order. Do not include titles, i.e., Mr., Mrs..
- Creditors must be listed alphabetically, according to the first letter of the company or first name.
- Do not include punctuation in names and addresses, including periods (.) after abbreviations or initials. One comma between the city and state is permitted.
- Do not use any special characters such as %. Hyphens in nine-digit zip codes are permitted.
- “Care of”, and “attention” designations may be included only on the second line.
- The city, state and zip code must be on the last line. The name of the state must be abbreviated using two upper case letters. Zip codes are mandatory.
- Foreign addresses must include the complete name of the country.
- Leave at least two blank lines between one creditor’s name and address and another’s. Do not leave blank lines within an address, or between a creditor’s name and address.
- Do not duplicate creditors with the same address, even if there is more than one account with that creditor. Do not include account numbers in the list of creditors.

- Do not include the debtor, joint debtor, attorney for the debtor(s), or United States Trustee on the list.
- When the United States is a creditor on a debt for other than taxes, it must be listed on Master Address Lists in accordance with Local Bankruptcy Rule 2002-1(a). Other federal and state agencies that have specified particular addresses to which notice of bankruptcy proceeding must be listed on Master Address Lists using the addresses shown on form EDC 2-785, Roster of Governmental Agencies.
- Every Master Address List must be accompanied by a Verification of Master Address List, form EDC 2-100.