

The Central Guide Supplement to LBR 1007-1(a)

**Requirements for
Master Mailing List of Creditors**

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1.1 Requirements for Master Mailing List of Creditors [LBR 1007-1]

A Master Mailing List of Creditors, with the names and addresses of the creditors, must be filed in all bankruptcy cases and must be submitted in the following format (see *Exhibit 1*, Example of Format for Master Mailing List of Creditors on the next page):

1. Typed on **blank**, unlined, standard white 8-1/2 x 11 inch medium weight paper using **uppercase** and **lowercase** letter quality fonts, no smaller than **10 point** nor greater than **14 point**, in either Arial, Calibri, Cambria, Courier, Times New Roman, Helvetica, Geneva, or Letter Gothic;
2. Typed in a single column with no letters closer than 1-1/2 inches from any edge of the paper and left justified.
3. Typed with no more than **8 name/address blocks per page**. Each block must consist of no more than **5 lines total for each name/address** with at least **2 blank lines** in between. The first line, or name, can be no more than **50 characters** in length including spaces, and the address lines can be no more than **40 characters** in length including spaces. The **attention line**, if any, must be included on the **second line** of the block. **DO NOT INCLUDE ACCOUNT NUMBERS**. The **city, state (2-letter abbreviation in capital letters only, e.g., CA), and zip code** must be on the last line. Nine-digit zip codes should be separated by a hyphen. (See *Exhibit 1*.)
4. Master Mailing List pages must list the creditors from schedules D, and E/F of the bankruptcy case filing. Use as many pages as needed. **Do not include** the debtor, joint debtor, U.S. Trustee, Internal Revenue Service, or Franchise Tax Board on the Master Mailing List.
5. Do not use punctuation, except for one comma between city and state (for example Los Angeles, CA 90012).
6. If a separate Equity Holders List is filed, it must comply with the above format requirements.
7. If the Master Mailing List is electronically submitted, it must be: (1) filed in PDF format; and (2) uploaded as a plaintext (.txt) file.

Exhibit 1

Example of Format for Master Mailing List of Creditors

Acme Auto Repair
1234 S Street
Los Angeles, CA 90005

Acme Hair Repair
Attn Herman
1234 S Ave
Los Angeles, CA 90005-0001

Acme Dental Clinic
745 Tungsten Boulevard
Hollywood, CA 90027

Acme Talent Agency
421 N Copper Canyon Way
Burbank, CA 91505-0002

Loans By Acme
7485 Chromium Circle
Beverly Hills, CA 90210

Acme And Sons Insurance
Attn D Acme
13363 Hierro Street Suite 25
Van Nuys, CA 91401

Acme Bar and Grill
114 Aluminum Alley
Chatsworth, CA 91313