

Mailing Matrix

The following steps will guide you through obtaining a mailing matrix.

STEP 1 Click the **Utilities** hyperlink on the ECF Main Menu. (See Figure 1.)



Figure 1

STEP 2 The **UTILITIES** screen displays.

➤ **NOTE:** You must have a **PACER** account to obtain a mailing matrix.

- Select the **Mailings** hyperlink.

STEP 3 The **MAILINGS** screen displays.

- Select the **Mailing Labels By Case/Matrix** hyperlink.

STEP 4 The **MAILING LABELS BY CASE** screen appears.

- Enter the case number.
- Leave the default to *Select ALL participants for case.*
- At *Print Format* select **3 col PDF.**
- Click on the **[Next]** button.

STEP 5 The **MAILING MATRIX PDF** screen displays.

➤ **NOTE:** The total number of labels displays. Also displayed is a notation **Not printed due to inadequate address** and a number. The mailing matrix pulls information from data under the Query menu. From this menu it pulls data from the following sub menus: Attorneys, Creditors, Judge, Parties and Trustee. It pulls names and addresses of anyone listed under these sub menus. If there is a name listed on any of these sub menus, that does not have an address, it is reflected in the number above and will not print on the Mailing Matrix.

There will **ALWAYS** be at least 1 *Not printed due to inadequate address* and that

will be the Judge on the case, because there is no address associated with the Judge. If the number is higher than 1, you should go to the Parties sub menu under Query and count how many parties are listed without an address. Parties are listed on the left side of the screen. If the Judge, plus the number of parties without an address, equals the number listed then the matrix is okay. If, however, the number is different, then you should contact the court as there may be an address that needs to be corrected.

- Click on [link](#).
 - The matrix will be converted to a 3 column pdf format. You can then print and/or save the matrix.
 - The 3 column pdf matrix will fit onto **Avery 5334 labels**.
- **NOTE:** To save yourself some time you can check the number of parties, if any, listed without addresses under the Parties sub menu **BEFORE** you run the matrix.