

## Procedure for Changing an Existing Matrix (Debtor or Debtor's Attorney)

### CHANGING -or- UPDATING AN EXISTING MATRIX:

If you need to make changes to to a creditor(s) name or address that is already listed on the matrix, no filing fee is required, but a pleading must be submitted to the court indicating the changes or updates.

1. Create a pleading titled "NOTICE OF CORRECTION TO MAILING MATRIX" This pleading must be in standard pleading format and contain the correct case number and caption.
2. Indicate in the body of the pleading the name, old address and new address of the creditors you wish to be updated.
3. From the 'Other/Miscellaneous' Menu choose "**Correction to Mailing Matrix**" -or- "**Notice of Change of Address**" to file this pleading. The court will update the matrix.

Attorney Name		
Address		
City State Zip		
Debtor Name	)	
	)	
_____	)	Case F03-00000
<b>NOTICE OF CORRECTION TO MATRIX</b>		
The debtor hereby requests the following names on the creditor matrix be updated:		
<b><u>NEW ADDRESS</u></b>	<u>Old Address</u>	
Donna Williams PO Box 776541 Anchorage, Alaska 99577	Donna Williams 4456 West 100 <sup>th</sup> Avenue Anchorage, AK 99508	
Tammy Johnson 1234 Birch Street Tacoma, Wa 88888	Tammy Johnson PO Box 554432 Anchorage, AK 99501	
Dated: _____	_____ /s/ Joe Attorney Law Office of Hampton & Street	

## ADDITIONS TO A MATRIX (\$26 fee required)

If you are **adding** additional names to an existing creditor matrix, then you are amending the matrix and a fee is due. The pleading must also be certified by the debtor with the /s/ signature (provided you have an LBF 37a on file with the court. To amend a matrix:

1. Create a pleading titled **“NOTICE OF AMENDMENT TO CREDITOR MATRIX”** This pleading must be in standard pleading format and contain the correct case number and caption
2. Indicate in the body of the pleading the name and address of the creditors you wish to have added to the matrix. Unless you have a large number of creditors to add please **DO NOT** re-submit a full matrix with the new names added which was created by your bankruptcy program. Instead, please provide only those names you want added, in pleading format.
3. Ensure the document contains the certification language, and /s/ signature of the debtor or original signature of the debtor if you are not an electronic filer.
4. If you are an ECF filer, from the ‘Other/Miscellaneous’ Menu choose **“Amended Creditor Matrix”** to submit the pleading. After submission, the court will add the names to the matrix.
5. **PLEASE NOTE:** as a debtor, or debtor’s attorney, when you add additional creditors to a matrix, and those creditors did not receive prior notice of the bankruptcy filing, it is your responsibility to notify them. You should send them a copy of the “341 Meeting Notice” to them, then file with the court either a “Notice to Omitted Creditors” or a “Certificate of Service” indicating you have notified them.

Debtor Name ) _____ )	Case F03-00000
<b>NOTICE OF AMENDMENT TO CREDITOR MATRIX</b>	
I, <u>Debtor Name</u> hereby notify the court of additional creditors to be added to my case, and request the court update the matrix adding the following names.	
Donna Smith PO Box 33333 Anchorage, AK 99533	
I declare under penalty of perjury that the foregoing information is true and correct.	
Dated _____ /s/ <u>Debtor's Name</u>	