

Procedure for Pulling a Current 3 Column Matrix

When a pleading is filed that indicates a matrix was used for service, that matrix must be 20 days current according to the local rules [LBR 2002 1 (c) 2 (c)]. The steps below are to be followed when pulling a current court matrix.

Directions:

- 1) Log into the system using your PACER password.
- 2) From the main blue menu bar located at the top of the screen, click “**Utilities**”
- 3) Under the word Miscellaneous, click “**Mailings...**”
- 4) Click “**Mailing Labels by Case/Matrix**”
- 5) Enter the case number.
- 6) Next to the words ‘Print Format’ - select “**3 col PDF**”; do not make any other changes or selections on this screen
- 7) Click the blue hyperlink called “**Link**” - this will create a current, 3 column matrix in .pdf format.
- 8) To save the .pdf image, click the picture of the disk on the left side of the screen under the blue ECF menu bar (DO NOT use the File drop down menu in the upper left corner - pdf images will not be saved correctly using this method).
PLEASE NOTE: When opening a current matrix, you should always save it for future use. These matrix’s are date and time stamped; you will need it later when you submit a certificate of mailing or a certificate of no objections to reflect exactly which matrix was used for service.
- 9) To print the matrix, click the picture of the printer on the left side of the screen under the blue ECF menu bar.

LABELS: This matrix varies its fit between AVERY 05334 - 3 column labels.or AVERY 5160. You may need to play with both to see which works best for you.