

Instructions to Submit a Mailing Matrix for a NEW Bankruptcy Case

This feature should be used **ONLY** when submitting a mailing matrix for a **NEW** bankruptcy case that is **NOT** yet open. (If you are returning to finish and submit a saved a matrix, go to the instructions on page 8. If you wish to amend a mailing matrix in a current bankruptcy case, go to the instructions on page 12).

Complete the following fields under the **Create New Matrix** section (First Name, Last Name, and Last 4 Digits for SSN are mandatory fields). Click **Continue** to go to the next screen.

Creditor Matrix
Bankruptcy Court for the Eastern District of Wisconsin

Create New Matrix

First Name

Last Name

Last 4 Digits of SSN

Email

Phone

Continue

***Use this **ONLY** if you are submitting a mailing matrix for a **NEW** bankruptcy case that is **NOT** yet open.

Edit/Amend Existing Matrix

Last Name

Pin Number

Case Number (if amending a matrix in an open bankruptcy case)

Continue

***Use this if you are a returning user to either:
1) complete a saved matrix not previously submitted for a **NEW** case, or
2) amend a mailing matrix (add/delete creditors) in an **OPEN** bankruptcy case.

A pop-up window containing a PIN number will display. You will need this number if you save this current matrix and return at a later date to finish and submit it to the court. You will also need this PIN to amend your matrix at a later date. Please **keep** this PIN. Click **Close** to continue.

Your Pin Number is: [REDACTED]

Remember this pin number.

You will need it to continue working on your current matrix or to amend your matrix at a later date.

Close

This is where you will provide the names and addresses for the creditors.

You may select a creditor from a list of common creditors by clicking the drop down arrow.

The screenshot shows the 'Creditor Matrix' interface for the Bankruptcy Court for the Eastern District of Wisconsin. The header includes the court logo, the title 'Creditor Matrix', and the case information: 'Same Sample (Not You?) Pin:1019'. On the right, there are three columns: 'New' (0), 'Existing' (0), and 'Total' (0). Below the header is a red 'Save Creditor Matrix' button. The main form area has a 'Creditor' section with a dropdown menu currently showing 'Wisconsin Electric Power Company'. A red box highlights the dropdown arrow. Below the dropdown is an 'Add Creditor' button. A list of common creditors is visible: Capital One, Chase Card Services, Time Warner Cable, Wisconsin Electric Power Company (highlighted in blue), Citi Mortgage, and Wisconsin Department of Revenue. Below this is an 'Address' section with three input fields. At the bottom, there are 'City', 'State' (set to Wisconsin), and 'Zip' fields, each with an 'Add Creditor' button.

Highlight the creditor you wish to add to the mailing matrix and click **Add Creditor**. The creditor will be added to the list on the right hand side of the screen (this is where all of your listed creditors will eventually appear). You may use as many common creditors as needed.

This screenshot shows the same 'Creditor Matrix' interface, but with the 'New' count updated to 1 and 'Total' to 1. The 'Wisconsin Electric Power Company' is now listed in the right-hand pane. A red box highlights the 'Add Creditor' button in the 'Creditor' section, and a red arrow points from it to the newly added creditor entry in the right-hand pane. The entry in the right-hand pane includes the creditor name and address: 'Wisconsin Electric Power Company', 'PO BOX 2046', 'Bankruptcy Department A130', and 'Milwaukee, WI 53201'. The 'Save Creditor Matrix' button remains at the top.

Many creditors will not appear in the list of common creditors. As a result, you will need to individually type each creditor's name and full address in the fields below (all of the fields are mandatory).

Creditor Matrix
Bankruptcy Court for the Eastern District of Wisconsin

Same Sample (Not You?)
Pin:1019

New	Existing	Total
1	0	1

Save Creditor Matrix

Creditor

Creditor Name: ABC Corporation

Address: 123 Main Street

City: Milwaukee State: Wisconsin Zip: 53210

Wisconsin Electric Power Company
PO BOX 2046
Bankruptcy Department A130
Milwaukee, WI 53201

Click **Add Creditor** to add the creditor to the list. As you can see, each time a new creditor is added, the application displays the new total of creditors added.

Creditor Matrix
Bankruptcy Court for the Eastern District of Wisconsin

Same Sample (Not You?)
Pin:1019

New	Existing	Total
2	0	2

Save Creditor Matrix

Creditor

Creditor Name: ABC Corporation

Address: 123 Main Street

City: Milwaukee State: Wisconsin Zip: 5320

ABC Corporation
123 Main Street
Milwaukee, WI 53210

Wisconsin Electric Power Company
PO BOX 2046
Bankruptcy Department A130
Milwaukee, WI 53201

Repeat this process until all of the creditors are added to the mailing matrix. Then click the **Save Creditor Matrix** button.

The screenshot shows the 'Creditor Matrix' interface for the Bankruptcy Court for the Eastern District of Wisconsin. At the top, it displays 'Same Sample (Not You?)' and 'Pin:'. On the right, there are counters for 'New' (4), 'Existing' (0), and 'Total' (4). A red box highlights the 'Save Creditor Matrix' button. Below this is a search bar. The main area contains a form to add a creditor with fields for 'Creditor Name', 'Address', 'City', 'State', and 'Zip'. A list of existing creditors is shown on the right, including Capital One, Wisconsin Department of Revenue, ABC Corporation, and Wisconsin Electric Power Company.

Review the creditors on the bottom of this screen. If the **mailing matrix is COMPLETE**, first read the certification statement and then click the certification checkbox. Finally, click **Send Matrix**.

The screenshot shows the 'Creditor Matrix' interface with a 'Review Your Matrix Before Submitting' section highlighted by a red box. This section includes a 'Save Matrix' button, a summary of the matrix (NEW: 4, Existing: 0, Deleted: 0, Total: 4), and a 'Send Matrix' button. Below the summary, there is a certification statement: 'I certify this matrix is complete and acknowledge that if this is an amendment to add/delete creditors in a current bankruptcy case, I may be charged an amendment fee.' The 'Send Matrix' button is also highlighted by a red box. At the bottom, there is a list of creditors with their addresses, including Capital One, Wisconsin Department of Revenue, ABC Corporation, and Wisconsin Electric Power Company.

The mailing matrix was **SUBMITTED** to the court. This is the confirmation page. Don't forget your PIN number. You will need it if you wish to amend your matrix at a later date (amendments to add/delete creditors in an OPEN bankruptcy case require an amendment fee).

Thank you for submitting your creditor matrix.

Your pin number is . You will need this number if you wish to amend your matrix at a later date. Click [here](#) to modify your matrix or to return to the home page.

If you are **NOT** ready to submit the mailing matrix to the court, click **Save Matrix**.



Creditor Matrix

Bankruptcy Court for the Eastern District of Wisconsin

[← BACK](#)

If your matrix is complete and you are ready to submit it to the court, please certify and click **Send Matrix**.
If you are NOT ready to submit it, please click **Save Matrix**.
Remember your pin number. You will need it to continue working on your current matrix or to amend your matrix at a later date.

Save Matrix

NEW	4
Existing	0
Deleted	0
Total	4

Send Matrix

Review Your Matrix Before Submitting

Sample Same (Not You?) 

Last 4 digits of SSN: 9999
Email:
Phone:
Pin:

I certify this matrix is complete and acknowledge that if this is an amendment to add/delete creditors in a current bankruptcy case, I may be charged an amendment fee.

ABC Corporation
123 Main Street
Milwaukee, WI 53210

Wisconsin Electric Power Company
PO BOX 2046
Bankruptcy Department A130
Milwaukee, WI 53201

Wisconsin Department of Revenue
PO Box 8901
Madison, WI 53708

Capital One
PO BOX 71083
Charlotte, NC 28272

If you save a mailing matrix, it does **NOT** get submitted to the court (until you return, using your PIN, and actually click **Send Matrix**).

Thank you for saving your creditor matrix.

The matrix was **NOT** sent to the court. Your pin number is . You will need this number when you return to finish and submit your matrix. Click [here](#) to modify your matrix or to return to the home page.

When you return to finish your mailing matrix and to submit it to the court, please go to the instructions on page 8.

Instructions to Finish and Submit a Mailing Matrix for a NEW Bankruptcy Case

If you previously **SAVED** a mailing matrix and need to finish adding creditors before you submit it to the court for your **NEW** bankruptcy case, complete the following fields under the **Edit/Amend Existing Matrix** section (Last Name and PIN Number). Click **Continue** to go to the next screen.

The screenshot shows the 'Creditor Matrix' interface for the Bankruptcy Court for the Eastern District of Wisconsin. It is divided into two main sections:

- Create New Matrix:** Includes input fields for First Name, Last Name, Last 4 Digits of SSN, Email, and Phone. A 'Continue' button is at the bottom. A note states: "Use this ONLY if you are submitting a mailing matrix for a NEW bankruptcy case that is NOT yet open."
- Edit/Amend Existing Matrix:** Includes input fields for Last Name (containing 'Sample'), Pin Number (containing '1019'), and Case Number. A 'Continue' button is below. A note states: "Use this if you are a returning user to either: 1) complete a saved matrix not previously submitted for a NEW case, or 2) amend a mailing matrix (add/delete creditors) in an OPEN bankruptcy case."

Additional creditors may be added by either 1) selecting from the list of common creditors and clicking **Add Creditor**, or

This screenshot shows the 'Add Creditor' section of the interface. A dropdown menu is open, listing common creditors: Capital One, Chase Card Services, Time Warner Cable, Wisconsin Electric Power Company, Citi Mortgage, and Wisconsin Department of Revenue. An 'Add Creditor' button is next to the dropdown. Below the dropdown are fields for Address, City, State (set to Wisconsin), and Zip. Another 'Add Creditor' button is at the bottom left.

On the right side, a summary table shows: New: 4, Existing: 0, Total: 4. Below this is a 'Save Creditor Matrix' button and a search bar. A list of added creditors is shown on the right, each with a close button (X):

- Wisconsin Department of Revenue, PO Box 8901, Madison, WI 53708
- Capital One, PO BOX 71083, Charlotte, NC 28272
- ABC Corporation, 123 Main Street, Milwaukee, WI 53210
- Wisconsin Electric Power Company, PO BOX 2046, Bankruptcy Department A130, Milwaukee, WI 53201

2) by entering the creditor's name and full address in the fields below (all of the fields are mandatory) and clicking **Add Creditor**. (Repeat this process until all of the creditors have been added to the list).

The screenshot shows the 'Creditor Matrix' interface for the Bankruptcy Court for the Eastern District of Wisconsin. The header includes the court logo, the title 'Creditor Matrix', and the case information: 'Same Sample (Not You?) Pin:1019'. On the right, there are summary statistics: 'New 4', 'Existing 0', and 'Total 4'. Below this is a red 'Save Creditor Matrix' button and a search bar. The main area is divided into two columns. The left column contains a 'Creditor' dropdown menu and an 'Add Creditor' button. Below this is a form for adding a new creditor, with fields for 'Creditor Name' (containing 'Bank of America'), 'Address' (containing 'PO Box 524'), 'City' (containing 'Wilmington'), 'State' (containing 'Delaware'), and 'Zip' (containing '19802'). A red box highlights this entire form. The right column contains a list of existing creditors, each with a blue box containing the creditor's name and address, and a small 'x' icon in the upper right corner for removal. The list includes: 'Wisconsin Department of Revenue', 'Capital One', 'ABC Corporation', and 'Wisconsin Electric Power Company'.

It is also possible to remove creditors from the list, by clicking the **x** in the upper right hand corner of the box.

This screenshot is identical to the one above, showing the 'Creditor Matrix' interface. However, in this version, a red box highlights the 'x' icon in the upper right corner of the first creditor's box, 'Wisconsin Department of Revenue', indicating the removal function.

After the mailing matrix contains all of your creditors, click **Save Creditor Matrix**.

The screenshot shows the 'Creditor Matrix' interface for the Bankruptcy Court for the Eastern District of Wisconsin. At the top, it displays 'Same Sample (Not You?)' and 'Pin:1019'. On the right, a summary shows 'New 5', 'Existing 0', and 'Total 5'. A red box highlights the 'Save Creditor Matrix' button. Below this is a search bar and a list of creditors: Bank of America, Wisconsin Department of Revenue, Capital One, ABC Corporation, and Wisconsin Electric Power Company. On the left, there are input fields for adding a creditor, including 'Creditor Name', 'Address', 'City', 'State' (set to Wisconsin), and 'Zip'.

Review the creditors on the bottom of this screen. If the **mailing matrix is COMPLETE**, first read the certification statement and then click the certification checkbox. Finally, click **Send Matrix**.

This screenshot shows the 'Review Your Matrix Before Submitting' section of the Creditor Matrix interface. A blue box contains instructions: 'If your matrix is complete and you are ready to submit it to the court, please certify and click **Send Matrix**. If you are NOT ready to submit it, please click **Save Matrix**. Remember your pin number. You will need it to continue working on your current matrix or to amend your matrix at a later date.' Below this, a green 'Save Matrix' button is visible. A summary table shows: NEW 5, Existing 0, Deleted 0, Total 5. A red box highlights the 'Send Matrix' button. The 'Review Your Matrix Before Submitting' section includes 'Same Sample (Not You?)', 'Last 4 digits of SSN: 9999', and fields for 'Email:', 'Phone:', and 'Pin:'. A green box contains a certification statement with a checked checkbox: 'I certify this matrix is complete and acknowledge that if this is an amendment to add/delete creditors in a current bankruptcy case, I may be charged an amendment fee.' At the bottom, a list of creditors is shown: Bank of America, Wisconsin Department of Revenue, Capital One, ABC Corporation, and Wisconsin Electric Power Company.

The mailing matrix was submitted to the court. This is the confirmation screen.

Thank you for submitting your creditor matrix.

Your pin number is . You will need this number if you wish to amend your matrix at a later date. Click [here](#) to modify your matrix or to return to the home page.

If you need to amend the mailing matrix (add/delete creditors) after it was submitted, please follow the instructions on page 12.

Instructions to Amend a Mailing Matrix (Add/Delete Creditors) in a CURRENT Bankruptcy Case

If you currently have an **OPEN** bankruptcy case and wish to **AMEND** the mailing matrix (add/delete creditors), complete the following fields under the **Edit/Amend Existing Matrix** section (Last Name, PIN Number, and Case Number). Click **Continue** to go to the next screen. **NOTE: A fee will be required to amend (add/delete) creditors from a current bankruptcy case.**

Creditor Matrix
Bankruptcy Court for the Eastern District of Wisconsin

Create New Matrix

First Name
Last Name
Last 4 Digits of SSN
Email
Phone

Continue

***Use this ONLY if you are submitting a mailing matrix for a NEW bankruptcy case that is NOT yet open.

Edit/Amend Existing Matrix

Last Name
Sample

Pin Number
1019

Case Number (if amending a matrix in an open bankruptcy case)

Continue

***Use this if you are a returning user to either:
1) complete a saved matrix not previously submitted for a NEW case, or
2) amend a mailing matrix (add/delete creditors) in an OPEN bankruptcy case.

Additional creditors may be added by either 1) selecting from the list of common creditors and clicking **Add Creditor**, or

Creditor Matrix
Bankruptcy Court for the Eastern District of Wisconsin

Same Sample (Not You?)
Pin: 1019

New	Existing	Total
4	0	4

Save Creditor Matrix

Creditor

Capital One
Chase Card Services
Time Warner Cable
Wisconsin Electric Power Company
Citi Mortgage
Wisconsin Department of Revenue

Add Creditor

Address

City State Zip

City Wisconsin Zip

Add Creditor

- Wisconsin Department of Revenue
PO Box 8901
Madison, WI 53708
- Capital One
PO BOX 71083
Charlotte, NC 28272
- ABC Corporation
123 Main Street
Milwaukee, WI 53210
- Wisconsin Electric Power Company
PO BOX 2046
Bankruptcy Department A130
Milwaukee, WI 53201

2) by entering the creditor's name and full address in the fields below (all of the fields are mandatory) and clicking **Add Creditor**. (Repeat this process until all of the creditors have been added to the list). (Note: Remember, adding creditors to the mailing matrix already submitted to the court will require an amendment fee).

The screenshot shows the 'Creditor Matrix' interface for the Bankruptcy Court for the Eastern District of Wisconsin. The header includes the court's logo, name, and 'Same Sample (Not You?) Pin:1019'. A summary table shows 4 New, 0 Existing, and 4 Total creditors. A red box highlights the 'Add Creditor' form, which contains fields for Creditor Name (Bank of America), Address (PO Box 524), City (Wilmington), State (Delaware), and Zip (19802). To the right, a list of existing creditors is shown, each with a delete icon (x) in the top right corner. The list includes: Wisconsin Department of Revenue (PO Box 8901, Madison, WI 53708), Capital One (PO BOX 71083, Charlotte, NC 28272), ABC Corporation (123 Main Street, Milwaukee, WI 53210), and Wisconsin Electric Power Company (PO BOX 2046, Bankruptcy Department A130, Milwaukee, WI 53201).

It is also possible to delete creditors from the list, by clicking the **x** in the upper right hand corner of the box. (Note: Remember, deleting creditors from the list already submitted to the court will require an amendment fee).

This screenshot is identical to the one above, but with a red box highlighting the delete icon (x) in the top right corner of the first creditor entry, 'Wisconsin Department of Revenue'.

After adding/deleting creditors to the mailing matrix, click **Save Creditor Matrix**.

The screenshot shows the 'Creditor Matrix' interface for the Bankruptcy Court for the Eastern District of Wisconsin. At the top, it displays 'Same Sample (Not You?)' and 'Pin:1019'. On the right, a summary shows 'New 5', 'Existing 0', and 'Total 5'. A red box highlights the 'Save Creditor Matrix' button. The main area contains a form to add a creditor with fields for 'Creditor Name', 'Address', 'City', 'State' (set to Wisconsin), and 'Zip'. Below the form is a list of five existing creditors: Bank of America, Wisconsin Department of Revenue, Capital One, ABC Corporation, and Wisconsin Electric Power Company.

Review the creditors on the bottom of this screen. If the **amended matrix is COMPLETE**, first read the certification statement and then click the certification checkbox. Finally, click **Send Matrix**.

The screenshot shows the 'Review Your Matrix Before Submitting' screen. It features a 'BACK' button and a light blue instruction box: 'If your matrix is complete and you are ready to submit it to the court, please certify and click **Send Matrix**. If you are NOT ready to submit it, please click **Save Matrix**. Remember your pin number. You will need it to continue working on your current matrix or to amend your matrix at a later date.' On the left, a summary shows 'NEW 5', 'Existing 0', 'Deleted 0', and 'Total 5'. A red box highlights the 'Send Matrix' button. The main area contains a red-bordered box with the title 'Review Your Matrix Before Submitting' and a certification checkbox: 'I certify this matrix is complete and acknowledge that if this is an amendment to add/delete creditors in a current bankruptcy case, I may be charged an amendment fee.' Below this is a list of the five creditors from the previous screen.

The amended mailing matrix was submitted to the court. This is the confirmation screen.

Thank you for submitting your creditor matrix.

Your pin number is . You will need this number if you wish to amend your matrix at a later date. Click [here](#) to modify your matrix or to return to the home page.

Should you have any questions, concerns, or problems using this application, please contact the Bankruptcy Clerk's Office at 414-297-3291. Please be advised that the Clerk's Office staff is prohibited from giving legal advice.