

UNITED STATES BANKRUPTCY COURT  
FOR THE EASTERN DISTRICT OF OKLAHOMA

IN RE:

Case No.  
Chapter

Debtor(s)

VERIFICATION AS TO OFFICIAL CREDITOR LIST

- Original Matrix
- Amendment to Matrix
- Adding creditors
- Deleting creditors

I the Debtor named in this case, **certify under penalty of perjury** that the master mailing list of creditors submitted on the attached creditor list, is a true, correct and complete listing to the best of my knowledge of all creditors listed on the schedules filed herein.

I further acknowledge that (1) the accuracy and completeness in preparing the creditor listing is the responsibility of the debtor, (2) the court will rely on the creditor listing for all mailings, and (3) the various schedules and statements required by the Bankruptcy Rules are not used for mailing purposes.

- If this filing is the original creditor list, all creditors contained in the schedules are listed. (For verification purposes, a list of the creditors is ATTACHED)**
- If this filing is an amendment to the creditor list, only the creditors being added or to be deleted are listed. (For verification purposes, a list of the creditors is ATTACHED)**
- If represented by an attorney, \_\_\_\_\_ Attorney for the debtor HAS uploaded the creditors listed on the ATTACHED list into the court's creditor database for this case and have signed below.**
- If this filing is an amendment to the creditor list, I certify that a true and correct copy of the Notice of Bankruptcy Case, Meeting of Creditors and Deadlines was mailed to all creditors listed on the attached mailing list for this case on: \_\_\_\_\_ in compliance with Local Rule 1009-1(E).**

\_\_\_\_\_ # of Creditors on attached list (if Original Matrix)  
 \_\_\_\_\_ # of Creditors added (if Amended Matrix)  
 \_\_\_\_\_ # of Creditors to be deleted (if Amended Matrix)

S/ \_\_\_\_\_  
 Debtor Signature  
 Address: (if not represented by an attorney)

S/ \_\_\_\_\_  
 Joint Debtor Signature  
 Address: (if not represented by an attorney)

\_\_\_\_\_  
 Phone: (if not represented by an attorney)

\_\_\_\_\_  
 Phone: (if not represented by an attorney)

\_\_\_\_\_  
 Signature of Attorney  
 S/ \_\_\_\_\_

\_\_\_\_\_  
 Name/OBA#/Address/Telephone #/Email

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**OFFICIAL CREDITOR LIST GUIDELINES**

- The name and address of each creditor must be five (5) lines or fewer
- Each line may contain no more than 40 characters including spaces
- Names and addresses should not contain leading spaces with only one column of creditors
- If attention or in care of (c/o) lines are used, they should appear on the second line of the address
- City, state, and ZIP code must be on the last line
- All states must be two-letter abbreviations
- If a nine-digit ZIP code is used, a hyphen must separate the first five digits from the last four digits
- DO NOT include the following names on the mailing list, they will be retrieved automatically by the court's computer system: debtor, joint debtor, attorney for debtor(s), United States Trustee

**Attorney Filers**

Most bankruptcy preparation software packages have the ability to save the creditor list electronically in the proper format. Please check with your software company to ensure you have this option. The Official Creditor List must be provided to the court in **PDF format** and meet the criteria described above.

**Filers without an Attorney (Pro Se Debtors)**

The Official Creditor List must be provided to the court in **paper format** and meet the criteria described above.

**Verification of Creditor List**

Each submission of an Official Creditor List shall be accompanied by a **Verification as to Official Creditor List**. The Verification cannot be submitted without the matrix attached.

**Amendments**

Amendments to the Official Creditor List shall contain only names and addresses to be added or deleted and shall be accompanied by a **Verification as to Official Creditor List**.