



- D. Kan. LBR 1007.2    **Preparation and Filing of Matrix**  
The matrix is a list of the names and addresses of all the debtor’s creditors. It is used to notify parties about activities in the case.
  
- D. Kan. LBR 1009.1    **Amendments to Lists and Schedules of Creditors and Applicable Deadlines**  
(See also Appendix 1-01 to LBR Rule 1009.1)
  
- D. Kan. LBR 2002.1    **Notice to Creditors and Other Interested Parties**
  
- D. Kan. LBR 2002.2    **Scheduling, Listing and Noticing the United States And Agencies of the State of Kansas as a Creditor**
  
- D. Kan. LBR 9036.1    **Debtor Electronic Bankruptcy Notification**

**III. Where to file your bankruptcy case**

Generally, individuals living in Kansas may file a personal bankruptcy case in any one of three offices in the District of Kansas listed below. See 28 U.S.C. § 1408 for more information about where you can file your case.

<b>Clerk’s Office</b> <b>US Bankruptcy Court</b> <b>500 State Avenue Room 161</b> <b>Kansas City KS 66101</b>  <b>913-735-2110</b> KSBKC_SelfRep@ksb.uscourts.gov	<b>Clerk’s Office</b> <b>US Bankruptcy Court</b> <b>444 SE Quincy Room 240</b> <b>Topeka KS 66683</b>  <b>785-338-5910</b> KSBTopeka_SelfRep@ksb.uscourts.gov	<b>Clerk’s Office</b> <b>US Bankruptcy Court</b> <b>401 N Market Room 167</b> <b>Wichita KS 67202</b>  <b>316-315-4110</b> KSBWichita_SelfRep@ksb.uscourts.gov
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Documents may be mailed to an office, emailed to the email address listed above, or presented in person during the Court’s business hours:

**Monday through Friday, excluding holidays, from 9:00 a.m. to 4:00 p.m.**

If you have questions, please contact the Clerk’s Office where your case is filed, at one of the numbers listed above.

**Important Note:** You will be required to attend scheduled meetings and hearings while your case is pending, usually in the city where your case is filed. Some hearings may be held by telephone or Zoom. Contact the Clerk’s Office if you have questions about the location of your hearing.

**Maintain a copy of documents for your records**

If you wish to have a file-stamped copy of the documents you are filing for your own records, please bring an extra copy of completed documents with you when filing in person or include an extra copy of completed documents plus a self-addressed stamped envelope large enough and with sufficient postage to be mailed back to you.

## **IV. General Information**

### **Credit Counseling Course—required prior to filing the bankruptcy petition**

You must complete a credit counseling course within 180 days **prior** to filing your bankruptcy petition. To find an approved credit counseling provider, see the [U.S. Trustee's website](#).

### **Bankruptcy Petition Preparers (BPP)**

If someone who is not an attorney has prepared the petition and schedules for you, the Bankruptcy Petition Preparer's Notice, Declaration and Signature (Official Form 119) must be completed and filed. Forms are available on the [United States Courts website](#).

### **Filing Fee(s)**

The Clerk's Office can accept cash or money orders from you for any Court filing fees. The Clerk's Office cannot make change; payments must be for the exact amount of the fee. Personal checks are not accepted. If you are unable to pay the filing fee in full upon filing and wish to pay the new case filing fee in installments, please complete the Application for Individuals to Pay the Filing Fee in Installments (Official Form 103A) and submit it with the petition. Other fees may not be paid in installments.

### **Waiver of the Chapter 7 Filing Fee**

If you cannot afford to pay the Chapter 7 filing fee in full or in installments, you may request a waiver of the filing fee. Complete the Application to Have the Chapter 7 Filing Fee Waived (Official Form 103B) and submit it with the Chapter 7 bankruptcy petition. A judge will determine whether you qualify for the filing fee waiver.

### **Debtor Electronic Bankruptcy Notification (DeBN)**

DeBN is a free and voluntary service that allows debtors to receive faster delivery of court-generated notices and orders from the Bankruptcy Court via email instead of U.S. mail. Pursuant to D. Kan. LBR 9036.1, each debtor who files a voluntary petition in bankruptcy must individually complete and file a [Debtor's Electronic Noticing Request Form](#) at the time of filing the bankruptcy petition. The DeBN Request Form must indicate whether the debtor chooses to receive the court notices and orders by email, or declines to participate in DeBN and instead receive such notices and orders by U.S. Mail.

For more information about DeBN, see [DeBN FAQs](#).

### **Additional requirements**

Your bankruptcy petition must contain your complete address and a telephone number where you may be reached weekdays.

The Statement About Your Social Security Numbers (Official Form 121) must contain your full SSN, be signed by you (and your spouse, if filing jointly) and submitted with your petition.

Documents you file with the Court must contain a case caption (your complete name, your spouse's complete name, if applicable, and your bankruptcy case number).

## **Creditor Matrix and Verification of Matrix**

The matrix is the list of your creditors used by the Court to notify your creditors of your bankruptcy case filing and subsequent filings in your case. The Verification of Matrix is a document signed by you to verify that the list of creditors with their mailing addresses is true and correct to the best of your knowledge.

The matrix must be formatted as described in D. Kan. LBR 1007.2, as illustrated in the example below.

### **Sample Matrix**

The list below provides an example of how to format the information listed on your creditor matrix:

ABC Company  
Attn Account Rep  
PO Box 1111  
Creditorsburg OK 61001

Dr Phil Creditor  
Professional Bldg Ste 60  
Hometown KS 62002

Joe Creditor  
525 Creditor Ave Ste 200  
Anywhere KS 62002

Local Phone Company  
PO Box 9999  
Anywhere KS 62002

### **Financial Management Course (Debtor Education)—Second course required prior to discharge**

You must complete a financial management course **after** filing your bankruptcy petition in order to be eligible to receive a discharge of your debts through bankruptcy. See the [U.S. Trustee's](#) website for a list of approved providers of this course.

**Employees of the Clerk's Office are forbidden by law, under 28 U.S.C. § 955, from giving legal advice and cannot help you complete the required paperwork.**

Consult an attorney if you need assistance with your case.