



Attorney for Debtor Master Mailing List Requirements

Supplemental (Amended) Mailing Lists

Pursuant to Local Rule of Bankruptcy Procedure 1007-1(a)(2) “When an addition or change is made to the master mailing list, the entire master mailing list must not be refiled, only a supplemental master mailing list, in the required format, containing the newly added or changed creditors shall be filed and electronically submitted.”

Incomplete Addresses

An address that does not include a Street Address or PO Box, City, State and Zip Code may not be mailed.

Notice of Returned Mail

Notices that are mailed by the Bankruptcy Noticing Center, but returned by the post office as undeliverable, are returned to the debtor or debtor’s attorney. The debtor or their attorney may correct the address on the notice and file it with the Clerk's Office. The debtor or their attorney must mail the returned notice to that creditor at the corrected address.

Notice of Undeliverable Mail

The Bankruptcy Noticing Center will send to the debtor and debtor's attorney a Notice of Undeliverable Mail stating why a notice was not mailed to a particular creditor. The debtor or their attorney may correct the address on the notice and file it with the Clerk's Office. The address will then be corrected for any future notices. The debtor or their attorney must mail the non-mailed notice to that creditor at the corrected address.

Uploading the Mailing List in a Text File Format

After opening a bankruptcy case on the court's CM/ECF system, the attorney is required to upload the mailing list, in a text file format (.txt or .scn), in **Creditor Maintenance**.

Most bankruptcy software will extract the mailing list from the schedules in the format required. You may also create a text file from your word processing software.

The mailing list should be uploaded immediately after filing the petition. If not uploaded at this time, it must be uploaded within seven (7) days or the case may be dismissed. If filed after the seven-day period, in addition to uploading the mailing list, it must be filed on the docket as a separate PDF document.

To upload or add creditors, select **Creditor Maintenance** from the **Bankruptcy** events menu.



When uploading the initial mailing list, select **Upload list of creditors file**. Alternatively, each creditor can be added using the **Enter individual creditors** option.



When filing an amendment to the schedules or mailing list that adds creditors or changes an address, those creditors must also be added to the mailing list in **Creditor Maintenance**. When choosing the **Upload** option, the text file must contain only the newly added or changed creditors.

Creditor Maintenance is to be used only in conjunction with filing schedules, amended schedules, mailing list or an amendment to the mailing list, and not in lieu of filing these documents.

JONES, JOHN AND JANE

18-00000

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STATE/TERRITORY ABBREVIATIONS

Alabama	AL	Kentucky	KY	Oklahoma	OK
Alaska	AK	Louisiana	LA	Oregon	OR
Arizona	AZ	Maine	ME	Pennsylvania	PA
Arkansas	AR	Maryland	MD	Puerto Rico	PR
California	CA	Massachusetts	MA	Rhode Island	RI
Colorado	CO	Michigan	MI	South Carolina	SC
Connecticut	CT	Minnesota	MN	South Dakota	SD
Delaware	DE	Mississippi	MS	Tennessee	TN
District of Columbia	DC	Missouri	MO	Texas	TX
Florida	FL	Montana	MT	Utah	UT
Georgia	GA	Nebraska	NE	Vermont	VT
Guam	GU	Nevada	NV	Virginia	VA
Hawaii	HI	New Hampshire	NH	Virgin Islands	VI
Idaho	ID	New Jersey	NJ	Washington	WA
Illinois	IL	New Mexico	NM	West Virginia	WV
Indiana	IN	New York	NY	Wisconsin	WI
Iowa	IA	North Carolina	NC	Wyoming	WY
Kansas	KS	North Dakota	ND		
		Ohio	OH		

MAILING LIST DECLARATION

Debtor(s)' Name(s)

Case No. _____

☐ Check if this is an
Amended/Supplemental Mailing List
(Include only newly added or changed
creditors.)

I, _____, do hereby certify, under penalty of perjury, that the
Mailing List, consisting of _____ page(s), is complete, correct and consistent with the
debtor(s)' Schedules.

Dated: _____

(Debtor)

(Attorney, if applicable)

(Joint Debtor)