

**United States Bankruptcy Court  
Western District of Washington**

**Debtor(s) Requirement to Provide List of Creditors**

**Creditor Mailing List Requirement**

The bankruptcy rules require that a debtor file a list containing the names and addresses of all creditors (mailing list) with the voluntary petition. **When a debtor is not represented by an attorney, it is the debtor's responsibility to prepare and provide the court with the mailing list.** The mailing list must be in the format described below.

**When a Creditor Mailing List is Not Provided**

When a mailing list is not filed with the voluntary petition the court sends a "*Notice of Deficient Filing*" to the debtor(s) stating the date by which the mailing list must be filed. **Failure to provide a mailing list by the specified date may result in the case being referred to the judge for dismissal.**

**How to Prepare a Creditor Mailing List**

An example of the required mailing list format is on the back of this notice. Mailing lists for new voluntary petitions must be submitted in the following format:

1. The mailing list shall be typed in a single column format that is left justified. Each name and address block shall contain no more than five lines with a minimum of two blank lines between each block. Each line shall not exceed 30 characters.
2. The last line of the address block shall contain only the city, state, zip code or foreign country, if applicable.
3. ATTN: or c/o line shall be typed only on the line below the creditor name (second line of block).
4. Creditors shall be listed only once, even if there are multiple accounts. **DO NOT INCLUDE ACCOUNT NUMBERS** on the mailing list.
5. **DO NOT** list the debtor(s) name(s), the United States Trustee, the case name, case number, page number or any other header or footer information.

**If you do not have access to a computer and printer to prepare your mailing list, you may use the computers in the clerk's office public lobby** (available in both the Seattle and Tacoma offices).

## MAILING LIST FORMAT EXAMPLE

ABC Company  
c/o John Doe  
Attorney at Law  
1234 Main St #567  
Anywhere, WA 12222

IRS  
915 2<sup>nd</sup> Ave M/S 244  
Seattle, WA 98888

Mary L Jones  
18 Valley Way  
Nowhere, NY 11111

XYZ Bank  
Attn: Mortgage Bank  
2417 Maple Street  
Springfield, CA 45869

Department Store  
PO Box 7586  
Gotham City, MD 12345

SAMPLE