

Master Mailing List Requirements

Last Updated: February 8, 2024

[11 U.S.C. § 521\(a\)\(1\)\(A\)](#)
[Fed. R. Bankr. P. 1007\(a\)\(1\)](#)
[Local Rules of Bankruptcy Procedure 1009-1](#)

Events: Bankruptcy>Other>Amendment>Amending Schedules D,E/F
(fee)
Bankruptcy>Other>Amendment
Bankruptcy>Creditor Maintenance>Upload list of creditors file

A list of creditors in the format required by the office of the clerk of court, containing the names and addresses of each entity included or to be included on Schedules D, E/F, G and H, as required by [11 U.S.C. § 521\(a\)\(1\)\(A\)](#) and [Fed. R. Bankr. P. 1007\(a\)\(1\)](#), is required to be filed with the filing of a petition or no later than 7 days from the date of the filing of the petition.

The list must conform to the following requirements:

- The mailing list must be typed in black ink.
- The list must be typed in a straight column on the left margin, please do NOT use ALL CAPS.
- Name may be 50 characters. Address may be 5 lines, 40 characters each. More than one creditor may be entered. Separate creditors with a blank line.
- Include the City, State and Zip Code on the last line of each address. The State must be abbreviated using the U.S. Postal Codes below.
- Single space the list with at least one blank line between creditors.
- Do not include the name and address of the debtor, joint debtor, attorney for debtor, U.S. Trustee or Case Trustee. This information is added by the court.
- Upload the list of creditors in a text file format (.txt). (Instructions follow.)

Supplemental (Amended) Mailing Lists

Amending Schedules, Means Test or Plan (see [LBR 1009-1](#))

Schedules. When amending schedules, log into ECF not your bankruptcy preparation software.

ECF Events: Bankruptcy>Other>Amendment –

- Amending Schedules D,E/F (fee)A fee is charged to add or delete creditors or to change the amount or classification of a debt or amending amounts/totals of schedules. If Schedules D, E/F are filed after the 341 meeting notice has been launched, the 341 meeting notice needs to be sent to the new creditors and proof of service filed. Reminder: Docket a pdf of the new creditors, in the mailing matrix format, AND upload only new creditors.txt file or enter individually, if applicable.
- Bankruptcy Events>Other>Amendment. Use when amending other schedules or not adding, deleting or changing amounts or classifications of creditors.

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 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), 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** 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.

STATE/TERRITORY ABBREVIATIONS

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