

Mailing List Guidelines
updated November 6, 2009
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Mailing List Guidelines
updated September 16, 2008

1 Introduction

- 1.1 You are required to submit a mailing list of creditors with the bankruptcy petition **at the time the petition is filed**. 11 U.S.C. § 521 (a)(1)(A). Follow these guidelines to ensure that your case is promptly and accurately processed by the Clerk's Office. If you have questions, please contact the Clerk's Office by calling 505-348-2500 (toll free 866-291-6805) or by e-mailing your questions to web_ops@nmcourt.fed.us. These guidelines are also posted on the Court's Web site at www.nmcourt.fed.us/usbc.
- 1.2 At the end of these guidelines is a checklist which you can use to double-check your mailing list before submitting it to the Clerk's Office with your petition.

2 Format for Creditor Mailing List

- 2.1 The mailing list of creditors must be submitted as an ASCII Dos text file on a 3.5" disk or CD labeled with the debtor's name as it appears on the petition. Please follow the instructions below.
- 2.2 Type your creditor names and addresses in a *single column* at the left margin of the page and leave at least one blank line between each address block.
See examples below.

Paul Revere Ins.
c/o Atty Jo Practitioner
PO Box 1234
Albuquerque NM 87103-1234

Albuquerque Collections
Attn: OD Dept
PO Drawer 40040
Albuquerque NM 87196-0040

Zales Jewelers
Acct No. xxx-xx-1364

PO Box 650534
Dallas TX 75265-0534

Raymond Garcia (Dr.)
307 West Alameda AV
Las Cruces, NM 88001-0307

- 2.3 Use a simple type style (font) like Courier New, Times New Roman or Arial.
- 2.4 You may want to type the list in Notepad, a *Windows* text editor, so that when you save the file, it automatically saves as a *plain text* file. If you type the list in a word processor such as WordPerfect or MS Word, be sure to save the file using the "Save as" option **and save it as a plain text file or ASCII DOS text file.**
- 2.5 Name the text file with the file extension *.txt*. For example, the file name may be your last name plus *.txt* as in *jones.txt* or *martinez.txt*.
- 2.6 Once you have typed the list as a plain text document, save the file to a 3.5" disk or CD that is in good condition. Overly-used disks might not be readable.
- 2.7 Make sure your mailing list meets the requirements described below in the section on "Contents of the Creditor Mailing List."

3 Contents of the Creditor Mailing List

3.1 List of Do's for the creditor mailing list	
3.1.1	Do include the name and address of a non-filing spouse (if any).
3.1.2	Do include the address of the New Mexico Taxation & Revenue Department as follows: New Mexico Taxation & Revenue Department PO Box 8575 Albuquerque NM 87198-8575
3.1.3	Do leave at least one blank line between each address block.
3.1.4	Do type the creditor's name (first name, then last name) on the first line of the address block.
3.1.5	Do type addresses in upper and lower case as you would on a letter.

3.1 List of Do's for the creditor mailing list	
3.1.6	Do include the city + two-letter state abbreviation (in capital letters) and zip code + 4 (numerical characters only) typed, in that order, on the bottom line.
3.1.7	Do include ONLY names and addresses – no titles, page numbers, document names, etc.
3.1.8	Do use addresses designated by a governmental unit. See the list of registered government addresses on the court's Website at www.nmcourt.fed.us/usbc . Search "register of government addresses."
3.1.9	If you include account numbers, include ONLY the last 4 digits on the second line of the address and ONLY if the complete address block is no more than 6 lines. See Fed. R. Bankr. P. 9037 below.

Fed. R. Bankr. P. 9037 Privacy Protection for Filings Made with the Court. (a) REDACTED FILINGS. Unless the court orders otherwise, in an electronic or paper filing made with the court that contains an individual's social-security number, taxpayer-identification number, or birth date, the name of an individual, other than the debtor, known to be and identified as a minor, or a financial-account number, a party or nonparty making the filing may include only: (1) the last four digits of the social-security number and taxpayer-identification number; (2) the year of the individual's birth; (3) the minor's initials; and (4) the last four digits of the financial-account number.

3.2 List of Do Not's for the creditor mailing list	
3.2.1	Do not include unprintable characters, tick mark (`), quote mark (") or a vertical bar mark ().
3.2.2	Do not exceed 40 characters per address line.
3.2.3	Do not exceed 6 single-spaced lines per address block including the addressee's name.
3.2.4	Do not include an address of only one line.
3.2.5	Do not use personal forms of address <i>before</i> a name. Instead, type as John Smith (Dr.)
3.2.6	Do not put names in all caps unless the name is customarily written with all caps (e.g., IBM).
3.2.7	Do not include duplicate entries.
3.2.8	Do not include page numbers, titles or a document file name.

3.2 List of Do Not's for the creditor mailing list	
3.2.9	Do not include names of debtors, debtor's attorney, or U.S. trustee.

4 How to Create and Edit a Creditor Mailing List Text File

- 4.1 Type your text file in Notepad (or other text editor). To access Notepad on a Windows computer, left click on the START button in the lower left-hand corner of your screen. Go to PROGRAMS, then ACCESSORIES, then NOTEPAD. When Notepad opens, it displays a blank screen. This is your "sheet of paper" to begin typing your list. Click inside the blank screen, and type the first creditor name and address. Then, before you go any further, save your text file.
- 4.2 To save your text file, click on File, Save As. The easiest place to save your text file is in your Desktop folder. At the "Save As" screen, in the File name field, type your last name and .txt – the "Save as type" should be Text Documents (*.txt). Click on the Save button. Once you click on the Save button, the blank screen in Notepad should display so that you can continue to type your creditor mailing list. Type as you would in a word processor using the Enter key to go to the next line.
- 4.3 You will be able to see errors and make corrections easily in Notepad. Step-by-step procedures for viewing creditor mailing lists with the Windows text editor, Notepad, follow. The Clerk's Office expects that mailing lists will be carefully proofed before submission to ensure compliance with these guidelines.
- 4.4 Be sure save your file when you have finished typing the list. To save the changes you have made to the file (now that you have already named it), click on File, then Save. To close Notepad, click on File, then Exit.
- 4.5 To re-open your text file in Notepad, click on FILE in the menu bar, then OPEN. Find the folder and the file, then click on open. If the file won't open and has the extension.SCN, change the FILES OF TYPE from TEXT DOCUMENTS (*.TXT) to ALL FILES.

- 4.6 To modify the text file in Notepad, use the delete key to delete information. Type in the corrected information. Use the Search option to FIND or FIND AND REPLACE text. Proof your changes carefully being sure to delete odd characters. Be sure to save your changes.

- 4.7 If you open the file and it is not readable in Notepad, this means it is not in text file format. You may have opened the file in WordPerfect or MS Word and inadvertently converted it to a WordPerfect or Word file. If so, open the file in the word processing application and save it (using "save as") as an ASCII DOS text file (see "save as file type" in the SAVE AS window). Now open the text file in Notepad.

CHECKLIST

After creating your creditor mailing list in Notepad or other text editor, review the list against this checklist to make sure your creditor mailing list meets our requirements. If you created your list in a word processor (Corel WordPerfect, MS Word, etc.), be sure to save the file as a plain text or ASCII DOS text file with the file extension of .txt.

- 1. If you have a non-filing spouse, did you include his/her name and address?
- 2. Did you include the address of the NM Tax & Revenue Department? See page __.
- 3. Did you leave at least one blank line between each address block?
- 4. Did you type names as first name, last name on the first line?
- 5. Did you type addresses in upper and lower case as you would on a letter?
- 6. Did you include city + two-letter state (in capital letters) and zip code + 4 (numerical characters only), in that order, on the bottom line?
- 7. Did you include ONLY names and addresses?
- 8. Did you use addresses designated by a governmental unit? See page ____.
- 9. If you included account numbers, did you include ONLY the last 4 digits on the second line of the address?
- 10. Did you check for unprintable characters, tick mark (`), quote mark ("), or a vertical bar mark (|), and delete them?
- 11. Did you check to make sure there are only 40 characters per address line?
- 12. Did you check to make sure no address block exceeds 6 single-spaced lines, including the addressee's name?
- 13. Did you remove any address of only one line?
- 14. Did you put personal forms of address *after* a name, e.g., John Smith (Dr.)?
- 15. Did you make sure names are not in all caps unless the name is customarily written with all caps (e.g., IBM)?
- 16. Did you remove duplicate entries?
- 17. Did you remove page numbers, titles or document file name from your list?
- 18. Did you make sure **not** to include your name (or your spouse's name, if filing a joint petition)?