

## Request to be Placed on the Local Rules Mailing List

Please place my name and address on the Local Rules Mailing List for the Bankruptcy Court, District of New Mexico.

I understand that

1. Notices sent to the court's Local Rules Mailing list addressees are general informational notices of changes in court personnel and procedures and forms, updates to local rules, notification of changes in federal bankruptcy rules, and other general information for practitioners and other court customers that **is not directly case related**.
2. If I require notice in a specific bankruptcy case or adversary proceeding, I must file an entry of appearance or request for notice in that case.
3. My name and address will be automatically removed from the list if a notice is returned to the court as undeliverable because it is not the court's responsibility to update my address absent written notice from me.

I also understand that I am responsible for notifying the court *in writing* of any changes in my address or requesting *in writing* that the court remove my name from the list should I no longer require general informational notices from the court.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_  
*address must include city, state and zip code*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**INSTRUCTIONS:** Read the form, complete and sign it, and mail or fax the completed form to the address/fax number shown below. If you have questions, call the Clerk 's Office, 505-348-2500.

ATTN: Quality Clerk  
United States Bankruptcy Court  
District of New Mexico  
P. O. Box 546  
Albuquerque, NM 87103-0546

FAX: 505-348-2473