

**United States Bankruptcy Court  
District of New Mexico  
*Office of the Clerk***

Federal Building and United States Courthouse  
421 Gold Avenue SW, Third Floor  
Albuquerque, New Mexico 87103-0546

NORMAN H. MEYER, JR.  
Clerk of Court

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December 11, 2002

**Notice to Practitioners**

<b>1</b>	<b>Holiday Staffing and Hours Adjustments</b>
<b>2</b>	<b>Copy Service Price and Service Changes</b>
<b>3</b>	<b>Changes in Creditor Uploader Program</b>
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1. Holiday Staffing and Hours Adjustments

The court will be closed Christmas Day, Wednesday, December 25, 2002, and New Year's Day, Wednesday, January 1, 2003. Please also note the following:

**Thursday, December 19:** The Clerk's Office will be closed from 12 noon to 1:00 pm on Thursday, December 19, so that our employees may gather for a holiday celebration.

**Christmas Eve:** The court will be operating with a skeleton staff starting at 8:30 am on Tuesday, December 24, and will close at 2:00 pm.

**New Year's Eve:** The court will be operating with a skeleton staff from 8:30 am to 4:30 pm on Tuesday, December 31.

As always, electronic filing and case information will be available from the court's website, [www.nmcourt.fed.us](http://www.nmcourt.fed.us). Filings may also be placed in the court's drop box, located on the west side of Fifth Street SW, just north of Gold Avenue SW.

Our best wishes to you, your staff members, and your families in this holiday season.

2. Copy Service Price and Service Changes

Effective January 1, 2003, the copy service provider for the Bankruptcy Court, Paper Chase, will be increasing prices for making copies and scanning and it will be offering a new service. Following is an updated summary of the services offered by the copy center and the cost per service:

Services offered	Unit	Cost
1. Make copies of documents from court files	Per page	\$ .20
2. Return copies by courier delivery <u>in addition to actual courier fee cost</u>	Per delivery	\$ 8.00
3. Return copies by local fax	Per fax	\$ 5.00
4. Return copies by long distance fax	Per page	\$ 1.00
5. File document received via fax with Clerk	Per filing	\$15.00
6. Fulfill rush copy request (for 50 or fewer copies, within one hour of receipt of request; for more than 50 pages, within two hours of receipt of request)	Per filing	\$15.00
7. Scanning	Per page	\$ .25
8. <b>NEW E-Mail Service - copies sent via e-mail.</b> (Request can be for documents obtained from our Internet website or for documents that need to be scanned which are not on the website)	Per e-mail	\$15.00

Questions or comments about the operation of the copy center contractor may be directed to Margaret H. Armendariz, Procurement Specialist, at 505-348-2442, or via e-mail at [margaret\\_armendariz@nmcourt.fed.us](mailto:margaret_armendariz@nmcourt.fed.us).

3. Changes in Creditor Uploader Program

*Current Procedure for Handling Creditor Mailing Lists* – Pursuant to New Mexico Local Bankruptcy Rule 1005, Rule 1007 of the Federal Rules of Bankruptcy Procedure, and 11 U.S.C. § 521(1), every debtor is required to submit a mailing list of creditors *at the time the petition is filed*. The Clerk's Office has uploaded the debtor's mailing list of creditors without making any changes, accepting it as long as it was in ASCII DOS text format and could be copied into the court's creditor database. Undeliverable addresses (e.g., one-liners) and duplicates were loaded into the database.

*Change in Procedure for Handling Creditor Mailing Lists* – With the release of ACE v. 2 (the latest version of the courts' electronic filing and access program), the court will have the capability to identify undeliverable notices and duplicate addresses before they are copied into the creditor database. Therefore, effective with the release of ACE v. 2, which is scheduled for Tuesday, January 21, 2002, addresses with the following errors will be rejected by the Clerk's Office creditor uploader program:

- addresses of one line
- addresses of more than 4 lines
- addresses with no zip code
- addresses with zip code containing alpha characters
- addresses with zip code not equal to 5 digits or 9 digits with a dash, e.g., 87102 or 87103-0546
- addresses with account numbers on the last line
- addresses that contain any of the following characters: the tick mark (´), the quote mark (”), the vertical bar or pipe (|), and some unprintable characters.<sup>1</sup>

Note: The Clerk's Office will *not* notify the filer of the rejected addresses. It is the filer's responsibility to check the mailing list after it is uploaded. See 4 below.

#### 4. New Procedure for Adding *Scheduled* Creditors to Mailing List

Any *corrected* creditor address which has been deleted from the debtor's mailing list by the Clerk's Office may be added to the mailing list by filing a document entitled, "Addition of Scheduled Creditor(s) to Case Mailing List."<sup>2</sup> In accordance with Item 4 of the appendix to the Bankruptcy Court Miscellaneous Fee Schedule at 28 U.S.C. § 1930(b), a filing fee of \$20.00 is due to *add* creditors to the *mailing list*. The fee is due for each document filed, not for each address added. There is no fee due to *change* an address already listed on the mailing list. Mailing lists for cases are available for viewing via ACE at [www.nmcourt.fed.us](http://www.nmcourt.fed.us).

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<sup>1</sup> These oddball characters are usually created by accidental key strokes and can be spotted in any text file editor, such as NotePad. Unprintable characters display in NotePad as little black boxes. Since the tick, quote and vertical bar marks are printable, you can spot them by carefully proofing a hard copy of your list.

<sup>2</sup> As with creditors added by amendment to the schedules, the debtor is responsible for mailing a copy of the Notice of Meeting of Creditors Pursuant to §341 (a) to newly added creditors and other addressees if necessary. A certificate of mailing should be filed with the court. Local form 32, *Notice of Meeting of Creditors Given to Additional Parties*, is provided for this purpose. The form may be downloaded from the court's web site.

Filers may avoid the additional paperwork and filing fee to add rejected addresses by viewing and carefully proofing the creditor.scn or creditor.txt file in a text editor such as MS Windows Notepad **before** the list is submitted. Corrections can be easily made in Notepad. The court's new mailing list guidelines (see 5 below) provide step-by-step instructions for viewing the list in MS Windows Notepad.

5. Revised Mailing List Guidelines

We have revised the mailing list guidelines to outline the new requirements due to changes in our creditor uploader program. These guidelines, copy attached to this notice, are in effect now and are posted on our website at [www.nmcourt.fed.us](http://www.nmcourt.fed.us).

6. New Procedure for Submitting Creditor Mailing Lists via E-mail to Comply with 5-day Notice to Submit Mailing List

Effective immediately, petition filers may submit creditor mailing lists via e-mail in lieu of a floppy disk *after receiving a 5-day notice to submit the list*. Please abide by the following guidelines to ensure receipt and proper handling by the Clerk's Office of a creditor mailing list submitted via e-mail:

- Use the full case number (e.g., 7-02-13434 M A) as the subject reference of the e-mail message.
- Attach the creditor list as an ASCII DOS text file (named creditor.txt or creditor.scn).
- In the message, include the debtor name and the 5-day notice *due date*.
- Address the email to [web\\_ops@nmcourt.fed.us](mailto:web_ops@nmcourt.fed.us) and send with a receipt confirmation.

You should receive a response from someone in the Clerk's Office within 4 hours to confirm receipt and action on the creditor mailing list file. If you have questions regarding this procedure, please contact the operations department at 505-348-2500 or toll free 866-291-6805.

NORMAN H. MEYER, JR., Clerk of Court