United States Bankruptcy Court
District of Arizona

NOTICE TO:

DEBTOR ATTORNEYS, BANKRUPTCY PETITION PREPARERS AND DEBTORS

UPDATED REQUIREMENTS FOR FORMAT OF MASTER MAILING LIST

The meeting of creditors notice, discharges and other notices that are to be mailed by the clerk are now being mailed by an outside contractor in Maryland. The company has entered a contract with the Administrative Office of the U.S. Courts to do that noticing which had been done by the Clerk. This contractor is referred to as the Bankruptcy Noticing Center (BNC).

The BNC can only process four lines of an address. It will process the first line and the bottom three lines of the address and drop any other lines. Therefore, if the post office box or street address is not within one of those four lines, the notice for the creditor will be returned by the post office for insufficient address.

It is recommended that names and addresses on the master mailing list not exceed four lines. While addresses exceeding four lines will be processed, please be aware that notices might not be delivered to an address that exceeds four lines.

In cases where the mailing list contains 100 or more names and address, in addition to filing the mailing list on paper, the mailing list is also required to be submitted on a 3.5" computer disk in an ASCII text file. (Single column, names and addresses in ALL CAPS and with two blank lines separating each name and address combination.)

RETURNED MAIL AND NOTICE OF NON-MAILING

The BNC will send to the debtor(s) and debtor(s)' attorney a notice of non-mailing stating why a notice was not mailed to a particular creditor. The debtor(s) 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(s) or their attorney must mail the non-mailed notice to that creditor. This is not the same as returned mail, which was mailed and returned as undeliverable.

Notices that are mailed by the BNC but returned by the post office are returned to the Clerk's Office. Meeting of creditors notice returned mail is placed in the case file. Other returned mail is not processed. No notice of non-mailing is sent out by the BNC because the notice was, in fact, mailed. If a notice is returned by the post office, it is returned to the Clerk's Office.

United States Bankruptcy Court
District of Arizona

**ATTENTION BANKRUPTCY BAR, PETITION PREPARERS AND
DEBTORS NOT REPRESENTED BY AN ATTORNEY**

RE: REQUIREMENTS FOR MASTER MAILING LISTS

The Clerk's Office has implemented electronic scanning of the master mailing list. Therefore, the mailing list must be filed in a certain format. Each page is to contain only **one column** of names and addresses.

DOCUMENT FORMAT

Margins:	one (1) inch top and bottom quarter (1/4) inch left margin
Font:	10 pitch or no smaller than 11 point Courier font, non-proportionally spaced characters. (If using a word processing application, please be sure that the type size is close to the attached sample.) The list shall be laser printer quality typing. Handwritten lists will not be accepted.
Column:	The list will be prepared with one straight column on the left margin. Typing in the column shall not exceed three and one quarter (3 ¼) inches from the left margin.
Ink Color:	Black
Paper Requirements:	White (minimum 20 pound) bond paper
Diskette:	Coming in the future
Grid Lines:	None
Spacing:	Minimum two blank lines above and below each creditor name and address combination.

THE LIST SHALL:

1.   Be an original document. No copies or facsimiles will be accepted.

2.   Reflect the case name and number (if assigned) in the one inch top margin.

3.   NOT include name and address combinations exceeding four lines.

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4.	Exclude the name and address of the debtor, joint debtor, attorney for debtor, United States Trustee and case trustee. This information will be added by the computer.

5.	Leave at least one single space between the city and state and zip code. City, state and zip code information must be on the same line.

6.	Use official United States Postal Service state abbreviations. A list of the official abbreviations is attached.

7.	 Include zip codes.

A SAMPLE MASTER MAILING LIST CONFORMING TO THE ABOVE REQUIREMENTS IS ATTACHED FOR YOUR USE.

SUPPLEMENTAL MASTER MAILING LISTS

Pursuant to Local Rule of Bankruptcy Procedure 1007-1(b)(2), "When an addition or change is made to the mailing list, the entire mailing list shall not be filed. Only a supplemental mailing list, in the required format, containing only the newly added or changed creditors shall be filed."

INCOMPLETE ADDRESSES

An address that does not include a street address or P.O. Box, city, state and zip code may not be mailed. An address containing only a name, or name and "address unknown" notation will not be mailed.

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STATE/TERRITORY ABBREVIATIONS

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

CREDITOR NAME
4751-3333-444-22
CREDITOR ADDRESS
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DECLARATION

Debtor(s)' Name(s)　　　　　　　　　　　Case No._____

_____

_____

　　　　　I, _____, do hereby certify, under penalty of perjury, that the Master Mailing

List, consisting of _____ sheet(s), is complete, correct and consistent with the debtor(s)' schedules.

Date of execution: _____　　　　　_____

　　　　　　　　　　　　　　　　　　　　　　　　(Debtor)

_____　　_____

　　　(Attorney, if applicable)　　　　　　　　　(Spouse)