

United States Bankruptcy Court
District of Montana

NOTICE TO:
DEBTOR ATTORNEYS, BANKRUPTCY PETITION PREPARERS AND DEBTORS

UPDATED REQUIREMENTS FOR FORMAT OF MASTER MAILING LIST

If the Mailing Matrix is NOT filed with the petition and schedules, it is due within 48 hours of your filing or your case may be dismissed.

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.

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 shall 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. 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.

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.

If the Mailing Matrix is NOT filed with the petition and schedules, it is due within 48 hours of your filing or your case may be dismissed.

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.

THE LIST SHALL:

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

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

NOT include name and address combinations exceeding four lines.

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.

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. No punctuation needed (no commas, no periods).

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

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 Columbia DC	Missouri MO	Texas TX
Florida FL	Montana MT	Utah UT
Georgia GA	Nebraska NE	Vermont VT
Guam GU	Nevada NV	Virginia VA
Hawaii HI	New Hampshire NH	Virgin Islands VI
Idaho ID	New Jersey NJ	Washington WA
Illinois IL	New Mexico NM	West Virginia WV
Indiana IN	New York NY	Wisconsin WI
Iowa IA	North Carolina NC	Wyoming WY
Kansas KS	North Dakota ND	
	Ohio OH	

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

CREDITOR NAME
CREDITOR ADDRESS
CITY ST ZIP

CREDITOR NAME
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CITY ST ZIP

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