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Creating a Limited Mailing List in CM-ECF

When the Court has entered an order limiting notice, follow these instructions to create a limited mailing list in CM-ECF.

1. Log in to PACER.
2. From the CM-ECF menu, under Reports, select “mailing Matrix by case.”
3. The **Mailing Labels by Case** screen will display. Enter the case number.
4. On the left-hand side of the screen, under Participants, highlight the blank that appears in the first line, just above 3rd Party Plaintiff. This will have the effect of selecting all participant types on the list. (There is an option specifically named “blank.” This is not what you should select. Select the actual blank, not the word blank.)
5. On the right-hand side of the screen, under Creditors, while holding down the CTRL key, click on:
 - Creditor committee members
 - Creditors who have filed claims
 - Limited Notice

Note: Check the specific provisions of the order to ensure that all entities designated to receive limited notice are selected for the mailing list. These instructions address the usual situation.
6. Check the box for Attorneys.
7. Click on Next. The mailing list is created as a pdf document in Adobe Acrobat.

Discussion:

Don't be fooled into thinking that selecting the “Limited Notice” option in the drop-down box under Creditors will produce a list of entities entitled to limited notice.

Entities which become involved in the case either by filing a paper other than a claim or being appointed are entered in the case record and have a role type assigned to them. Examples include accountants, examiners, realtors, etc. These entities get added to what you might think of as a list of active participants (thus, “Participants”).

In the CM-ECF program, “creditors” includes mainly the entities included on the mailing list initially submitted with the case, i.e., those entities listed on schedules D, E, F, G, and H. Think of this part of the program as pretty literally, creditors. In limited notice situations, the order usually designates only those creditors who are members of a creditor committee, creditors who have filed claims, and creditors who have requested limited notice.

Attorneys who represent participants are on yet another list.

So, to produce a mailing list which includes all of the entities the order lists as being entitled to limited notice, you need to make the appropriate selections from each of the three areas of the screen discussed here.

If you have any questions about how to produce a limited notice mailing list which complies with the provisions of the court's order, please contact the operations department in the clerk's office at 505-348-2500 or

866-291-6805.

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F:\Procedure\EXTERNAL\limited mailing list.wpd as of January 15, 2009

Source URL:

<http://www.nmcourt.fed.us/usbc/limited-mailing-list>