

**Mailing List Guidelines**  
*Updated January 19, 2019*

**1. Introduction**

You are required to submit a mailing list of creditors with the bankruptcy petition **at the time the petition is filed** in accordance with 11 U.S.C. § 521 (a)(1)(A). Fed. R. Bankr. P. 1007(a)(1) states that in a voluntary case, the debtor shall file with the petition a list containing the name and address of each entity included or to be included on schedules D, E/F, G and H as prescribed by the Official Forms.

Follow these guidelines to ensure that your case is promptly and accurately processed by the Clerk's Office. If you have questions, please contact the Clerk's Office by calling 505-415-7999 (toll free 866-291-6805) or by e-mailing your questions to [web\\_ops@nmb.uscourts.gov](mailto:web_ops@nmb.uscourts.gov). These guidelines are also posted on the Court's Web site at [www.nmb.uscourts.gov](http://www.nmb.uscourts.gov).

**2. Format for Creditor Mailing List**

a. We prefer to receive the mailing list of creditors in electronic format. If, however, you are unable to submit the list in electronic format and you have 25 or fewer creditors, you may type or handwrite your list on the form included at the end of these procedures. A mailing list of more than 25 creditors must be submitted in electronic format.

b. If you submit the list in electronic format, it must be submitted as an ASCII DOS or plain text file on a 3.5" disk or CD labeled with the debtor's name as it appears on the petition. Please follow the instructions in section 4 below.

c. If you are unable to submit the list in electronic format and you have 25 or fewer creditors, you may submit a typed or handwritten list. Use the form included with these instructions. Please follow the instructions in section 4 below.

d. When typing the list as a text file, type your creditor names and addresses in a single column at the left margin of the page and leave at least one blank line between each address block. See an example list on page 3 of these guidelines.

e. Use a simple type style like Courier New, Times New Roman, or Arial, 12 point.

f. You may want to type the list in Notepad, a *Windows* text editor, so that when you save the file, it automatically saves as a *plain text* file. If you type the list in a word processor such as WordPerfect or MS Word, be sure to save the file using the "Save as" option and save it as a plain text file or ASCII DOS text file.

g. Once you have typed the list as a plain text document, save the file to a 3.5" disk or CD that is in good condition. Overly-used disks might not be readable.

**3. What to Include and What NOT to Include in the Mailing List**

- Include the names and addresses of all creditors from schedules D, E/F, G, and H.
- Include New Mexico Taxation & Revenue Department, PO Box 8575, Albuquerque NM 87198-8575.
- Leave at least one blank line between each address block.
- Type the creditor's name (first name, then last name) on the first line.
- Type addresses in upper and lower case letters as you would on a letter.
- Include city, state, and zip code, in that order on the bottom line.
- Include ONLY names and addresses – no titles, page numbers, document names.
- Do not add tick mark (‘), quote mark (") or vertical bar mark (|).
- Do not exceed 40 characters per address line.
- Do not exceed 6 single-spaced lines per address including addressee's name.
- Do not include an address of only one line.
- Do not use abbreviated titles *before* a name. Instead, type as John Smith (Dr.).
- Do not put names in all caps unless the name is written with all caps (e.g., IBM).
- Do not include duplicate entries.
- Do not include page numbers, titles or a document file name.
- Do not include your name.

#### **4. How to Create and Edit a Creditor Mailing List Text File**

a. Type your text file in Notepad (or other text editor) on your computer. To access Notepad on a Windows computer, left click on the START button in the lower left-hand corner of your screen. Go to PROGRAMS, then ACCESSORIES, then NOTEPAD. When Notepad opens, it displays a blank screen. This is your "sheet of paper" to begin typing your list. Click inside the blank screen, and type the first creditor name and address. Then, before you go any further, save your text file. Click on File, Save As. The easiest place to save your text file is in your Desktop folder. At the "Save As" screen, in the File name field, type your last name and the file extension .txt – the "Save as type" should be Text Documents (\*.txt). Click on "Save." Your file name, for example, might be jones.txt or martinez.txt.

b. Click on the Save button. Once you click on the Save button, the blank screen in Notepad should display so that you can continue to type your creditor mailing list. Type as you would in a word processor using the Enter key to go to the next line.

c. You will be able to see errors and make corrections easily in Notepad. Step-by-step procedures for viewing creditor mailing lists with the Windows text editor, Notepad, follow. The Clerk's Office expects that mailing lists will be carefully proofed before submission to ensure compliance with these guidelines.

d. Be sure save your file when you have finished typing the list. To save the changes you have made to the file (now that you have already named it), click on File, then Save. To close Notepad, click on File, then Exit.

e. To re-open your text file in Notepad, click on FILE in the menu bar, then OPEN. Find the folder and the file, then click on open.

f. To modify the text file in Notepad, use the delete key to delete information. Type in the corrected information. Use the Search option to FIND or FIND AND REPLACE text. Proof your changes carefully being sure to delete odd characters. Be sure to save your changes.

g. If you open the file and it is not readable in Notepad, this means it is not in plain text format. You may have opened the file in WordPerfect or MS Word and inadvertently converted it to a WordPerfect or Word file. If so, open the file in the word processing application and save it **using "save as"** as an ASCII DOS or plain text file (see "save as file type" in the SAVE AS window). Now open the text file in Notepad.

Paul Revere Ins.  
c/o Atty Jo Practitioner  
PO Box 1234  
Albuquerque NM 87103-1234

Albuquerque Collections  
Attn: OD Dept  
PO Drawer 40040  
Albuquerque NM 87196-0040

Zales Jewelers  
Acct No. xxx-xx-1364  
PO Box 650534  
Dallas TX 75265-0534

Raymond Garcia (Dr.)  
307 West Alameda AV  
Las Cruces, NM 88001-0307

New Mexico Taxation & Revenue Department  
P. O. Box 8575  
Albuquerque NM 87198-8575

Max Muscle  
444 West Alameda  
Albuquerque NM 87104