



United States Bankruptcy Court  
District of Arizona

**MASTER MAILING LIST REQUIREMENTS**

The bankruptcy rules require that debtor file with the petition a list containing the names and address of all creditors. The list must conform to the following requirements:

1. The mailing list must be typed in black ink. Handwritten lists will not be accepted.
2. Include the debtor name and case number in the one inch top margin.
3. The list must be typed in a straight column on the left margin, using ALL CAPS.
4. Typing on each line shall not exceed 40 characters.
5. Each name and address must consist of no more than five (5) total lines.
6. Include the City, State and Zip Code on the last line of each address. The State must be abbreviated using the U.S. Postal Codes below.
7. Single space the list with at least one blank line between creditors.
8. Do not include the name and address of the debtor, joint debtor, attorney for debtor, U.S. Trustee or Case Trustee. This information is added by the court.
9. Complete and submit the attached Declaration page with the mailing list.
10. Attorneys refer to the ECF Procedural Manuals and Guides on the court's website for additional requirements.

**Supplemental (Amended) Mailing Lists**

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

**Incomplete Addresses**

An address that does not include a Street Address or PO Box, City, State and Zip Code may not be mailed.

**Notice of Returned Mail**

Notices that are mailed by the Bankruptcy Noticing Center, but returned by the post office as undeliverable, are returned to the debtor or debtor's attorney. The debtor or their attorney may correct the address on the notice and file it with the Clerk's Office. The debtor or their attorney must mail the returned notice to that creditor at the corrected address.

**Notice of Undeliverable Mail**

The Bankruptcy Noticing Center will send to the debtor and debtor's attorney a Notice of Undeliverable Mail stating why a notice was not mailed to a particular creditor. The debtor 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 or their attorney must mail the non-mailed notice to that creditor at the corrected address.

ABC COMPANY  
 C/O JOHN DOE  
 ATTORNEY AT LAW  
 1234 MAIN ST #567  
 ANYWHERE AZ 85000

XYZ COMPANY  
 ATTN: BANKRUPTCY DEPT  
 1234 CENTRAL AVE  
 ANYWHERE AZ 85000

JANE DOE  
 3456 CENTRAL AVE  
 ANYWHERE AZ 85000

EXAMPLE

**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		

## MAILING LIST DECLARATION

Debtor(s)' Name(s)

Case No. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Check if this is an  
Amended/Supplemental Mailing List  
(Include only newly added or  
changed creditors.)

I, \_\_\_\_\_, do hereby certify, under penalty of perjury, that the  
Mailing List, consisting of \_\_\_\_\_ page(s), is complete, correct and consistent with the debtor(s)'  
Schedules.

Dated: \_\_\_\_\_  
(Debtor)

\_\_\_\_\_  
(Attorney, if applicable) (Joint Debtor)