

UNITED STATES BANKRUPTCY COURT  
DISTRICT OF ARIZONA



NOTICE TO ATTORNEYS WHO  
REPRESENT DEBTORS



NEW PROCEDURE FOR RETURNED MAIL OF 341 NOTICES

Effective March 15, 2004 for Notices of 341 Meetings of Creditors, including 341 Notices for converted cases, any returned 341 Notices by the Post Office will be returned to you as the attorney for the debtor. The returned 341 Notice of Meeting of Creditors, where the debtor is represented by an attorney, will no longer be returned to the clerk's office. The address of the attorney for the debtor will be placed, as the return address, on the envelopes of the Notices of 341 Meeting of Creditors when they are mailed by the Bankruptcy Noticing Center (BNC).

Having the returned 341 Notices sent to the attorney for the debtor will afford you the benefit of knowing which creditors did not receive the 341 Notice and why the address was undeliverable. You or your debtors can then determine the correct address and forward the notice on to that address. To correct the address in ECF so that the discharge, or other notices, are sent to the correct address, add the correct address to the creditor list using Enter Individual Creditors under the Creditor Maintenance option. Currently, returned mail of 341 Notices is placed in the case file which requires an attorney to come to the clerk's office and review the case file to determine if any of the 341 Notices were returned as undeliverable. The new procedure, effective March 15, 2004, eliminates any need to come to the clerk's office and review the case file for returned mail because, as attorney for the debtor, the returned mail will be sent directly to you by the Post Office.

Please do not forward any of the returned mail you receive to the court. You are to retain the returned mail for the same time period that you are to retain original signature documents which is one year after the case is closed or all appeals are final whichever is later.

Dated: February 20, 2004

Terrence S. Miller  
Clerk of Court