

## PROCEDURES RE: PREPARING A CREDITOR MAILING LIST

### NEW PETITIONS

#### 1. Overview of Requirements

A list of creditors including their addresses must be submitted with each petition. The creditor list will be used by the court to send notice of your bankruptcy filing to your creditors.

It is important to list all your creditors. Failure to follow these instructions—including failure to include creditors' addresses—may result in the dismissal of your case.

If you need to add any creditor to the case after filing, you must pay an additional filing fee and comply with other requirements.

The creditor list must be prepared as described below to ensure that creditors are properly added to the case.

A sample creditor list is shown on Page 4.

#### 2. Creating a Creditor List (for Debtors Filing without an Attorney)

a. You may create the creditor mailing list by:

- (1) typing it directly into the [contact form](#) on the court's website, or
- (2) creating it in another program (for example, a word processing program or Notepad), then copying and pasting it into the contact form.

b. Use the following formatting:

- Type the creditor names and addresses in a single column on the left side of the Message field of the contact form or other program as shown on page 4.
- Single space each creditor listing.
- Put any attention lines, account numbers, etc. on the second line of the listing between the name and street address.
- Put only the city, state (use the 2-letter abbreviation), and zip code on the last line.
- Do not use more than 5 lines for any creditor listing.
- Do not exceed 40 characters (letters, numbers and spaces) on any line.
- Put a blank line between creditors.

c. Include each creditor only once on the list, even if you have multiple accounts with that creditor.

### 3. Submitting the Creditor List (for Debtors Filing without an Attorney)

#### a. Using the Court's Website.

- (1) Navigate to the court's contact form, <https://www.orb.uscourts.gov/contact>. Another way to find the contact form is to click on "Contact Us" at the bottom of the home page ([www.orb.uscourts.gov](http://www.orb.uscourts.gov)).
- (2) Enter your name and email address in the designated fields.
- (3) In the Subject line, put your full name and the last 4 digits of your social security number.
- (4) In the Category field, select Creditor Mailing List Submission.
- (5) In the Message field, if you are filing a joint bankruptcy petition, list the joint debtor's name and the last four digits of the joint debtor's social security number.
- (6) In the Message field, below any joint debtor's information, enter the creditors in the format described above and shown on the last page of these instructions. As a reminder, you may type the creditor names and addresses directly into the Message field or copy and paste them from another program. To expand the Message field, click on the gray bar at the bottom of the field and drag it down the screen.
- (7) After you have carefully checked your list of creditors, enter the CAPTCHA and then click the Send message button at the bottom of the form. See Page 5 for a screenshot of a completed online submission.
- (8) The court will retain the creditor mailing list and attach it to the petition once the petition is filed with the court. You must submit your mailing list by the time your petition reaches the court or else the petition will be returned to you.
- (9) Inform the court staff—verbally if filing in person or in a note or cover letter if filing by mail—that you have submitted your creditor mailing list via email.

#### b. On Paper.

If you do not have access to a computer or are otherwise unable to submit the creditor list in electronic format, you may submit it on paper along with a separate signed document stating that you are unable to submit the list electronically.

### 4. Submitting the Creditor List through the CM/ECF System (for Debtor's Attorneys)

Local Bankruptcy Rule 5005-4 requires all attorneys to file electronically with the court. Creditor mailing lists must be created in the format specified in Paragraph 2.b. and shown on Page 4, saved as a .txt file, and uploaded to CM/ECF. For more details about submitting the list, see [ECF Procedures](#). See Paragraph 5 for additional requirements pertaining to corporate and partnership debtors.

## 5. Requirements for Corporate Debtors and Partnership Debtors

### a. Corporate debtors.

When preparing a creditor mailing list submitted with a voluntary petition, corporate debtors must include the names and addresses of the most recent officers and directors and all equity security holders. When preparing a creditor mailing list in an involuntary case, corporate debtors in an involuntary case must list the names and addresses of all last known officers.

### b. Partnership Debtors.

When preparing a creditor mailing list submitted with a voluntary petition, partnership debtors must include the names and addresses of all general and limited partners. When preparing a creditor mailing list in an involuntary case, the names and addresses of all petitioners, petitioners' attorneys, and last known general partners.

## ADDING OR DELETING A CREDITOR FROM THE MAILING LIST

[Local Bankruptcy Form 728](#) sets forth the procedures for amending the mailing list to add or delete a creditor.

## Sample Creditor Mailing List

AB Mortgage Company, Inc.  
4545 Willow Ave.  
Anytown, OR 97232

Waste Disposal  
POB 760  
Everywhere, OR 97477

Phone Service, Inc.  
2334 Left Center  
City, OR 97210

Dr. Abel Townsend  
Peninsula Hospital  
4023 Swimming Ln  
OverThere, CA 94066

Valley Water District  
P. O. Box 176  
Nowhere, WA 98668


Credit Card  
c/o Finance Corp.  
80234 SW 1st Street  
Big City, IL 60197

Association of Retired Employees  
Pacific Northwest Division  
9 Market Street, Suite 11  
Small Town, OR 97381-3555

Electric Cooperative  
1001 South 80th Ave.  
A Place In, WA 98652

Magazines  
Attn: Billing Dept.  
PO Box 98  
Big Apple, NY 10022

## Screenshot of Online Submission of Creditor Mailing List



UNITED STATES BANKRUPTCY COURT  
District of Oregon  
Hon. Trish M. Brown, Chief Judge; Charlene M. Hiss, Clerk of Court

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### Contact

Please include your case number, if any, in the subject line. Please also provide your phone number in the message so we may better assist you.

**Your name \***

**Your e-mail address \***

**Subject \***

**Category \***

**Message \***  
AB Mortgage Company, Inc.  
4545 Willow Ave.  
Anytown, OR 97232


Waste Disposal  
POB 760  
Everywhere, OR 97477

Phone Service, Inc.  
2334 Left Center  
City, OR 97210

Dr. Abel Townsend  
Peninsula Hospital  
4023 Swimming Ln  
OverThere, CA 94066

Send yourself a copy.

CAPTCHA  
This question is for testing whether or not you are a human visitor and to prevent automated spam submissions.



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