## UNITED STATES BANKRUPTCY COURT EASTERN DISTRICT OF MICHIGAN

## NOTICE REGARDING CENTRALIZED PROCESSING OF RETURNED BANKRUPTCY NOTICING CENTER (BNC) MAIL

Effective October 15, 2012 changes will occur regarding notices that, in the past, have been returned to the court by the BNC as undeliverable. These changes will provide timely notification to debtors' attorneys of returned notices.

## If a notice is undeliverable, the BNC will:

- Auto generate a Notice of Return Mail e-mail notification to debtors' attorneys, with a copy of the notice as a PDF attachment, advising that the mail was returned to the BNC by the U.S. Postal Service. (See attachment)
- **Note:** If an attorney does not have an e-mail address on record or if the debtor is *pro se*, the Notice of Returned Mail will be printed and transmitted by U.S. Mail to the attorney or *pro se* debtor.

If a party to a case receives a Notice of Return Mail and an address needs to be changed, the party must request that the address be modified by:

- Filing a Cover Sheet for Amendments
- **Note:** The court will make the modification to the address on the matrix.

## Notice of Returned Mail

The BNC's system will autogenerate a Notice of Returned Mail email notification to debtors' attorneys, with a copy of the notice as a PDF attachment, advising of the returned mail by the USPS. The format appears below.

Returned Mail Notice to Debtor/Debtor's Attorney
March 12, 2011
From: United States Bankruptcy Court, district
Re: U.S. Courts, Bankruptcy Noticing Center- Returned Mail Notice
In re: Case Name, Case Number 05-12336, judge's initials
TO THE DEBTOR/DEBTOR'S ATTORNEY:
The attached document was mailed to the notice recipient(s) listed below via the U.S. Postal Service, and it was returned to the Bankruptcy Noticing Center as undeliverable. Please be advised that dischargeability of a debt may be affected if a creditor fails to receive certain notices. You should determine whether the address should be updated. NOTE: THIS FORM CANNOT BE USED TO ADD A NEW CREDITOR NOT PREVIOUSLY LISTED ON YOUR SCHEDULES.
If this form is used by the court in place of filing a separate notice of change of address and/or an amended schedule: 1) determine the updated address and send the attached document to the notice recipient; 2) list the updated address below; 3) sign and date the form; and 4) file this form with the court. Please type or print legibly.
Notice Recipient's Address on Envelope Returned to the Bankruptcy Noticing Center.
Bart Simpson Company
301 Maple Avenue
Springfield, Illinois 28123-1204
THE UPDATED ADDRESS IS :
Signature of Debtor or Debtor's Attorney Date
The Bankruptcy Noticing Center does not respond to messages regarding returned mail notification. Please contact the U.S. Bankruptcy Court where the case is pending with questions or comments.

Figure 2 - Notice of Returned Mail Format