

**United States Bankruptcy Court
District of South Dakota**



**Charles L. Nail, Jr.
Clerk**

United States Courthouse
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reply to: Sioux Falls

December 4, 2001

IMPORTANT NOTICE

EFFECTIVE IMMEDIATELY, all mailing lists of creditors must conform to the revised guidelines attached.

Most importantly, you must now type these lists in a single column placed against the **left** margin (which should be 1"). You should **not** leave spaces to the left of the column **or** center the column.

These changes, which are included among the pending amendments to the local bankruptcy rules, are necessitated by the Court's conversion to its new case management system.

Charles L. Nail, Jr.
Clerk, U.S. Bankruptcy Court

The mailing list of creditors uploaded into the Court's Case Management/Electronic Case Filing ("CM/ECF") system is used whenever notice must be given to creditors. To ensure the accuracy of the Court's records, the following guidelines must be strictly adhered to:

- ! Type the list in a single column placed against the left margin (do **NOT** leave spaces to the left of the column **or** center the column).
- ! Do **NOT** use all CAPITAL letters or **bold** or *italicized* print.
- ! List creditors alphabetically.
- ! Do **NOT** include the debtor(s), the attorney for the debtor(s), the U.S. Trustee or the case trustee (the Clerk will automatically add them);
- ! Provide a full (*i.e.*, three- or four-line) address, unless a creditor has its own zip code (*e.g.*, Reader's Digest, Pleasantville, NY 10570).
- ! Limit each creditor's name and address to six lines, single-spaced.
- ! Limit each line of a name or address to 40 characters and/or spaces.
- ! Place any attention line on the second line of the name/address block.
- ! Use the correct postal abbreviation for each state (*e.g.*, SD for South Dakota).
- ! Place the zip code on the last line of the name/address block. Type nine-digit zip codes with a hyphen separating the two groups of numbers (*e.g.*, 00000-0000).
- ! Leave at least one blank line between each name/address block.
- ! Avoid stray or extra marks on the list (*e.g.*, letterhead, dates, debtor's name, and page numbers).
- ! Avoid the other problems highlighted on the "trouble sheet" at Appendix 4.
- ! Save the mailing list in an ASCII file format with an appropriate text extension (*e.g.*, **.txt**).

Albert's Awnings
1515 Sunny Drive
Suite 333
Sioux Falls, SD 57101-0000

Bagel Barn
412 West Blvd.
Rapid City, SD 57121-0000

Camera Corner
Attn: Bud Smith
567 Snapshot Lane
Belle Fourche, SD 57717-0000

Credit Check Service
342 Center Drive
Pierre, SD 57501-0000

Dr. David Doctor
Suite 1212
5888 Merriman Road
Merriman, NE 66787-0000

Doug Flannery
RR 2, Box 12
Hastings, NE 68666-0000

Kite Flying, Ltd.
4098 Windy Hill Drive
Blunt, SD 57202-0000

Mom's Cookie Company
909 Sweet Treat Street
Aberdeen, SD 57896-0000

Pricey Paintings
7855 S New Money Lane
Sioux Falls, SD 57101-0000

Appendix *^Trouble Sheet" for Mailing List of Creditors to be Filed Electronically

PAGE TITLE ▶

In re Debtor,

Do not caption or otherwise "label" the mailing list. Inc.

ALBERT'S AWNINGS
1515 SUNNY DRIVE
SUITE 333
SIOUX FALLS, SD 57101

◀ **NOT LEFT-JUSTIFIED**

Names and addresses must be left-justified.

◀ **ALL UPPER CASE**

Use upper and lower case as if you were typing a letter.

◀ **BOLD OR ITALICS**

Do not use **bold** or *italics*.

◀ **TWO-LINE ADDRESS**

Provide a complete mailing address for each creditor.

◀ **ADDRESS TOO LONG**

Limit name and address to no more than six lines of 40 or fewer characters each.

◀ **ATTENTION LINE**

Any attention line should be placed on the second line of the address.

◀ **ACCOUNT NUMBERS**

Do not include account numbers.

◀ **NINE-DIGIT ZIP CODE**

Separate the two groups of digits with a dash, not a space.

◀ **PARTIES IN INTEREST**

List only creditors. Do not list debtor, debtor's attorney, U.S. Trustee, etc.

Bagel Barn
Rapid City, SD 57701

Camera Corner
P.O. Box "J"
567 Snapshot Lane
Suite 7111213
Belle Fourche, SD 57717
Attn: Bud Smith
President & CEO

Credit Check Service
Acct. No. 12345
342 Center Drive
Pierre, SD 57501 0001

U.S. Trustee
Shriver Square-Suite 502
230 S. Phillips Avenue
Sioux Falls, SD 57104

PAGE NUMBER ▶ -1-

Do not number pages or type anything
but creditors' names and addresses on list.

▲ STRAY MARKS

No lines, symbols, etc. should appear on list.