

United States Bankruptcy Court  
District of South Dakota



Charles L. Nail, Jr.  
Clerk

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reply to: Sioux Falls

May 9, 2002

Subject: Mailing Lists of Creditors

Dear Member of the Bankruptcy Bar:

You can now create a three-column mailing list in CM/ECF or PACER:

- (1) At any screen, click on either "Reports" or "Utilities."
- (2) At the next screen, click on "Mailings ..."
- (3) At the next screen, click on "Mailing Labels by Case."
- (4) At the next screen, type in your case number. The system will default to "Select ALL participants for case," but you can also customize your labels by picking and choosing among the "Participants," "Creditors," and check boxes. Highlight "3 columns" in the "Print format" box. Click "Next."
- (5) At the next screen, use the link provided to view or print your three-column mailing list.

Please note that depending on the type of labels you use, you might have to adjust the margins in your print setup for the labels to print correctly on the page.

Should you have difficulty following these instructions, please let us know.  
Thanks.

Sincerely,

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