

## Attorney Filing Guide

### Returned Mail

Revised: April 8, 2011

#### 1. Returned Mail.

When forwarding returned mail to a creditor, pursuant to Bankr. D.S.D. R. 2002-4, prepare and file a Certificate of Service that includes the following information:

- Describe the document that was returned, i.e., 341 meeting notice, order of discharge, et al.
- The creditor's name and old address.
- The creditor's name and corrected address.

Example:

*I hereby certify that a copy of (insert description of pleading that was returned, i.e., 341 meeting notice, order of discharge, et al.) (doc. #) was mailed by United States mail, postage prepaid, to the creditor at the creditor's correct address listed below because the same was returned to this office as undeliverable by the United States Post Office.*

**Old Address:**                    **Check N Go**  
**2701 W. 41<sup>st</sup> Street**  
**Sioux Falls, SD 57106-4297**

**Corrected Address:**        **Check N Go**  
**1517 E. 10<sup>th</sup> St.**  
**Sioux Falls, SD 57103**

**Dated:** \_\_\_\_\_.

/s/ \_\_\_\_\_  
**attorney name**  
**address**  
**telephone**  
**fax**  
**e-mail**

#### 2. Electronically Filing in CM/ECF.

Bankruptcy

Other

Certificate of Service

Refer to existing event(s)? - yes - check the box

Select the category to which your event relates **or** highlight all

Select the appropriate event - check the box

Sample docket text:

Certificate of Service (related document(s) 4 Notice of Commencement of Case Chapter 7 No Asset) filed by John Allen Smith. (jdaty, John Doe) (Entered: 01/08/2010)

#### 3. Creditor List in CM/ECF.

When the Certificate of Service is filed, the Clerk's office will correct the creditor's address on the creditor mailing list in CM/ECF.