

Electronic Filing Guide
Returned Mail
Revised: April 28, 2015

Upon receipt of any document returned as undeliverable or an e-mail from the Bankruptcy Noticing Center stating an address was bypassed or a document was returned as undeliverable, the recipient shall make a reasonable effort to determine the correct address for the party who did not receive the document. If a correct address is found, the recipient shall mail the undelivered document to the correct address and prepare and file a Certificate of Service pursuant to Bankr. D.S.D. R. 2002-4(a).

1. Certificate of Service.

When forwarding returned mail, prepare and file a Certificate of Service that includes the following information:

- Describe the document that was returned, i.e., Notice of Chapter 7 Bankruptcy Case, Meeting of Creditors & Deadlines.
- Certify you are re-serving the document.
- The creditor's name and old address.
- The creditor's name and corrected address.

Example:

Debtor is correcting a creditor's address because the (insert description of the returned document, i.e, Order of Discharge) was returned as undeliverable by the U.S. Post Office. Debtor certifies a true and correct copy of the (insert description of the document being re-served, i.e., Order of Discharge) was mailed to the corrected/new address by United States mail, postage prepaid, on (insert date the document was re-served).

Old Address:	Cosmetique PO Box 94061 Palatine, IL 60094
Corrected/New Address:	Cosmetique 200 Corporate Woods Parkway Vernon Hills, IL 60061

Dated: _____.

/s/ _____
Attorney name
Address
Telephone
E-mail

2. Electronically Filing in CM/ECF.

Bankruptcy
Other
Certificate of Service

REMINDER - you must select a category below. If not sure which category to select, highlight all and click Next. On the following screen, you will be able to select the document being served.

Electronic Filing Guide
Returned Mail
Revised: April 28, 2015

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

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

Select the appropriate event (the document you are serving) - check the box
Next

Are you forwarding returned mail pursuant to Bankr. D.S.D. R. 2002-4?
Yes - check the box
Next

Sample docket text:

Returned Mail Certificate of Service (related document(s) 4 Notice of
Commencement of Case Chapter 7 No Asset) filed by Max Allen Smith (Doe, John).

3. Mailing List of Creditors in CM/ECF.

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