



**UNITED STATES BANKRUPTCY COURT**  
**Western District of New York**

Martin H. Oogjen III  
Clerk of Court

Buffalo (716) 551-4130  
Rochester (716) 263-3148

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**NOTICE TO ATTORNEYS**

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No. 99-08

September 21, 1999

**RE: CREATION, USE AND MAINTENANCE OF  
CREDITOR REGISTER**

Effective October 1, 1999, the Clerk's Office will discontinue its current practice of adding special addresses to case-specific mailing matrices.

The Clerk's Office will maintain a single Creditor Register for the U.S. Bankruptcy Court, Western District of New York. The Creditor Register is designed to provide a source where debtors, their attorneys, and other parties may go to determine whether a party has filed a statement designating a mailing address for notice purposes. The Creditor Register will be posted to the U.S. Bankruptcy Court web-site and made available to the public in the Clerk's Office in Buffalo and Rochester. The Clerk shall update the Creditor Register annually, effective January 2 of each year. Parties should be able to rely on the mailing addresses listed in the register without the need to continuously inquire as to new or amended addresses.

The mailing addresses contained in the Creditor Register are conclusively presumed to be proper addresses, but the failure to use those mailing addresses does not invalidate any notice that is otherwise effective under applicable law.

**UNITED STATES BANKRUPTCY COURT  
WESTERN DISTRICT OF NEW YORK**

*Office of the Clerk*  
**Olympic Towers**  
**300 Pearl Street, Suite 250**  
**Buffalo, New York 14202**

Martin H. Oogjen, III  
Clerk

(716) 551-4130

September 21, 1999

[Name & Address of Party  
on Special Mailing Matrix]

In accordance with the Notice of Change of Procedure and Opportunity to be Heard dated May 14, 1999, and no one having filed an objection, please be advised that effective October 1, 1999, case-specific mailing matrices will no longer be updated by the Clerk's Office to add a separate address requested by your organization through a blanket request for service of bankruptcy notices.

The Clerk's Office will maintain a single Creditor Register for the U.S. Bankruptcy Court, Western District of New York. The Creditor Register is designed to provide a source where debtors, their attorneys, and other parties may go to determine whether a party has filed a statement designating a mailing address for notice purposes. By using the address in the register, the sender is assured the mailing address is proper. Please review and update the information on the enclosed form of this notice to designate your correct mailing address for inclusion on this register. You may also include information that would enable a user of this register to determine the circumstances when each address is applicable. This Creditor Register will be posted to the U.S. Bankruptcy Court web-site and made available to the public in the Clerk's Office in Buffalo and Rochester. The clerk shall update the register annually, effective January 2 of each year.

Although it is important for the register to be kept current, debtors, their attorneys and other parties should be able to rely on mailing addresses listed in the register without the need to continuously inquire as to new or amended address. Therefore, the register will be updated but only once each year.

The mailing addresses in the Creditor Register are conclusively presumed to be proper addresses, but the failure to use a mailing address does not invalidate any notice that is otherwise effective under applicable law.

Thank you for your assistance in this regard.

Very truly yours,

Michelle A. Pierce  
Acting Clerk

**CREDITOR REGISTER ADDRESS VERIFICATION**



Name & Address of party on Special Mailing Matrix

Is your organization's name and address correct as it appears above?  Yes  No

If **No**, please indicate your correct name and address for notice purposes:

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Do you have more than one address which should be included?  Yes  No

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If you provided an additional address, please provide information so that a person using this register could determine when each address should be used.

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Do you want your organization's name and address removed from the Creditor Register?

Yes  No

**Please return this completed form in the enclosed envelope no later than December 1, 1999 so that the Creditor Register can be updated for publication.**

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Approved by (Name and Title)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Telephone No.