

## Returned Mail

March 2024

### Bankruptcy Cases:

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- We are documenting that a pro se debtor did not provide the Court with a good address.

Pro Se Debtor AND returned mail IS NOT addressed to the Debtor..... Page 3

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- We are documenting that a pro se plaintiff did not provide the Court with a good address.

### Returned Mail addressed to a Pro Se Debtor

- We **WILL NOT** send the return letter form (no reason to send to an address that we know is bad)
- We are documenting that a debtor did not provide the Court with a good address.
- Repeat this procedure every time we receive an email from the BNC re: Returned Mail
- Sample Docket Text: *Returned Mail. The Clerks Office has been informed by the Bankruptcy Noticing Center that the attached Order Dismissing Case, Notice of Dismissal and Notice of Entry sent by the Clerks Office on 1/9/2024 and addressed to Monica Bing, 34 Main Street, Buffalo, NY 14202, were returned as undeliverable. The Clerks Office was unable to contact the Debtor via telephone.*

#### EVENT: Bankruptcy > Court Events > Returned Mail

Select One:

Select One:

The returned mail was addressed to a Pro Se Debtor

The Debtor is represented by an efilng attorney

Display Message: Attach a scanned copy of everything that was returned.

The return letter form will NOT be sent to a pro se debtor or plaintiff.  
 Attach scanned copies of each document returned by the BNC.  
 NEVER scan and attach a returned Meeting of Creditors Notice, it contains the full SSN.

Answer questions for docket text:

(optional) For Docket Text.

The Clerks Office was unable to contact the Debtor via telephone.

The Clerks Office notified the Debtor via telephone.

(optional) For Docket Text: What was returned?

Order Dismissing Case

Notice of Dismissal

Final Notice to Pay Statutory Fee

Case Management Order

Final Decree

Order Regarding Payment of Filing Fee in Installments

Notice of Chapter 7 Bankruptcy Case and Meeting of Creditors

Notice of Chapter 13 Bankruptcy Case and Meeting of Creditors

Case Opening Deficiency

Order to Show Cause

Notice of Filing of Transcript and of Deadlines Related to Restriction and Redaction

Notice of Appeal

Notice of Entry

Order granting Motion for Relief from Stay

Mandatory:



(optional) Describe other documents returned:

Enter the date the documents were sent by the Clerks Office:

Enter the Debtors Name and Address where the documents were sent:

Do Not select a form. Click Next.

The following forms have been requested.

pdfattach - PDF Attachment

rtnlrat - Return Letter

## Pro Se Debtor AND returned mail IS NOT addressed to the Debtor

- The local return letter form and a copy of all returned documents will be sent to the BNC via pdfattach
- **BEFORE DOCKETING**, prepare the local return letter form. **Form: RETURNLT - Returned Mail**

### EVENT: Bankruptcy > Court Events > Returned Mail

- Select a radio button:

Select One:

The returned mail is addressed to a Pro Se Debtor

The Debtor is represented by an e-filing attorney

The Debtor is Pro Se and the returned mail IS NOT addressed to the Debtor

- For docket text, enter the docket entry number, brief description of the returned documents and the names of the undeliverable. (it is not necessary to include the addresses in docket text because the form will contain this information)
- Attach 1 pdf containing the local return letter form and all returned documents.

Plaintiff/Debtor IS NOT represented by e-filing attorney:  
 - BEFORE docketing this event, prepare the form (RETURNLT).  
 - Then scan and attach the form AND the returned documents as 1 pdf. Then send it to the BNC via pdfattach.

For docket text, enter the docket entry number and a brief description of the documents returned.  
 #5 Motion for Examination, #6 Notice of Entry

For docket text, enter the names of the undeliverable: Jimmy Walker and Johnny Beam

**Document number assignment:**

Automatically assign number

Enter other document number

**Filename**

Browse... No file selected.

**Attachments to Document:**  No  Yes

- Select: pdfattach
- Recipients: Debtor

**The following forms have been requested.**

pdfattach - PDF Attachment

rtnlrat - Return Letter

Next Clear

## Debtor is represented by an Efiling Attorney

- Generally we don't receive returned mail in a bankruptcy case because it is sent by the BNC to the debtor's attorney. However, if we ever need to, the event and form is capable.
- Our local return letter will be sent to the BNC. (to the Debtor and Debtor's Attorney)
- We **will not** attach a scanned copy of all documents that were returned because the efiling attorney can get them via PACER. Instead, the return letter will list the docket entry number and a description of each returned document.

### EVENT: Bankruptcy > Court Events > Returned Mail

- Select a radio button:

Select One:

The returned mail was addressed to a Pro Se Debtor

The Debtor is represented by an efiling attorney

- For the form: Enter the docket entry number and brief description

Debtor IS represented by an efiling attorney:

- DO NOT attach scanned copies of the returned documents. The efiling attorney can use PACER.
- At the end of this event, send the return letter form to the BNC to the debtor and debtor attorney.

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For the Form, enter the docket entry number and a brief description of the documents returned.(info will transfer to form exactly as entered):

#78 Notice of Hearing

- For the form: enter the undeliverable address and reason. Up to 3 can be entered.

For the Form: Return Letter (rtnlrat), you MUST enter at least 1 address below.

1st Address: Jimmy Smith

1st Address Reason: No Street Address

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2nd Address: Johnny Beam

2nd Address Reason: No Zip code

- Select form: **rtnlrat - Return Letter**
- Recipients: Debtor and Debtor's Attorney

The following forms have been requested.

pdfattach - PDF Attachment

rtnlrat - Return Letter

Next Clear

*Bankruptcy Case (Debtor represented by Attorney) continued...*

The Form:

- The list of returned documents can be modified.
- The address and reason can also be modified.
- Is addressed to the debtor/debtor's Attorney
- Address for Court changes based upon case judge.
- The signature line asks for the signature of the debtor or debtor's Attorney.

TO THE **DEBTOR/DEBTOR'S ATTORNEY:**

The following could not be mailed to the recipient(s) listed below because the United States Postal Service (USPS) has determined that those addresses are undeliverable:  
 #78 Notice of Hearing

Please be advised that dischargeability of a debt may be affected if a creditor fails to receive certain notices. You should determine whether an address should be updated. **THIS FORM CANNOT BE USED TO ADD A NEW CREDITOR NOT PREVIOUSLY LISTED ON THE DEBTOR'S SCHEDULES.**

NOTE: No further notices will be mailed to the notice recipient(s) listed below, if the USPS continues to designate the address as undeliverable, until the address is updated in accordance with local court policy, which may allow for use of this form, a separate notice of change of address, and/or an amended schedule.

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If this form is used by your court in place of filing a separate notice of change of address and/or an amended schedule: 1) determine the updated address and send the attachment to each recipient below; 2) type or print legibly the updated address below; 3) sign and date the form; and 4) file this form electronically via CM/ECF (for all registered users) or mail the form to:  
**U.S. Bankruptcy Court, Robert H. Jackson U.S. Courthouse, 2 Niagara Square, Buffalo, NY 14202**

UNDELIVERABLE ADDRESS: Jimmy Smith

Reason Undeliverable: No Street Address

THE UPDATED ADDRESS PROVIDED IS: \_\_\_\_\_

UNDELIVERABLE ADDRESS: Johnny Beam

Reason Undeliverable: No Zip code

THE UPDATED ADDRESS PROVIDED IS: \_\_\_\_\_

\_\_\_\_\_  
 Signature of Debtor or Debtor's Attorney

\_\_\_\_\_  
 Date

## Plaintiff IS represented by an Efiling Attorney

*It is not always necessary to process returned mail in an Adversary Proceeding.  
Please check first to make sure that it is necessary.*

- Our local return letter will be sent to the BNC.
- We **will not** attach a scanned copy of all documents that were returned because the efiling attorney can get them via PACER. Instead, the return letter will list the docket entry number and a description of each returned document.

### EVENT: Adversary > Court Events > Returned Mail

- Select a radio button

Select One:

- The Plaintiff IS represented by an efiling attorney
- The Plaintiff IS NOT represented by an efiling attorney
- The Plaintiff IS NOT represented by an efiling attorney AND the undeliverable address is for the Plaintiff

- For the form, enter the docket entry number and brief description

Plaintiff IS represented by an efiling attorney:

- DO NOT attach scanned copies of the returned documents. The efiling attorney can use PACER.
- At the end of this event, select form rtnlrat - Return Letter, send it to the Plaintiff and Plaintiffs Attorney via the BNC.

For the Form, enter the docket entry number and a brief description of the documents returned. (info will transfer to form exactly as entered): #8 Motion to Dismiss and #10 Notice of Hearing

- For the form, enter the undeliverable information. Up to 3 can be entered.

For the Form: Return Letter (rtnlrat), you MUST enter at least 1 address below.

1st Address:

Jim Beam

1st Address Reason:

No Zip code

- Select form: **rtnlrat - Return Letter**
- Recipients: Plaintiff and Plaintiff's attorney

The following forms have been requested.

- pdfattach - PDF Attachment
- rtnlrat - Return Letter

Next

Clear

Plaintiff **IS** represented by an Efiling Attorney continued...

The Form:

- The list of returned documents can be modified.
- The address and reason can also be modified.
- Is addressed to the Plaintiff/Plaintiff's Attorney
- The signature line asks for the signature of the Plaintiff or Plaintiff's Attorney.
- Court address is based upon case judge.

TO THE **PLAINTIFF/PLAINTIFF'S ATTORNEY:**

The following could not be mailed to the recipient(s) listed below because the United States Postal Service (USPS) has determined that those addresses are undeliverable:

#8 Motion to Dismiss and #10 Notice of Hearing

NOTE: No further notices will be mailed to the notice recipient(s) listed below, if the USPS continues to designate the address as undeliverable, until the address is updated in accordance with local court policy, which may allow for use of this form, a separate notice of change of address, and/or an amended schedule.

If this form is used by your court in place of filing a separate notice of change of address and/or an amended schedule: 1) determine the updated address and send the attachment to each recipient below; 2) type or print legibly the updated address below; 3) sign and date the form; and 4) file this form electronically via CM/ECF (for all registered users) or mail the form to:

**U.S. Bankruptcy Court, Robert H. Jackson U.S. Courthouse, 2 Niagara Square, Buffalo, NY 14202**

**UNDELIVERABLE ADDRESS:** Jim Beam

**Reason Undeliverable:** No Zip Code

**THE UPDATED ADDRESS PROVIDED IS:** \_\_\_\_\_

\_\_\_\_\_  
**Signature of Plaintiff or Plaintiff's Attorney**

\_\_\_\_\_  
**Date**

## Plaintiff IS NOT represented by an Efiling Attorney

*It is not always necessary to process returned mail in an Adversary Proceeding.  
Please check first to make sure that it is necessary.*

- Generally, we will complete this process when the undeliverable addresses are for the defendants. If the returned mail is addressed to the pro se Plaintiff, see next page for instructions.
- The return letter form and a copy of all returned documents will be sent to the BNC via pdfattach
- **BEFORE DOCKETING**, prepare the local return letter form. **Form: RETURNLT - Returned Mail**

### EVENT: Adversary > Court Events > Returned Mail

- Select a radio button:

Select One:

- The Plaintiff IS represented by an efiling attorney
- The Plaintiff IS NOT represented by an efiling attorney
- The Plaintiff IS NOT represented by an efiling attorney AND the undeliverable address is for the Plaintiff

- For docket text, enter the docket entry number, brief description of the returned documents and the names of the undeliverable. (it is not necessary to include the addresses in docket text because the form will contain this information)
- Attach 1 pdf containing the local return letter form **and** all returned documents.

Plaintiff IS NOT represented by efiling attorney:

- BEFORE docketing this event, prepare the form (RETURNLT).
- Then scan and attach the form AND the returned documents as 1 pdf. Then send it to the BNC via pdfattach.

For docket text, enter the docket entry number and a brief description of the documents returned.

#8 Summons

For docket text, enter the names of the undeliverable:

Gino Smith

**Document number assignment:**

- Automatically assign number
- Enter other document number

**Filename**

Browse... No file selected.

**Attachments to Document:**  No  Yes

- Select: **pdfattach**
- Recipients = the Plaintiff.

**The following forms have been requested.**

- pdfattach - PDF Attachment
- rtnltrat - Return Letter

Next Clear



## Returned Mail addressed to a Pro Se Plaintiff

- We **WILL NOT** send the return letter form (no reason to send to an address that we know is bad)
- We are documenting that a pro se plaintiff did not provide the Court with a good address.
- Repeat this procedure every time we receive an email from the BNC re: Returned Mail
- Sample Docket Text: *Returned Mail. The Clerks Office has been informed by the Bankruptcy Noticing Center that the attached Order Dismissing and Notice of Entry sent by the Clerks Office on 1/9/2024 and addressed to Monica Bing, 34 Main Street, Buffalo, NY 14202, were returned as undeliverable. The Clerks Office was unable to contact the Plaintiff via telephone.*

### EVENT: Adversary > Court Events > Returned Mail

- Select: The Plaintiff IS NOT represented by an e-filing attorney AND the undeliverable address is for the Plaintiff

Select One:

- The Plaintiff IS represented by an e-filing attorney
- The Plaintiff IS NOT represented by an e-filing attorney
- The Plaintiff IS NOT represented by an e-filing attorney AND the undeliverable address is for the Plaintiff

- Display Message: Attach scanned copies of each document returned

The return letter form will NOT be sent to a pro se debtor or plaintiff.  
 Attach scanned copies of each document returned by the BNC.  
 NEVER scan and attach a returned Meeting of Creditors Notice, it contains the full SSN.

- Answer questions for docket text

(optional) For Docket Text.

- The Clerks Office was unable to contact the Plaintiff via telephone.
- The Clerks Office notified the Plaintiff via telephone.

For Docket Text: What was returned?

- Order Dismissing
- Notice of Hearing
- Case Management Order
- Deficiency Notice
- Order to Show Cause
- Notice of Filing of Transcript and of Deadlines Related to Restriction and Redaction
- Notice of Appeal
- Notice of Entry

(optional) Describe other documents returned:

Enter the date the documents were sent by the Clerks Office:

Enter the Plaintiff's Name and Address where the documents were sent:

- Do Not select a form
- Click Next

**The following forms have been requested.**

- pdfattach - PDF Attachment
- rtnlrat - Return Letter