

UNITED STATES BANKRUPTCY COURT
FOR THE EASTERN DISTRICT OF NORTH CAROLINA

IN RE:)
))
RETURNED MAIL AND)
CHANGE OF ADDRESS)
))
_____)

GENERAL ORDER

Pursuant to 11 U.S.C. § 521(a), Federal Rule of Bankruptcy Procedure Rule 1007, and Local Bankruptcy Rule 1007-2, it is the debtor's responsibility to file a list of creditors and a mailing matrix of addresses for creditors and other specified entities and to ensure the accuracy of the provided information. Even so, the Clerk of Court's office, counsel for debtors, and chapter 7 and 13 trustees have a significant volume of mail marked returned or unable to deliver because the address is improper, the addressee has moved, or the mail is otherwise undeliverable. Continuing to mail to addresses which have proven to be improper or undeliverable has significantly increased costs for the Clerk, debtors' counsel, and trustees.

Upon receipt of mail marked returned or undeliverable, the Clerk of Court is hereby authorized to delete an incorrect address from the matrix.

Upon the trustee's receipt of mail marked returned or undeliverable, the trustee shall make a text entry in CM/ECF notifying the clerk of the returned or undeliverable mail, and the clerk is authorized to delete the address from the matrix. The Clerk shall provide, to counsel for the debtor or to a pro se debtor, Notice of the Returned Mail and Deletion of the Address, referencing the returned or undeliverable document.

If counsel for a debtor receives notification from the clerk of the deletion of the creditor's address, or receives returned or undeliverable mail, counsel shall notify the debtor that the debtor is

directed to diligently search for a correct address. After the debtor provides counsel with a correct address, counsel shall promptly:

- a) forward the returned document to the correct address, and
- b) update the address by making a text entry in CM/ECF, also stating that the returned or undeliverable mail was forwarded to the creditor's correct address.

If a pro se debtor receives notification from the clerk of the deletion of the creditor's address, or receives returned or undeliverable mail, the pro se debtor is directed to:

- a) diligently search for a correct address,
- b) forward the returned document to the correct address,
- c) file a certificate of service with the court stating that the returned or undeliverable mail was forwarded to the creditor's correct address, and
- d) promptly file with the court a notice of the creditor's correct address.

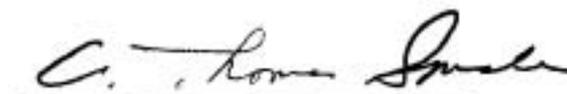
The clerk shall update the address on the official matrix upon notification by counsel for the debtor or by a pro se debtor.

SO ORDERED.

Dated: 11/29/2007



Randy D. Dozb
Chief Bankruptcy Judge



A. Thomas Small
Bankruptcy Judge



J. Rich Leonard
Bankruptcy Judge