

**UNITED STATES BANKRUPTCY COURT
NORTHERN DISTRICT OF OHIO**

RETURNED MAIL NOTICE FROM BNC TO DEBTOR OR DEBTOR'S ATTORNEY

We are returning to you the enclosed Bankruptcy Noticing Center address change form that you submitted for processing.

Local Bankruptcy Rule 1007-2(c), which is set forth below, provides that all creditor address changes in the Northern District of Ohio must be submitted as formal Schedule amendments.

LBR 1007-2 MAILING-LIST OR MATRIX

(c) *Modifications to Matrix.* Modifications to a previously filed matrix (i) shall be treated as an amendment to the list of creditors; (ii) will require debtor verification pursuant to Fed. R. Bankr. P. 1008; and (iii) may require payment of additional fees.

Your address changes cannot be processed based on the BNC form. Please do the following:

- File electronically through the Court's Electronic Case Filing system as a formal Schedule page(s) image amendment, including the debtor's signature.
- File a certificate of service demonstrating service you made on affected creditors.
- Upload the new addresses into the ECF database.

Debtors filing without an attorney may present these requirements in paper format at the Bankruptcy Clerk's Office.

Please note that there is no fee for changing the address of an already listed creditor.

Your original BNC notice is enclosed as returned in an unfiled status. If you have questions please contact the Help Desk at your divisional office. Help Desk phone numbers can be found on the Electronic Case Filing menu of the Court's website at www.ohnb.uscourts.gov.