

MAILING INFO FOR A CASE

12/1/2021

Description: This utility event allows an attorney to determine who will receive a Notice of Electronic Filing (NEF) before filing a document to help the filer prepare a Certificate of Service when FRBP 7004 service is **NOT** required.

STEP 1 – Click on the **Utilities** hyperlink on the CM.ECF Main Menu Bar.

STEP 2 – The UTILITIES EVENTS screen displays.

- Under the Mailings category, click on **Mailing Infor for a Case** hyperlink.
- Enter the case number to view the recipient list.
- Click the Submit button.

STEP 3 – The MAILING INFORMATION screen displays.

- The Electronic Mail Notice and Manual Notice Lists appear.
- A hyperlink to the Creditor List and List of Creditors also appears.
- The screen displays:

Mailing Information for Case 21-00006-hb

Electronic Mail Notice List

The following is the list of **parties** who are currently on the list to receive email notice/service for this case.

- **Bill Trustee** trustee@example.com
- **Bill Attorney** attorney@example.com
- **US Trustee's Office** UStrustee@example.com

Manual Notice List

The following is the list of **parties** who are **not** on the list to receive email notice/service for

this case (who therefore require manual noticing/service). You may wish to use your mouse to select and copy this list into your word processing program in order to create notices or labels for these recipients.

- Joe Debtor
123 Main Street
Columbia, SC 29201

[Creditor List](#)

Click the link above to produce a complete list of **creditors** only.

[List of Creditors](#)

Click on the link above to produce a list of **all** creditors and **all** parties in the case. User may sort in columns or raw data format.