

FILED

**UNITED STATES BANKRUPTCY COURT
MIDDLE DISTRICT OF FLORIDA**

JUN 10 2003

Clerk U. S. Bankruptcy
Court Tampa, FL

In re

RETURN ADDRESS OF NOTICES
AND ORDERS MAILED BY THE
BANKRUPTCY NOTICING CENTER

Administrative Order
No. FLMB-2003-1

**GENERAL ORDER REGARDING
THE RETURN ADDRESS OF NOTICES AND ORDERS
MAILED BY THE BANKRUPTCY NOTICING CENTER**

In accordance with 11 U.S.C. § 521 and Fed. R. Bankr. P. 1007, it is the responsibility of the debtor to file with the clerk a list containing the name and address of each creditor for the purpose of providing notice of the bankruptcy filing and other matters to creditors. Failure to notify creditors properly may affect the dischargeability of the debt to those creditors or may have other consequences.

Receipt of notices and orders returned to the clerk's office by the Post Office due to incorrect addresses causes an excessive administration burden upon the clerk's office. To ease the burden on the clerk's office and expedite notification of returned creditor notices and orders, it is

ORDERED that:

1. Effective June 23, 2003, envelopes containing all notices and orders generated by the clerk's office for mailing by the Bankruptcy Noticing Center shall bear the return address of the attorney for the debtor, or the return address of the debtor if the debtor is acting pro se, rather than of the clerk.

2. Upon receipt of a returned notice or order by the attorney for the debtor or by the pro se debtor, the attorney for the debtor or the pro se debtor shall immediately determine the correct address of the creditor and mail a copy of the returned notice or order to the creditor. The attorney for the debtor or the pro se debtor shall promptly thereafter file proof of such service with the clerk.

3. The attorney for the debtor or the pro se debtor shall also immediately file with the clerk a notice of the corrected address for the creditor.

4. Administrative Order FLMB-2001-2 is replaced by this order and shall be archived.

DATED this 10th day of June, 2003.

BY THE COURT



PAUL M. GLENN
Chief United States Bankruptcy Judge
Middle District of Florida

Copies to:

U.S. Bankruptcy Judges Middle District, Florida
Bankruptcy Bar Association President - Tampa
Bankruptcy Bar Association President - Ft. Myers
Bankruptcy Bar Association President - Orlando
Bankruptcy Bar Association President - Jacksonville
Deputies-in-Charge
U.S. Trustee Office