



Centralized Processing of Returned Bankruptcy Noticing Center (BNC) Mail

Effective October 15, 2012, the Judiciary's Bankruptcy Noticing Center (BNC) contractor accepts, processes and securely disposes of notices that would otherwise be returned to the bankruptcy courts by the U.S. Postal Service. Mail that is directed for return to the bankruptcy courts is handled in one facility through the new Centralized Return Mail Program. This service provides timely notification to debtors' attorneys of returned notices.

Under the terms of the revised contract, the BNC contractor will have two business days from receipt to process any returned mail. The contractor's system will auto generate a PDF of the Notice of Returned Mail (see Figure 1). This Notice informs the debtor's attorney of returned mail by the U.S. Postal Service.

Debtor attorneys will receive returned mail in bankruptcy cases in two ways:

1. Regular mail for the majority of items where the return address is the debtor's attorney, and
2. An email of the Notice (s) of Returned Mail for returned mail that would have been sent back to the bankruptcy court.

If there is no attorney email address available or if the debtor is pro se, a PDF of the Notice of Returned Mail is sent by regular mail to the attorney or pro se debtor.

You may file this document electronically in lieu of a separate Notice of Change of Address for a creditor listed on the first matrix filed in the case. To docket a Notice of Change of Address [**Bankruptcy** > **Notices** > **Notice of Change of Address**]:

- Go to **Notices**
- Enter the case number
- Select **Notice of Change of Address**
- If applicable, select the attorney
- Click **Next**
- Select the party
- Click **Next**
- Browse and attach the PDF

- Click Next
- Select a response to the question “Are you attempting to override a national address on file with BNC?”
- Click Next
- Click Submit
- Review the final docket text
- Click Next
- Review the Notice for Electronic Filing

Ensure you update the creditor’s address within Creditor Maintenance [**Bankruptcy > Creditor Maintenance**]:

- Go to **Creditor Maintenance**
- Click **Edit Creditors**
- Enter the case number
- Enter the name of the creditor
- Select to **Edit a Creditor**
- Select the name of the creditor on the **Edit Creditor** list
- Click Next
- Update the creditor’s address
- Click Submit