Name and Address Standards

The following standards apply to all names and addresses included in an electronic or paper Master Address list:

1. All names and addresses must be complete and accurate. Notices shall not be sent by the Clerk to any entity with an incomplete or missing address until a complete address is supplied.
2. When listing creditors in care of an attorney, always put the creditor's name on line 1 and the attorney's name on line 2. For example:

CORRECT	**INCORRECT**
ABC Supply Company	Debra Jones
c/o Debra Jones, Attorney	Attorney for ABC Supply Company

3. Do not include the debtor, joint debtor, attorney(s) for the debtor(s), case trustee, or United States Trustee on the Maser Mailing List. These parties will be entered by the Clerk's Office at the time of case opening.
4. Creditors shall be listed ONLY ONCE, even if they have more than one account with, or claim against, the debtor.
5. Each name and address must consist of at least two but not more than five lines, each forty characters or less in length. For example:

    > Line 1: XXXXXXXXXXXXXXXXXXXXX
    > Line 2: XXXXXXXXXXXXXXXXXXXX
    > Line 3: XXXXXXXXXXXXXXXXXXXX
    > Line 4: XXXXXXXXXXXXXXXXXXXX
    > Line 5: City, State ZIP or ZIP+4

6. Account numbers, "care of", and "attention" designations may be included ONLY on the second line of the name and address, as long as the complete name and address block consists of no more than five lines.
7. No personal forms of address, titles, indefinite articles, or definite articles should precede the name. Personal forms of address and titles may be used **after** the name, but only as necessary to specifically identify someone.
8. Names of individuals must appear in the following order: first name, middle name or initial, last name.
9. Creditors must be listed alphabetically, according to the first letter of the company name or first name.
10. Only postal standard abbreviations, as directed by the United States Postal Service in the publication *Postal Addressing Standards*, shall be used in addresses. The name of the state must be abbreviated using the upper case, two-letter state identifier prescribed by the United States Postal Service (e.g. TX not Tex or Tx). City names less than 15 characters in length

shall not be abbreviated.

11. The use of ZIP codes is MANDATORY. All domestic addresses must include the correct five-digit ZIP code. Domestic addresses that do not include a ZIP code will be treated as incomplete (See item 1, above). All ZIP code extensions must follow a hyphen and shall consist of four digits (for example, 75702-0012 NOT 75702-12). DO NOT use the ZIP code extension "0000" unless it is valid for the creditor.

12. For domestic mail, the last line of every address MUST contain EACH of the following items IN THIS ORDER: the city, the two character state abbreviation WITHOUT periods BUT in ALL CAPITAL LETTERS, a space (not a tab) and AT THE END, the ZIP code. **DO NOT** include any information for the creditor below the city, state, and ZIP.

13. All foreign addresses shall include the COMPLETE name of the country to which the mail will be sent. Country names **SHALL NOT** be abbreviated.

14. Except for hyphens in nine digit zip codes, no special character shall be included in names or addresses:

> DO NOT use the letter "l" as a substitute for the number "1"
> DO NOT use the % (percent sign) as a substitute for c/o ("in care of")
> DO NOT use \ (backslash) as a substitute for / (slash or forward slash)
> DO NOT use + (plus sign) for either "and" or & (ampersand)
> DO NOT use ~ (tilde) as a substitute for – (dash)
> DO NOT use { } (braces) or [ ] (brackets) as a substitute for ( ) (parentheses)
> DO NOT use the "tab" key within the document

15. Like correspondence, names and address shall be typed in both upper and lower case letters. Except to abbreviate the name of the state. Do not use all uppercase letters.

16. There should be no punctuation included, except the hyphen in the ZIP code

17. Lists shall be typed in a single aligned column.

18. There must be two blank lines between one entity's name and address and another's. Do not leave blank lines within an address.

19. The "tab" key must not be used to add spaces within the document. Always use the "space bar" in place of the "tab" key.