

- _____ A copy of the newly filed Schedule that includes you as a creditor
- _____ A copy of the original Order and Notice of Chapter 7 Bankruptcy Case, Meeting of Creditors, and Deadlines **showing the debtor's full social security number**
- _____ A copy of any order or notice which set a deadline for the filing of proofs of claim (*i.e. the deadline for creditor to show that it is owed money*) and any related proof of claim form

2. Claims

This document also notifies you that: (Debtor: *Place a ✓ in only one space under this section*)

_____ It is not necessary to file a claim at this time because the debtor possesses no cash or property from which debts can be paid. If it is later determined that the debtor does possess such assets, then you will be notified of a claim filing deadline at that time.

_____ The debtor possesses cash and/or property from which debts can be paid. You may file a proof of claim by the later of: (A) the deadline specified in the order or notice which set a deadline for proofs of claim, or (B) within 30 days of the date this notice is served upon you.

3. Discharge

This document also notifies you that you may file a complaint to determine dischargeability pursuant to 11 U.S.C. § 523(c) or to object to discharge pursuant to 11 U.S.C. § 727(c). Such action must be taken by the later of: (A) 60 days after the date of certificate of service listed below, or (B) within the time originally set for filing such a complaint.

DATE: _____

Debtor Name(s):	
Debtor Signature(s):	
Debtor Phone:	
Debtor Address:	

Certificate of Service

I hereby certify that on (Date) _____ I sent a copy of the above Notice and of the documents designated with a check mark (✓) to the following creditor(s) listed using first class, postage prepaid mail.

Creditor Name: _____ Address: _____

Creditor Name: _____ Address: _____

Creditor Name: _____ Address: _____

_____ Check here if serving more than three creditors, and use the additional form provided to add their names and addresses.

Debtor Name(s):	
Debtor Signature(s):	
Debtor Phone:	
Debtor Address:	

Instructions for Debtor:

1. Serve this notice.

To serve this notice, send a copy of the notice and a copy of all documents selected with a checkmark to each creditor listed on the notice using first class, postage prepaid mail. This informs creditors that you have filed a bankruptcy case and provides them with other information such as when and where the filing occurred, and deadlines for filing claims. If you need additional space for more creditor names, please use the spaces provided on the following sheet and include that in your mailings.

2. Complete Certificate of Service

The Certificate of Service (found on the previous page) is your formal acknowledgement that you have completed all steps in Part 1. Please add the date on which you sent the selected documents to your creditors, and your name, signature, phone number, and home address as indicated. Please then enter the name and address for each creditor to whom you sent those documents. If you need additional space for more creditor names, please use the spaces provided on the following sheet and submit both pages using one of the methods in Step 3.

3. File this Notice and Certificate of Service using one of the below methods:

A. File via US Mail

Address:

Thomas F. Eagleton United States Courthouse
U.S. Bankruptcy Court for the Eastern District of Missouri
111 South 10th St., 4th Floor
Saint Louis, MO 63102

B. File in person

Address:

Thomas F. Eagleton United States Courthouse
U.S. Bankruptcy Court for the Easter District of Missouri
111 South 10th St., 4th Floor
Saint Louis, MO 63102

C. File via drop box

The temporary drop box is available at the west entrance of the Thomas F. Eagleton Courthouse. Please use the automatic clock stamp located at the drop box to stamp your file before placing the file inside. Although the drop box is accessible 24 hours per day, files are retrieved from 8:30AM-4:30PM on weekdays only. If you would like a receipt and your copy of the document(s) submitted, then please include a pre-addressed, stamped envelope in your file.

**Additional Creditor(s) to be included in the Notice of Amendment to Schedules
and/or Matrix to Add Creditor(s)**

Creditor Name: _____

Address: _____

Additional Creditor(s) to be included with the Certificate of Service

Creditor Name: _____

Address: _____

Creditor Name: _____

Address: _____
