

**Note Regarding Use of This Order.** Except in cases involving special procedures for giving notice, this form of order typically should be used to establish a limited mailing list in a case.

UNITED STATES BANKRUPTCY COURT  
DISTRICT OF NEW MEXICO

In re:

Case No.

Debtor(s).

**ORDER LIMITING NOTICE OF CERTAIN MATTERS**

This matter came before the Court on the [*Trustee's/Debtor's*] (“Movant’s”) Motion for Order Limiting Notice of Certain Matters, filed (*date*), doc. #\_\_ (the “Motion”). The Court, being sufficiently informed, hereby finds:

- A. Notice of the Motion (the “Notice”), specifying a 21-day objection period, was served in accordance with the Bankruptcy Code and Rules on (*date*) to the persons on the official mailing list in this case issued by the Clerk of Court, and was sufficient. The deadline to object to the Motion expired on (*date*), including 3 days added pursuant to Bankruptcy Rule 9006(f).
- B. No objections to the Motion were filed, timely or otherwise.

C. As of (*date*), the official mailing listed maintained by the Clerk of Court for this case contained (*number*) recipients and [*if applicable: (number)*] bypassed recipients that the Court Clerk has deemed duplicative or undeliverable];

D. Service of notice of all matters to all parties in interest in this case would impose a substantial administrative and economic burden upon the Movant and the estate;

E. The relief requested in the Motion is in the best interests of the estate and its creditors; and other good cause appearing therefor;

IT IS THEREFORE ORDERED:

1. Except where the Court specifically orders otherwise, Movant and other parties in interest are allowed to limit notice of matters (i) that otherwise would be noticed to all creditors and other parties in interest in this bankruptcy case and (ii) for which the Bankruptcy Code and Rules authorize the Court to limit notice, only to those creditors who specifically request placement on the limited mailing list and to certain other parties specified in this Order.

2. Within ten days from the date of entry of this order, the Movant shall

(a) Serve all persons included on the official mailing listed maintained by the Clerk of Court for this case with a copy of a Notice of Limited Notice Order and of Requirements for Placement on the Limited Mailing List in substantially the form attached hereto as Exhibit A (the “Notice”), and a form of Request for Limited Notice in substantially the form attached hereto as Exhibit B (the “Request Form”). The terms of the Notice are incorporated herein by reference; and

(b) File a Certificate of Service of the Notice and the Request Form.

3. The Limited Notice List will be comprised of the persons described in paragraph 5 below. The Clerk will add parties to the Limited Notice List upon the filing of a Request Form

and will maintain the Limited Notice List, as well as the case mailing list of all creditors and other parties in interest.

4. Except where the Court specifically orders otherwise, the Movant and other parties in interest may limit notice to persons on the Limited Notice List of matters (i) that otherwise would be noticed to all creditors and other parties in interest and (ii) as to which the Bankruptcy Code and Rules authorize the Court to limit notice.

5. The Limited Notice List shall include:

(a) All counsel who file an entry of appearance in this case;

(b) All persons who file a completed Request Form or something substantially similar;

(c) The members of any committees appointed by the Court; and

(d) The case trustee, counsel of record for the case trustee, the United States Trustee, the Internal Revenue Service, the New Mexico Taxation and Revenue Department, and the New Mexico Department of Workforce Solutions.

6. To send notice to the Limited Notice List, create a Limited Mailing Matrix following the instructions titled *Limited Mailing Matrix* found in the *Online Manual* on the Court's website at <https://www.nmb.uscourts.gov>.

7. If the Movant's counsel receives any completed Request Forms, counsel will promptly file them.

### END OF ORDER ###

Submitted by:

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Name

Attorney for

Address

Telephone

Email

**EXHIBIT A**

UNITED STATES BANKRUPTCY COURT  
DISTRICT OF NEW MEXICO

In re:

Case No.

Debtor(s).

**NOTICE OF EX-PARTE ORDER LIMITING NOTICE AND  
OF REQUIREMENTS FOR PLACEMENT ON THE LIMITED NOTICE LIST**

Because of the large number of creditors and other parties in interest in this Chapter \_\_\_ case and the significant expense of mailing notices, on \_\_\_\_\_ the Court entered an order limiting notice of certain matters (the “**Order**”). The Order provides that, when allowed by the Bankruptcy Code and Rules, the Debtor may limit notice of matters brought before the Court to creditors and other parties who specifically request placement on the limited mailing list (“**Limited Notice List**”). Certain matters will not be subject to limited notice; notice of those matters will still be given to all creditors and other parties in interest listed on the full mailing list.

If you wish to be placed on the limited mailing list, you must file with the Clerk of the Court a completed request for placement on the limited mailing list. A request form is attached. If you don’t use the form, the request you file must be substantially similar.

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

**EXHIBIT B**

UNITED STATES BANKRUPTCY COURT  
DISTRICT OF NEW MEXICO

In re:

Case No.

Debtor(s).

**REQUEST FOR PLACEMENT ON LIMITED NOTICE LIST**

To: United States Bankruptcy Court Clerk  
Pete V. Domenici U.S. Courthouse  
333 Lomas Blvd NW, Suite 360  
Albuquerque, NM 87102

Please place my name and address, shown below, on the Limited Notice List in this case.

\_\_\_\_\_  
Signature

Name: \_\_\_\_\_

\_\_\_\_\_  
Name of Company (if applicable):

\_\_\_\_\_  
Notice Address:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_