



## **NOTICE OF Establishment of Register to Maintain Mailing Addresses of Federal, State and Local Governmental Units Pursuant to Bankruptcy Rule 5003(e)**

### **I. INTRODUCTION**

Bankruptcy Rule 5003(e), permits governmental units of the United States and the state in which the court is located to submit mailing addressees for notice purposes. The clerk will maintain a register of these mailing addresses. Failure of a debtor, the attorney for a debtor and other parties to use a mailing address listed in the register does not invalidate any notice that is otherwise effective under applicable law. Although not required, the clerk will also include on the register addresses submitted by municipalities or other local governmental units.

***Note: Submission by a governmental unit of addresses for placement on this register will not result in updating of the mailing address for that governmental unit in any specific case or cases. A separate notice of change of address must be filed with the court by the governmental unit in EACH case or proceeding to effect a change to the mailing matrix used for noticing in that case or proceeding.***

### **II. AVAILABILITY OF REGISTER**

The register will be available to the public on the court's Internet web site [www.flsb.uscourts.gov](http://www.flsb.uscourts.gov) and at the intake sections of each divisional office. It is not the responsibility of the clerk of court to solicit the filing of mailing addresses for inclusion on the register. The clerk of court will update the register upon receipt of information.

### **III. REQUIREMENTS FOR SUBMITTING REGISTER STATEMENTS**

Submission by the United States, the State of Florida or a local governmental unit of a designated mailing address(es) for entry in the register, must comply with the following:

- A. The statement must be on the letterhead of the requesting department, agency or instrumentality of the United States, the State of Florida or the local governmental unit and be signed by an authorized representative of that unit.
- B. The statement must indicate the designated mailing address (excluding telephone numbers and e-mail addresses) to be entered in the register.
- C. If more than one address is submitted, information must be included so that a person using the register can determine when each address should be used. The inclusion of more than one designated address for a particular department, agency or instrumentality does not impose on a person sending a notice the duty to send it to more than one address.
- D. The statement (and any future updated statements) must be filed with the clerk of court, either by mail to: Bankruptcy Rule 5003(e) Register, c/o Kathering Gould Feldman, Clerk, U.S. Bankruptcy Court, 51 SW First Avenue, 14<sup>th</sup> Floor, Miami, FL 33130; or, in person, at the Miami, Ft. Lauderdale or West Palm Beach Divisions of the Court.