

**FILED**

U. S. BANKRUPTCY COURT

MAY 11 1993

WESTERN DISTRICT OF N C

By     *WB*     DEPUTY

UNITED STATES BANKRUPTCY COURT  
FOR THE WESTERN DISTRICT OF NORTH CAROLINA  
**ADMINISTRATIVE ORDER REGARDING DELIVERY OF  
MAIL TO TRUSTEES IN BANKRUPTCY**

This cause coming on before this Court, upon the recommendation of the United States Bankruptcy Administrator for the Western District of North Carolina, the Court finds:

1. In cases pending before this Court, it has been the practice of trustees to file a request with the United States Postal Service to deliver debtor's mail to the trustee serving in the case.

2. The United States Postal Service has complied with trustees' forwarding requests and change of address notices. However, it appears that there are no regulations which specifically address the duties of the United States Postal Service in delivering mail to a bankruptcy trustee rather than to the debtor.

3. The Court finds that it is proper for trustees to issue such notices and requests and proper for the United States Postal Service to comply with the same.

Wherefore, it is ORDERED:

1. Where a trustee deems it both necessary and appropriate, the trustee appointed to serve in the bankruptcy case shall file a mail forwarding request or change of address notice with the postmaster of the proper post office. The request may be in letter form and shall set out the debtor's name, address, and the class of mail to be forwarded to the trustee as well as the name and address of the trustee or other party designated to receive the mail. The request or notice shall be accompanied by the Order Appointing Trustee and a copy of this Order. The trustee shall serve a copy of these documents on the attorney for the debtor or, if unrepresented, upon the debtor.

2. Upon receipt of the forwarding request or change of address notice and attachments, the United States Postal Service shall comply with the request or notice in all respects.

Dated     *May 5, 1993*    .

    *George R. Hodges*      
George R. Hodges  
United States Bankruptcy Judge

    *Marvin R. Wooten*      
Marvin R. Wooten  
United States Bankruptcy Judge