

Guidelines for Administrative Office Approval as a Notice Provider

Requirements to be a Notice Provider¹

The prospective provider must provide three references as to its capability.

The prospective provider also must certify that it:

1. Understands and can comply with relevant portions of the Federal Rules of Bankruptcy Procedure (FRBP) that apply to noticing. Specifically, 9001(9) and 2002(g)(4); and

2. Possesses the equipment and capability to perform the required noticing function in a timely and professional manner; and

3. Maintains an audit trail for all notices received and transmitted, including acknowledgments; and

4. Possesses the capacity to handle the anticipated noticing volume, which may have mega-case noticing peaks.

¹A notice provider is an entity approved by the Administrative Office of the United States Courts to enter into agreements with entities to give notice to those entities in the form and manner agreed to by those parties. The new definition supports the amendment to Rule 2002(g)(4) that authorizes a notice provider to give notices under Rule 2002.

**Application to the Administrative Office of the United States Courts
for Approval as a Notice Provider**

Pursuant to Fed. R. Bankr. P. 2002(g)(4) and 9001(9)

This Application is provided by the United States Bankruptcy Courts and may not be altered or changed in any manner.

Applicant Information	
Firm/Company Name	
Address Line 1	
Address Line 2	
Address Line 3	
City, State, Zip	
Contact Name	
Phone No.	
Contact E-mail Address	

By completing this form, the Applicant affirms that it:

1. Understands and will comply with Rule 2002(g)(4) of the Federal Rules of Bankruptcy Procedure for providing notices to entities;
2. Possesses the equipment, personnel and other resources for providing notices to entities, pursuant to Rule 2002(g)(4), in a timely and professional manner;
3. Will maintain appropriate records for all mailing lists and notices received and transmitted pursuant to Rule 2002(g)(4); and
4. Possesses ample capacity to handle anticipated noticing volumes.

The Applicant submits the following references as to the Applicant's capability and past performance:

REFERENCE #1	
Firm/Company Name	
Address Line 1	
Address Line 2	
Address Line 3	
City, State, Zip	
Contact Name	
Phone No.	
Contact E-mail Address	
REFERENCE #2	
Firm/Company Name	
Address Line 1	
Address Line 2	
Address Line 3	
City, State, Zip	
Contact Name	
Phone No.	
Contact E-mail Address	
REFERENCE #3	
Firm/Company Name	
Address Line 1	
Address Line 2	
Address Line 3	
City, State, Zip	
Contact Name	
Phone No.	
Contact E-mail Address	

The Applicant should list work provided in any Bankruptcy Court district:

Bankruptcy Court	
District Name	
District Name	
District Name	
District Name	
District Name	

Authorization	
I am an authorized officer of the named applicant company. I declare, under penalty of perjury, that I am duly authorized to affirm the information submitted above.	
Name	
Signature	
Corporate Officer Title	
Date	