

Generating Mailing Lists and Labels Quick Reference

Generating a Master Mailing List/Mailing Labels from CM/ECF

- After logging into CM/ECF, click on the **Utilities** link in the white ribbon at the top of the page.
- On the next page, click the **Mailings** hyperlink.
- Next click the **Master Mailing List/Mailing Labels by Case** hyperlink.
- On the next page, enter the case number and click **Find This Case**.
- To view all participants in the case, leave the box checked next to **All** and click the **Next** button.
- To refine the list, uncheck the box next to **All**.
 - Select types of parties and creditors from the lists under the headings **Participants** and **Creditors**.
 - **Special Mailing Group** categories have not been configured and cannot be used to select parties.
 - To select all categories in a list:
 - Click on the first category that you want to highlight.
 - Hold down the **Shift** key on your keyboard.
 - Use your mouse to scroll up or down the list to highlight all selections.
 - Items that you have selected will be highlighted in blue. To un-select items, take your finger off the **Shift** key and use your mouse to un-click items.
 - To select specific categories in a list
 - Click on the first category that you want to highlight.
 - Hold down the **Ctrl** key on your keyboard.
 - Use your mouse to scroll up or down to click on each specific type that you want to select.
 - Items that you have selected will be highlighted in blue. If you click on an item in error, click on it again to un-select it.
- You may also check boxes next to **U.S. Trustee, Attorneys, Trustee, and/or Debtor's attorney(s)** to add those types to your list.
- When ready to generate your list, click **Next** to generate your list. To reset the selections on the page, click the **Clear** button.
- Your matrix will display. You can print labels by using Avery 5160 labels.
- You may need to adjust your printer settings to ensure that the labels print correctly. Consult your printer's manual for assistance.

Generating a Matrix of Registered Users of the Electronic Filing System

- From the court's homepage at www.caeb.uscourts.gov, click on the **Attorney Home Page** link under the heading **Information for Attorneys**.
- Click on the **Matrix of Registered Users of the Electronic Filing System** link.
- Enter the case number and click **Search**.
- The case name and number will display. Click on the **View** button.
- Your browser settings will determine how the list displays. The list may download, or you may be prompted to download the list. Alternatively, the list may open in a new window.

Generating a Request for Special Notice List

- From the court's homepage at www.caeb.uscourts.gov, click on the **Attorney Home Page** link under the heading **Information for Attorneys**.
- Click on the **Request for Special Notice** link.
- Enter the case number and click **Search**.
- The case name and number will display. Click on the **View** button.
- Your browser settings will determine how the list displays. The list may download, or you may be prompted to download the list. Alternatively, the list may open in a new window.