

UNITED STATES BANKRUPTCY COURT
FOR THE EASTERN DISTRICT OF WISCONSIN

**ADMINISTRATIVE ORDER 26-1:
AUTHORIZING ALTERNATIVE MAILING MATRIX PROCEDURES DURING
BANKRUPTCY NOTICING CENTER DISRUPTION**

The Bankruptcy Noticing Center (“BNC”) is experiencing a national service disruption that has interrupted the delivery of electronic and paper notices and affected access to the Mailing Matrix/List of Creditors and related services. The following websites and services are also unavailable or affected by the disruption:

- Bnc.uscourts.gov;
- Bankruptcynotices.uscourts.gov;
- Notices.uscourts.gov; and
- National Creditor Registration Service website that supports CM/ECF access to address labels.

The disruption affects CM/ECF users’ ability to access the mailing matrix ordinarily used to identify creditors and parties in interest and their addresses for service.

The Court will continue to accept filings, open cases, and process documents in accordance with its ordinary procedures. However, the disruption may delay service of notices and orders issued by the Court, notices of the meeting of creditors under 11 U.S.C. § 341, and the documents typically served by the Court as listed in the Appendix to Local Rule 9001-1.

IT IS THEREFORE ORDERED:

1. **Temporary Relief from Local Rule 9013-2(b).** Until further order of the Court, Local Rule 9013-2(b) is suspended. Local Rule 9013-2(a)’s certification of service requirement remains in effect, and parties who file using ECF may attach a report obtained through either of the following alternative procedures:

OPTION A – “Mailing Matrix by Case” Query

- Select “Query” from the top menu in CM/ECF.
- Enter the case number and select “Run Query.”
- Select the “Mailing Matrix by Case” link.
- Select the “All” box and then click “Next.”
- Attach the resulting list of names and addresses for creditors and parties in interest to the certificate of service.

OPTION B– “Creditor” Query

- Select “Query” from the top menu in CM/ECF.
- Enter the case number and select “Run Query.”
- Select the “Creditor” link.
- Leave the “Creditor type” field blank and select “Run Query.”
- Attach the resulting list of creditors’ names and addresses to the certificate of service.
- Return to the “Query” menu from the top menu in CM/ECF, enter the case number, and select “Run Query.”
- Select the “Party” link.
- Attach the resulting list of parties’ names and addresses to the certificate of service.

Reports obtained through either procedure may be used in place of the court-generated mailing matrix otherwise required by Local Rule 9013-2(b). This Order does not proscribe other means of producing a certification of service that complies with Local Rule 9013-2(a).

2. **Scope of Relief.** This Order provides temporary relief only from the requirement in Local Rule 9013-2(b) to attach a court-generated mailing matrix to a certificate of service. Except as expressly provided in this Order, this Order does not otherwise modify any applicable service obligation or any deadline or other requirement imposed by the Bankruptcy Code, the Federal Rules of Bankruptcy Procedure, the Local Rules, or an order of the Court. Nothing in this Order suspends or modifies any obligation to serve a pleading, notice, or order on a party entitled to service.

3. **Duration.** This Order is effective immediately and will remain in effect until further order of the Court.

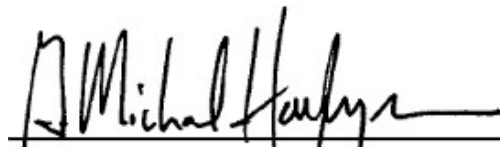
IT IS SO ORDERED.

Dated: October 15, 2026

BY THE COURT:



Katherine Maloney Perhach
Chief United States Bankruptcy Judge



G. Michael Halfenger
United States Bankruptcy Judge



Rachel M. Blise
United States Bankruptcy Judge