## **Mailing Label Instructions**

This section will go over creating mailing labels using CM/ECF and Adobe Acrobat.

1. Login to CM/ECF and click on **Reports**.



2. Choose "Mailing Matrix by Case" (found under the "Miscellaneous" heading).





3. Enter **Case number**. There are options if you want specific groups, but in this example, we are selecting **All** participants. Click **Next**.



4. The list of creditors should now open in Adobe already formatted for mailings.

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Label Matrix for local noticing	Chief, Civil Trial Section - Central Region	John Doe		~
1085-4	Tax Division, U.S. Department of Justice	Doe Law Office		
Case 21-10178-R	P.O. Box 7238	Address		č۵
Tulsa	Washington, DC 20044-7236	city, or 14105		B
Wed Apr 5 12:09:50 CDT 2023				
Internal Revenue Service	Patrick J. Malloy III Malloy Law Firm, P.C.	Office of the United States Trustee		- <b>1</b>
Philadelphia, PA 19101-7346	401 S Boston Ave. Suite #500	Tulsa, OK 74101-3044		8
	Tulsa, OK 74103-4023			B
				2
Okla Empl. Sec. Comm.	Oklahoma Empl. Sec. Comm.	Oklahoma Tax Commission		.0
P.O. Box 53039	PO Box 53039	General Counsel's Office		
Oklahoma City, OK 73152-3039	Oklahoma City, OK 73152-3039	100 N Broadway Ave, Suite 1500 Oklahoma City, OK 73102-8601		
		-		
Tulsa County Treasurer 500 S. Denver	Tulsa County Treasurer John M. Fothergill	(p)NORTHERN DISTRICT OF OKLAHOMA UNITED STATE ATTN MS MICHELLE SCHRADER		
Suite 323	218 W 6th St., 8th Fl	110 W 7TH STREET	۰.	
Tulsa, OK 74103-3840	Tulsa, OK 74119-1004	SUITE 300		
		1015A OK /4115-1015		
US SEC & EXCHANGE COMM.	US Security & Exchange Comm.	Rick Wilson		
Midwest Regional Office	175 W. Jackson Boulevard	2049 Main St. Ste 500		
175 W. Jackson Boulevard, Ste 900 Chicago, IL 60604-2815	Suite 900 Chicago, IL 60604-2908	Tulsa, OK 74103		
	g-, <b></b>			
The preferred mailing address (p) above has been substituted for the following entity/entities as so specified				
by said entity/entities in a Notice of Address filed pursuant to 11 U.S.C. 342(f) and Fed.R.Bank.P. 2002 (g)(4).				-
			~	-



- Load a sheet (or more) of Avery 5160 Labels into your printer. In Adobe Acrobat Go to File > Print. Your mailing labels should be completed. NOTE: Avery 5160 Labels are this size:
  - a. Length = 25/8 (inch)
  - b. Height = 1 (inch)
  - c. Labels come in 3 Columns and 10 Rows



If you have any questions regarding filing in the CM/ECF system, you can contact the CM/ECF Helpdesk using on the following methods.

Phone: 918-699-4072 Email: cmecf@oknb.uscourts.gov

