

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**.

CM/ECF Bankruptcy ▾ Adversary ▾ Query Reports ▾ Utilities ▾

Mailing Matrix by Case

Case number Find This Case

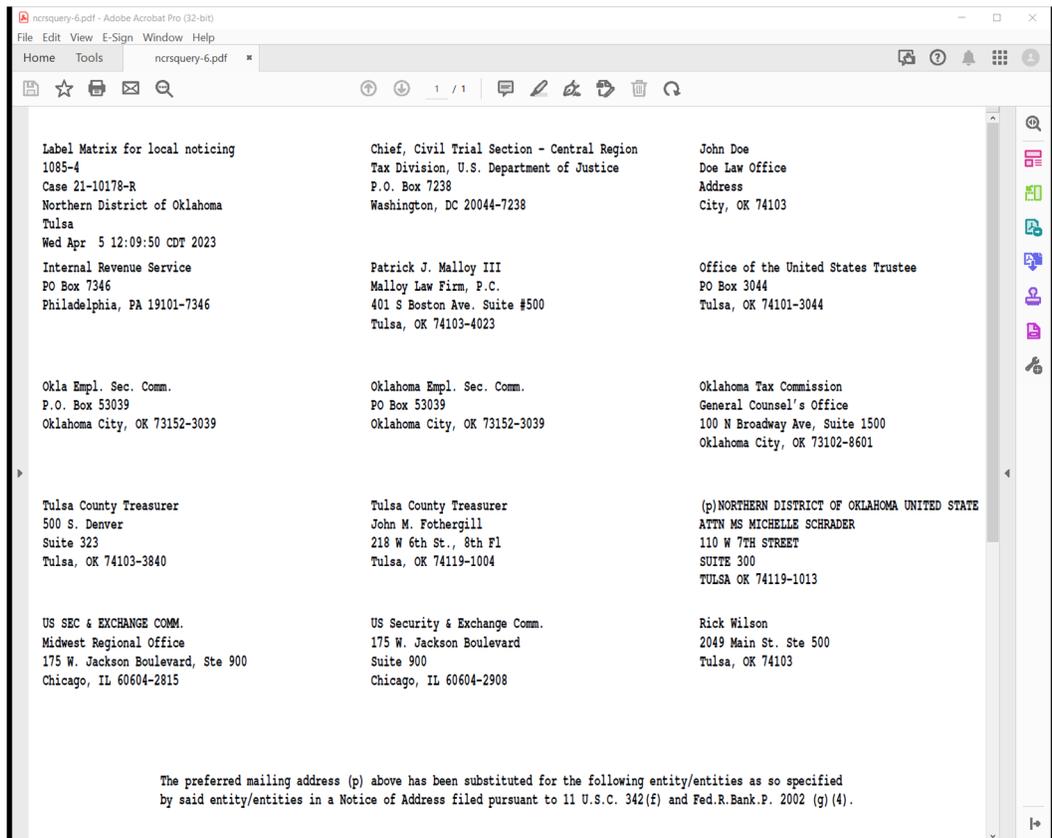
All *Select ALL participants for case (excluding judge)*

OR
Select any combination of the following

Participants	Special mailing group	Creditors
<input type="text" value="3rd Party Plaintiff"/>	<input type="text" value="sg1"/>	<input type="text" value="Creditor Committee Members"/>
<input type="text" value="3rd Pty Defendant"/>	<input type="text" value="sg2"/>	<input type="text" value="Creditors who have filed claims"/>
<input type="checkbox"/> Judge	<input type="checkbox"/> Attorneys	<input type="checkbox"/> Debtor's attorney(s)
<input type="checkbox"/> US Trustee	<input type="checkbox"/> Trustee	

Print format 3 column ▾

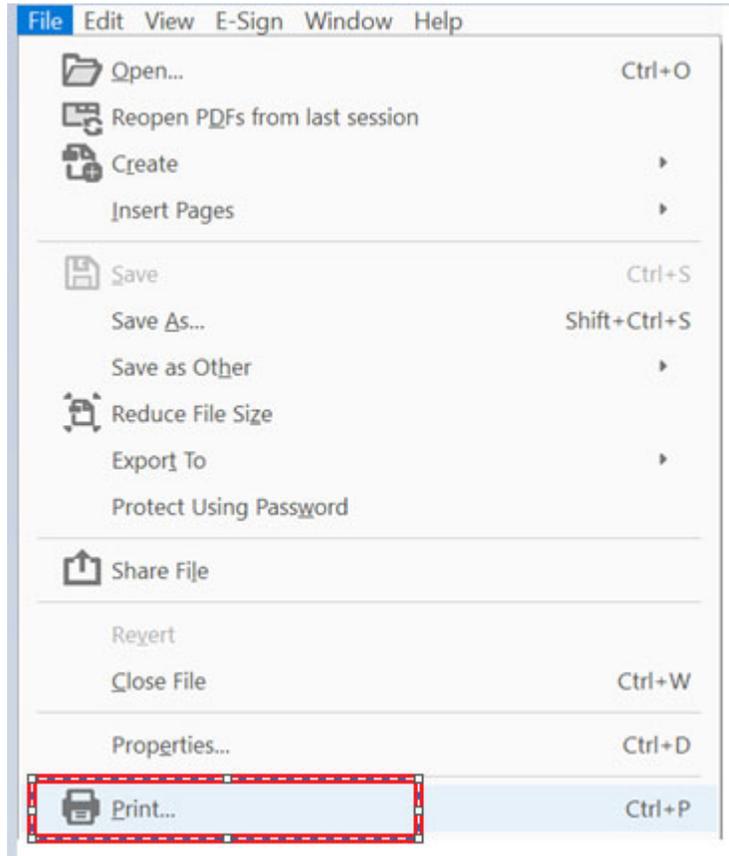
4. The list of creditors should now open in **Adobe** already formatted for mailings.



5. 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 = 2 5/8 (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: cmechf@oknb.uscourts.gov