

**Information & Instructions: Filing Letter To The Bankruptcy Court Enclosing Mailing Cards**

**PREVIEW**

1. The following letter should be submitted in duplicate; have the duplicate one stamped with the filing date so that you can prove the mailing cards were filed.
2. The court can dismiss the bankruptcy if the mailing cards are not filed timely.
3. Bankruptcy courts may also require the filing of mailing cards and address matrix.

**Form: Filing letter to the bankruptcy court enclosing mailing cards**

[Date]  
**PLEASE DO NOT COPY**  
United States Bankruptcy Court  
[District of ]  
Federal Building  
[address]

Regarding: [Debtor(s)]; Bankruptcy No. [Number]; Chapter [Number]

Dear Clerk:

Enclosed are the following for filing:

- THIS DOCUMENT**
1. An original petition for bankruptcy for the above named debtor(s),
  2. The required number of copies,
  3. The mailing cards [or a diskette which contains the mailing card information] for the above referenced Bankruptcy case, and
  4. The filing fee.

Please file the petition and the cards [or the diskette] in the debtor's case and file stamp the duplicate of this letter and petition so that I may have proof of the filing.

**THANK YOU**  
If you have any questions regarding the card for this filing, please contact me. Thank you for your assistance.

Very truly yours,

[Attorney's name]  
**LegalFormsForTexas.Com**  
Enclosures

**PREVIEW**

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**THIS DOCUMENT**

**THANK YOU**

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