

**CREDITOR - QUICK REFERENCE GUIDE**

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Utilities

Mailing Info for a Case

Step	Action
1	Click on the <b>Utilities</b> hyperlink at the top of the screen.
2	Select under Miscellaneous, <b>Mailings</b>
3	Select <b>Mailing Info for a Case</b> . Enter the case number in the yy-nnnnn format.
4	Enter the <b>Case Number</b> .
5	The Electronic Mail Notice List and Manual Notice List will be displayed.