

HOW DO I REQUEST DEBN?

SIGN UP FOR DeBN - It's easy!

1. Download a *Debtor's Request to Activate Electronic Noticing (DeBN)* form from the court's website at
www.cacb.uscourts.gov
2. **Complete and sign** the form.
3. **File the form** in person at the clerk's office (photo ID required), or have your attorney file the form. Do not mail the form to the court.
4. The BNC will send an email asking you to confirm your DeBN request.
5. You must **click on the link** in this confirmation email to activate your DeBN account.
6. The BNC will send a second email that displays your personal DeBN account number and indicates your DeBN account has been activated.

HOW DO I UPDATE MY DEBN ACCOUNT?

Complete and file a *Debtor's Request to Update DeBN Account (DeBN)* form if:

- Your email address changes.
- You wish to reactivate a DeBN account that was deactivated.

Complete and file a *Change of Address* form if your mailing address changes.

Forms may be downloaded at
www.cacb.uscourts.gov

WHAT ARE THE ADVANTAGES OF DEBN?

- **DeBN is FREE** - There is no charge to register or to view court orders and notices sent to you by email.
- **Faster** - Receive court orders and notices the same day they are filed, and the same day your attorney receives them.
- **Convenient** - Read the orders and notices anywhere you have internet access.
- **Easy to Register** - Just file the *Debtor's Request to Activate Electronic Noticing (DeBN)* form and click on a link in the confirmation email you receive from the BNC.
- **Go Green** - Less paper clutter.

QUESTIONS ABOUT DEBN?

Call the U.S. Bankruptcy Court toll free:
(855) 460-9641

U.S. Bankruptcy Court Locations

Los Angeles Division
255 E. Temple Street
Los Angeles, CA 90012

Riverside Division
3420 Twelfth Street
Riverside, CA 92501-3819

Santa Ana Division
411 West Fourth Street
Santa Ana, CA 92701-4593

San Fernando Valley Division
21041 Burbank Boulevard
Woodland Hills, California 91367

Northern Division
1415 State Street
Santa Barbara, CA 93101

Debtor Electronic Bankruptcy Noticing

Email Delivery to Debtors of
Court Orders and Notices

- ▶ DeBN is FREE
- ▶ DeBN is FAST
- ▶ DeBN is MOBILE
- ▶ DeBN is EASY



United States Bankruptcy Court
Central District of California

WHAT IS DEBN?

DEBTOR ELECTRONIC BANKRUPTCY NOTICING (DeBN) is a **FREE** and voluntary service that allows debtors to request delivery of court orders and notices by email rather than by U.S. Mail at a mailing address.

WHO IS THE BNC?

The **BANKRUPTCY NOTICING CENTER (BNC)** sends court orders and notices from all bankruptcy courts to debtors and others parties in bankruptcy cases.

WHAT ARE COURT ORDERS AND NOTICES?

Court orders and notices are documents filed by bankruptcy courts. **Here are some examples:**

- Meeting of Creditors Notice
- Notice of Case Commencement
Deficiency, or Order to Comply with
Bankruptcy Rule 1007/3015(b)
- Notice of Requirement to Complete Course
in Financial Management
- Order Confirming Chapter 13 Plan
- Order of Discharge of Debtor
- Order on Motion for Relief from Stay
- Notice of Dismissal

WHO CAN SEND EMAILS TO ME?

A debtor who requests DeBN consents to service by email of **ONLY court orders and court-generated notices**. The BNC will send emails to debtors on behalf of the court.

No other parties are allowed to send documents to the debtor by email. All other parties, including creditors and trustees, must continue to serve documents upon the debtor according to court rules, i.e. by U.S. Mail, overnight mail, or personal delivery.

HOW LONG AM I ENROLLED IN DEBN?

Once your DeBN account is activated, the account remains active, unless:

- 1) The BNC disables the account because the BNC was notified of an email delivery failure (“bounce-back”);
- 2) You file a *Debtor’s Request to Deactivate Electronic Noticing (DeBN)* form; or
- 3) Your mailing address on file with the court changes and it no longer matches the DeBN account mailing address.

As long as your DeBN account is active, all court orders and notices will be sent by the BNC to your email address in **any current or future bankruptcy or adversary proceeding from any bankruptcy court district** in which your name and address in that case match the name and address in your DeBN account, including cases in which you are a creditor, plaintiff or defendant.

HOW DOES DEBN WORK?

Debtor signs and files a *Debtor’s Request to Activate Electronic Noticing (DeBN)* form, the court registers the debtor for a DeBN account, the BNC sends a confirmation email to the debtor, and the debtor activates the account by clicking on a link in the confirmation email.

Once a DeBN account is activated, all future court orders and court-generated notices are sent to the debtor as a single PDF attachment to an email. A separate email is sent for each court order or notice.

PDF attachments exceeding 8 MB will be sent by U.S. mail to the debtor’s mailing address, as these court orders and notices are too large to be sent by email. The DeBN account still remains active.

There is no cost to view a PDF attachment and no limit to the number of times a PDF attachment can be viewed. The PDF attachment can be printed, saved to a computer, or retained for viewing any time.

