

UNITED STATES BANKRUPTCY COURT
DISTRICT OF UTAH

Notice

TO: ALL MEMBERS OF THE BAR AND OTHER PARTIES IN INTEREST

FROM: David Sime, Clerk of Court

RE: Debtor Electronic Bankruptcy Noticing (DeBN)

Debtor Electronic Bankruptcy Noticing (DeBN)

The Bankruptcy Court for the District of Utah is pleased to announce “DEBTOR ELECTRONIC BANKRUPTCY NOTICING (DeBN).” This is a FREE and voluntary service that allows debtors to request delivery of court notices and orders from the bankruptcy court, through the BNC (Bankruptcy Noticing Center), via email instead of U.S. mail.

Advantages of DeBN

DeBN offers the following advantages for debtors:

- **Faster** – Notices are received the same day they are filed by the court.
- **Convenient** – Access to notices anywhere the Internet is available
- **No more lost paperwork** – Storing notices on a computer means never losing a paper copy.

NOTE: Only notices and orders authorized to be sent by the BNC are sent to the debtor through the DeBN program (i.e. First Meeting of Creditors Notice, Order of Discharge, Orders entered by the Court). Debtors do NOT receive CM/ECF email similar to attorneys. All other parties, such as trustees and creditors, will continue to serve the debtor via U.S. mail or in person as required by court rules.

Email Service

By enrolling in DeBN, a debtor(s) consents ONLY to service of court notices and orders filed by the Bankruptcy Court. The BNC, on the Bankruptcy Court’s behalf, will prepare and send the emails.

Debtors should add the following email addresses to their contacts/safe sender list:

- bncedi@noticingcenter.com
- startn@noticingcenter.com
- bnctrn@noticingcenter.com

Enrolling in the DeBN Program

Follow the steps below to enroll in the DeBN program:

1. Complete the “Debtor’s Electronic Noticing Request (DeBN)” form (attached to this notice).
2. File the completed form(s) with the court.
3. Watch for a confirmation email (example attached) from one of the following addresses confirming enrollment in the DeBN program:
 - a. bncedi@noticingcenter.com
 - b. startn@noticingcenter.com
 - c. bncrtn@noticingcenter.com

NOTE: It is strongly suggested that the Debtor(s) enroll in DeBN at the commencement of the bankruptcy case. CM/ECF Filing Users should use the CM/ECF event titled “Debtor Electronic Noticing Request” in the “Debtor Events” category to file the completed form.

DeBN Process

By enrolling in DeBN, all future court notices or orders will be emailed to the debtor(s).

When the court files a notice or order and sends it to the BNC for service upon the debtor(s), the BNC will email the notice to the debtor(s) at the end of the day. The court notice or order will be emailed as a single PDF attachment, and a separate email will be sent for each court notice or order that has been filed.

There is no limit to the number of times the debtor(s) may view the PDF attachment, and the debtor(s) is free to print the attachment, save it to his or her computer, or simply retain the email for viewing at any time.

If the PDF attachment exceeds 8 MB, the notice will be sent to the debtor by U.S. mail instead of email.

More Information

More information on the DeBN program is available on our website at www.utb.uscourts.gov.

**U.S. BANKRUPTCY COURT
DISTRICT OF UTAH**

In re: _____ Debtor(s) Case No. _____

DEBTOR(S) ELECTRONIC NOTICING REQUEST (DeBN)

CHECK ONLY ONE BOX FOR THE APPLICABLE SECTION BELOW:

<p><input type="checkbox"/> INITIAL REQUEST: (Check this box to begin receiving notices and orders from the U.S. Bankruptcy Court via email)</p> <p>Pursuant to Bankruptcy Rule 9036, I/we hereby request receipt of court notices and orders via email, instead of U.S. mail, from the Bankruptcy Noticing Center (BNC) through the U.S. Bankruptcy Court's Debtor Electronic Bankruptcy Noticing (DeBN) program.</p> <p>I/We understand that this request is limited to receipt of only notices and orders filed by the U.S. Bankruptcy Court. I/We will continue to receive documents filed by all other parties, such as the trustee and creditors, via U.S. mail or in person pursuant to court rules.</p> <p>I/We understand that I/we will receive electronic notice of any documents filed by the court in any current or future bankruptcy or adversary case from any bankruptcy court district in which I/we am/are listed with the same name and address, including cases where I/we am/are listed as a creditor.</p> <p>I/We understand that the first time the BNC receives an email bounce-back (undeliverable email), my/our DeBN account will be automatically disabled. I/We will then receive notices and orders via U.S. mail, and I/we must file an updated request form if I/we wish to reactivate my/our account.</p> <p>I/We understand that enrollment in DeBN is completely voluntary, and I/we may file a request to deactivate my/our account at any time.</p>
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<p><input type="checkbox"/> UPDATE TO ACCOUNT INFORMATION: (Check this box to make changes to your existing DeBN account)</p> <p>I request the following update(s) to my/our DeBN account:</p> <p><input type="checkbox"/> I/We have a new email address as indicated below.</p> <p><input type="checkbox"/> I/We filed a new bankruptcy case, and I/we have an existing DeBN account. Please review my/our account to ensure my/our name(s) and address in my/our account match this new case.</p> <p><input type="checkbox"/> I/We request reactivation of my/our DeBN account so that I/we may receive court notices and orders via email, instead of U.S. mail.</p>
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<p><input type="checkbox"/> REQUEST TO DEACTIVATE ELECTRONIC NOTICING: (Check this box to request deactivation of your DeBN account)</p> <p>I/We request deactivation of my/our DeBN account. I/We understand that by deactivating my/our account, I/we will begin receiving notices and orders filed by the U.S. Bankruptcy Court via U.S. mail, instead of email.</p> <p>I/We understand that I/we will continue to receive electronic notices until such time as the Court has deactivated my/our account.</p>
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I/we am/are the debtor(s) in this bankruptcy case, or the debtor's authorized representative if the debtor is a business, and I/we have read the applicable section check-marked above and understand and agree to the terms and conditions set forth therein. Neither the U.S. Bankruptcy Court nor the BNC bears any liability for errors resulting from the information I/we have submitted on this form.

Debtor or Debtor's Authorized Rep. Signature: _____ Date: _____

Joint Debtor Signature: _____ Date: _____

Print Name(s) (and title if not the debtor): _____

Debtor or Debtor's Authorized Rep. Email Address (type or print clearly): _____

Joint Debtor Email Address (type or print clearly): _____

Email Example

Confirmation of Activation of DeBN Account

This is the email you will receive after the Clerk's Office creates your DeBN account.

Subject: U.S. Bankruptcy Court, Electronic Noticing Account Confirmation for DEBTOR SAMPLE

Date: 11/21/2013 08:47 AM

From: bncrtn@noticingcenter.com ←

To: YourEmailAddress@emailprovider.com

You will receive an email from this address.
Please add it to your safe-sender/contact list.
DO NOT reply or send emails to this address;
it is a notification-only email account.

Congratulations! You have successfully activated your electronic noticing account and will now receive all notices sent by the U.S. Bankruptcy Court via email. Your account number is 12345. ←

Your DeBN account number will be referenced here. This is **NOT** the same as your bankruptcy case number.

This service will continue as long as your name and mailing address in the bankruptcy court records match the records used to activate electronic noticing and as long as there are no email failure replies ("bounce back" messages) indicating your email account may not be working. If email noticing stops, you will receive paper bankruptcy notices by regular mail.

This is an automatically-generated email. Please do not reply to this email. If you have any questions regarding electronic noticing, or if you would like to deactivate electronic noticing, please contact the court.

Sincerely,
The Bankruptcy Noticing Center