

WHO CAN SEND EMAILS TO ME?

When you request DeBN, you consent to service by email of **ONLY court-generated notices and orders**. The BNC will send emails to you on behalf of the court.

All other parties, including creditors, attorneys and trustees, must serve documents upon you according to court rules (by U.S. Mail, overnight mail or personal delivery).

HOW LONG AM I ENROLLED IN DeBN?

You are enrolled in DeBN as long as your account is active.

This means you will receive electronic notice of court-generated notices and orders in any current or future bankruptcy case from any bankruptcy court in which your name and address in that case match the name and address on your DeBN account. This includes cases in which you are a creditor, plaintiff or defendant.

CAN MY ACCOUNT BE DEACTIVATED?

Your DeBN account will be deactivated if:

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

WHAT ARE THE ADVANTAGES OF DeBN?

- **DeBN is FREE** - There is no charge to register or to view court-generated notices and orders sent to you by email.
- **DeBN is FAST** - Receive court generated notices and orders the same day they are filed, and the same day your attorney receives them.
- **DeBN is CONVENIENT** - Access court-generated notices and orders anywhere you have internet access.

QUESTIONS ABOUT DeBN?

U.S. Bankruptcy Court Locations

Alexandria Division

Martin V.B. Bostetter, Jr., U.S. Courthouse
200 S. Washington St.
Alexandria, VA 22134
(703) 258-1200

Norfolk Division

Walter E. Hoffman U.S. Courthouse
600 Granby St., 4th Floor
Norfolk, VA 23510
(757) 222-7500

Richmond Division

Spottswood W. Robinson, III and Robert R. Merhige, Jr., Federal Courthouse
701 E. Broad St., Suite 4000
Richmond, VA 23219
(804) 916-2400

Newport News Division

U.S. District Courthouse
2400 West Avenue
Newport News, VA 23608
(757) 222-7500

Debtor Electronic Bankruptcy Noticing

Email Delivery of Court-Generated
Notices and Orders for Debtors



**FREE
FAST
CONVENIENT**



United States Bankruptcy Court
Eastern District of Virginia

WHAT IS DeBN?

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

WHAT IS THE BNC?

The **BANKRUPTCY NOTICING CENTER (BNC)** provides services to bankruptcy courts by sending court-generated notices and orders to debtors and other parties in bankruptcy cases by either mail or email.

WHAT ARE COURT-GENERATED NOTICES AND ORDERS?

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

- Section 341(a) Meeting of Creditors Notice
- Notices of Filing Deficiencies
- Notice of Requirement to Complete Course in Personal Financial Management
- Notice of Hearing
- Order Confirming Chapter 13 Plan
- Order Discharging Debtor
- Notice of Order Dismissing Case

HOW DO I REQUEST DeBN?

SIGN UP FOR DeBN - It's easy!

1. Go to the court's website to complete and print the request form:

www.vaeb.uscourts.gov/

2. You or your attorney file the completed form with the court.
3. The court creates your account.
4. Activation of your account is now complete, and you will receive a confirmation email from the BNC. All future court-generated notices and orders will be delivered to you via email, as long as your name and address in the bankruptcy case match your name and address in your DeBN account and there are no email transmission failures.

Note: If both debtors in a joint case request enrollment in DeBN, each debtor must file a separate request form.



KEEP THE COURT ADVISED BY FILING AN UPDATED REQUEST FORM IF YOU:

- Change your email address;
- File a new case after enrolling in DeBN (so the court can make sure your name and address in your DeBN account match your new case); or
- Wish to deactivate or reactivate your account.

IS DeBN FREE?

Yes, DeBN is free. There is no cost to view or save a court-generated notice or order.

WILL DeBN EMAILS CONTAIN MORE THAN ONE DOCUMENT?

No. Each court-generated notice and order is sent to you as a single PDF attachment to the email. A separate email is sent for each such court-generated notice and order.

HOW MANY TIMES CAN I VIEW A DOCUMENT?

There is no limit to the number of times a PDF attachment can be viewed. PDF attachments can be printed, saved to a computer or retained in an email for viewing any time.

WHAT IF A DOCUMENT IS TOO BIG TO EMAIL?

If a PDF exceeds 8 MB of information, it is too large to send to you by email. In this instance, it will be sent by U.S. Mail to your mailing address. Your DeBN account remains active.