

WHO CAN SEND EMAILS TO ME?

When you request DeBN, you consent to service by email of ONLY orders and court generated notices. 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.

You will receive electronic notice of orders and court generated notices in any current or future bankruptcy case or adversary proceeding from any bankruptcy court district 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 can be deactivated if:

1. The BNC disables your 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.

WHAT ARE THE ADVANTAGES OF DEBN?

- DeBN is **FREE** - No charge is assessed to register or to view orders and court generated notices sent to you by email.
- **DeBN is FAST** - Receive orders and court generated notices the same day they are filed, and the same day your attorney receives them.
- **DeBN is CONVENIENT** - Access orders and court generated notices anywhere you have internet access. **Save documents on your computer or smart phone.**

DELAYS IN MAILING

Failure to maintain an active email account will result in delays in notification. If your email account is deactivated, the BNC will mail notice to you. The BNC may require up to five (5) business days to send mail to a debtor.

QUESTIONS ABOUT DEBN?

Call the U.S. Bankruptcy Court
at (405) 609-5700
www.okwb.uscourts.gov

U.S. Bankruptcy Court Address

Old Post Office Building
215 Dean A. McGee Avenue
Oklahoma City, OK 73102

Debtor
electronic
Bankruptcy
Noticing

Email Delivery of Orders and
Court Generated Notices for Debtors



FREE
FAST
CONVENIENT



United States
Bankruptcy Court
Western District
of Oklahoma

WHAT IS DeBN?

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

WHAT IS THE BNC?

The **BANKRUPTCY NOTICING CENTER (BNC)** is a service provider contracted by the Administrative Office of the U.S. Courts. It sends orders and court generated notices from all bankruptcy courts to debtors and other parties in bankruptcy cases.

WHAT ARE ORDERS AND COURT GENERATED NOTICES?

Orders and court generated notices are documents filed by the bankruptcy courts. Documents filed by attorneys are not included in documents that can be obtained by DeBN. **Examples of documents that would be sent via DeBN:**

Notice of Meeting of Creditors
Notice to File Claims
Notice of Confirmation Hearing
Notice of Reassignment of Case
Notice of Case Dormancy
Order of Substitution of Creditors
Order Transferring Judge

HOW DO I REQUEST DeBN?

SIGN UP FOR DeBN - It's easy!

1. Obtain a *Debtor's Electronic Noticing Request (DeBN)* form. It is available on the court's website at www.okwb.uscourts.gov or at the clerk's office.
2. Complete and personally sign the form.
3. File the completed form in person at the Bankruptcy Court clerk's office (photo ID required), or have your attorney file the form. **Do not mail or fax the form to the court.**



HOW LONG WILL MY ACCOUNT REMAIN ACTIVE?

A DeBN account remains active unless:

1. The BNC receives notice of an email transmission error (email bounce back); or
2. The Debtor files a request to deactivate the account.

If the DeBN account is active, court notices and orders from any bankruptcy court will be sent by email from the BNC to the debtor in any current or future bankruptcy or adversary proceeding in which the debtor's name and address match the DeBN account.

IS DeBN FREE?

Yes, DeBN is free. No cost is assessed to view or to save an order or court generated notice.

WILL DeBN EMAILS CONTAIN MORE THAN ONE DOCUMENT?

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

HOW MANY TIMES CAN I VIEW A DOCUMENT?

The number of times a PDF attachment can be viewed is not limited. 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.

To learn more about DeBN or to download DeBN forms, please visit the court's website at www.okwb.uscourts.gov