



## 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) 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 bankruptcy courts. 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](http://www.okwb.uscourts.gov)
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 receive 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.