

How Do I Request DeBN?

Signing up for DeBN is easy:

1. Go to the court's website to complete and print the request form at www.nyeb.uscourts.gov.
2. File the completed form with the Court .
3. The Clerk's Office creates your account.

Activation of your account is now complete, and you will receive a confirmation email from BNC.

From this point forward, all future notices and orders filed by the court 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 transmission failures.

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 name and address in your DeBN account match your new case); or
- Wish to deactivate or reactivate your account.



Questions About DeBN

If you have any questions about the DeBN Program, or to file your request form, contact the Clerk's Office.



United States Bankruptcy Court
Eastern District of New York

Brooklyn Office

271-C Cadman Plaza East
Suite 1595
Brooklyn, NY 11201-1800
(347) 394-1700

Central Islip Office

290 Federal Plaza
Central Islip, NY 11722
(631) 712-6200

**United States Bankruptcy Court
Eastern District of New York**

Debtor Electronic Bankruptcy Noticing

Email Delivery of Notices and Orders

- Signing up is easy
- Faster than mail
- Protect your privacy
- Earth-friendly
- Convenient
- Free



What is DeBN?

Debtor electronic Bankruptcy Noticing (DeBN) is a free and voluntary service that allows debtors to request delivery of Court notices and orders from the bankruptcy court, through the BNC, via email instead of U.S. mail.

Who is the BNC?

The Bankruptcy Noticing Center (BNC) provides services to the bankruptcy court by sending court notices and orders to the parties by either mail or email.

How it Works?

Once the debtor files a DeBN request form and the clerk's office creates the DeBN account, all future court notices and orders will be emailed to the debtor.

When the court files a notice or order and sends it to the BNC for service upon the debtor, the BNC will email the notice to the debtor 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 may view the PDF 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.

What are Court Notices and Orders?

Court notices and orders refer to the documents filed by the bankruptcy court, which may include, but are not limited to the following:

- Notice of Meeting of Creditors
- Notice Scheduling Hearing
- Notice of Requirement to complete course in Financial Management
- Notice re: Deficient Documents
- Order Discharging Debtor

Who Will Serve me via Email?

By enrolling in DeBN a debtor consents **ONLY** to the 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.

No other parties, such as creditors and trustees are allowed to use DeBN program to email debtors. All other parties will continue to serve documents upon the debtor via U.S. mail.



Length of Enrollment in DeBN

A DeBN account remains active, unless:

1. Debtor's account is automatically disabled due to an email transmission failure (email bounce back): or
2. Debtor files a request to deactivate the account. A debtor may file this request at any time.

As long as the debtor's DeBN account is active, all court notices and orders will be emailed to the debtor by BNC in any current or future bankruptcy or adversary case from any bankruptcy court district in which the debtor's name and address in that case matches the name and address in the debtor's DeBN account, including cases where the debtor may be listed.



To Learn more about DeBN and to download the request form, please visit the court's website at:

www.nyeb.uscourts.gov