

WHO CAN SEND EMAILS TO ME?

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

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

HOW LONG AM I ENROLLED IN DEBN?

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

As long as the debtor's DeBN account is active, all applicable court notices and orders are emailed to the debtor by the BNC and **any bankruptcy or adversary case from any district** in which the debtor's name and address matches the name and address in the debtor's DeBN account. This name/address match includes cases where the debtor may be listed as a creditor.

CAN MY ACCOUNT BE DEACTIVATED?

Your DeBN account can 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 Electronic Noticing Request (DEBN)* form requesting your account be deactivated; 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 notices and orders sent to you by email.
- **DeBN is FAST** - Receive court notices and orders the same day they are filed.
- **DeBN is EASY**- Just file the *Debtor Electronic Noticing Request (DeBN)* form and the Court sets up your account.
- **DeBN is MOBILE** - Access court notices and orders anywhere you have internet access.

QUESTIONS ABOUT DEBN?

Call the U.S. Bankruptcy Court
(515)284-6230

Address

U.S. Bankruptcy Court
Southern District of Iowa
110 East Court Avenue, Suite 300
Des Moines, Iowa 50309

Debtor
electronic
Bankruptcy
Noticing

Email Delivery of Orders and
Court-Generated Notices for Debtors



FREE

FAST

EASY

MOBILE



United States Bankruptcy Court
Southern District of Iowa

WHAT IS DeBN?

DEBTOR ELECTRONIC BANKRUPTCY NOTICING (DeBN) is a **FREE** and voluntary service that allows debtors to request delivery of applicable 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 U.S. mail or email.

WHAT ARE COURT NOTICES AND ORDERS?

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

- Notice of Meeting of Creditors (provides date/time/location of meeting and sets certain deadlines)
- Notice of Requirement to File a Statement of Completion of Course in Personal Financial Management
- Order of Discharge of Debtor

HOW DO I REQUEST DeBN?

SIGN UP FOR DeBN - It's easy!

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

www.iasb.uscourts.gov

2. Debtors can file the DeBN request form through their attorney electronically, or on their own by U.S. mail or present the completed form to the Clerk's Office.
3. The Bankruptcy Court Clerk's Office creates your account.



HOW DO I ACTIVATE MY ACCOUNT?

Once the Bankruptcy Court opens your DeBN account, you receive an email confirming your account activation.

IS DeBN FREE?

Yes, DeBN is free. There is no cost to view or save court notices and orders.

WILL DeBN EMAILS CONTAIN MORE THAN ONE DOCUMENT?

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

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