

WHO CAN SERVE ME via DeBN?

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.

This means you will receive electronic notice 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.

Your DeBN account can be deactivated if:

- The BNC disables it because the BNC was notified of an email delivery failure (“bounce-back”);
- You request the account be deactivated; or
- Your mailing address changes and no longer matches the address in your DeBN account.

WHAT ARE THE ADVANTAGES OF DeBN?

- **DeBN is FREE** - There is no charge 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.

If you have questions about the DeBN program, contact the Clerk’s Office:

Cincinnati:

U.S. Bankruptcy Court
Atrium Two, Suite 800
221 East Fourth Street
Cincinnati, Ohio 45202
(513) 684-2572

Columbus:

U.S. Bankruptcy Court
170 North High Street
Columbus, Ohio 43215
(614) 469-6638

Dayton:

U.S. Bankruptcy Court
120 West Third Street
Dayton, Ohio 45402
(937) 225-2516

United States Bankruptcy Court Southern District of Ohio



Debtor electronic Bankruptcy Noticing



Email Delivery of Orders and Court-Generated Notices for Debtors

WHAT IS DeBN?

Debtor **E**lectronic **B**ankruptcy **N**oticing (DeBN) is a free and voluntary service that allows debtors to request delivery of orders and court-generated notices by email, through the BNC, rather than by U.S. Mail.

WHO IS THE BNC?

The **B**ankruptcy **N**oticing **C**enter (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?

Order and court-generated notices are documents filed by the bankruptcy court. Here are some examples:

- Notice of Meeting of Creditors
- Order Confirming Chapter 13 Plan
- Order of Discharge of Debtor
- Order on Motion for Relief from Stay
- Notice of Dismissal

HOW DO I REQUEST DeBN?

Signing up for DeBN is easy:

1. **Obtain** a *Debtor's Request to Activate Electronic Noticing (DeBN)* form.
2. **Complete** and sign the form.
3. **File** the completed form at the Bankruptcy Court clerk's office, or have your attorney file the form.



HOW DO I ACTIVATE MY ACCOUNT?

1. Once the Bankruptcy Court opens your DeBN account, you will receive an email confirming your registration.
2. To activate your DeBN account, click on the "Activate my account!" link embedded in the email.
3. The BNC sends a second email confirming activation. This email will contain your personal DeBN account information.

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?

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 8MB 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.