

**UNITED STATES BANKRUPTCY COURT
SOUTHERN DISTRICT OF OHIO**

IN RE

**PROCEDURES DURING BNC SERVICE
DISRUPTION**

GENERAL ORDER NO. 67-2

Background, Findings, and Authority

- The Bankruptcy Noticing Center (BNC) is experiencing a nationwide service disruption that prevents it from transmitting Court notices and orders (Notices). The BNC last collected Notices for transmission on October 7, 2026; however, it is unclear if those Notices were served because the BNC did not file certificates of service. There has been no collection or service of Notices after October 7, 2026.
- Parties who are not CM/ECF users will not receive Notices from the BNC until service is restored.
- The disruption also impairs access to lists of creditors in CM/ECF.
- It is unknown how long the disruption may last.
- Emergency or temporary procedures are needed to ensure the continued administration of bankruptcy cases and adversary proceedings with sufficient notice.
- The Court finds that these circumstances constitute good cause for relief under Fed. R. Bankr. P. 2002, 2003, 9006, 9007, and 9038, and 11 U.S.C. § 105(a).
- This Order supersedes all prior Orders of this Court regarding the BNC service disruption, including General Order No. 67-1 dated October 20, 2026.

IT IS, THEREFORE, ORDERED:

Applicability, Effective Date, and Duration

- This Order applies to bankruptcy cases and adversary proceedings pending or commenced in the district while this Order is in effect.
- This Order is effective immediately and remains in effect until further order.
- Delegation of service in this Order, however, is applicable only to orders and notices filed on or after October 26, 2026.

Service of the § 341 Notice of Commencement of Case and Meeting of Creditors

- Debtors Represented by Counsel
 - The debtor's attorney must serve the official notice of commencement of the case and meeting of creditors under 11 U.S.C. § 341 (Official Form 309), including any accompanying notices and deadlines, upon all entities entitled to receive it.
 - Mailing must occur within three business days of the issuance of the official notice by the Clerk. The debtor's attorney shall promptly file a certificate of service that complies with LBR 9013-3.
 - The debtor's attorney must serve the official notice generated or approved by the Clerk and must not alter the meeting date or any deadline. Notwithstanding Fed. R. Bankr. P. 2002(a)(1), the debtor's social-security number and any other federal taxpayer-identification number may be limited on the notice to the last four digits.
- Unrepresented Debtors
 - For cases where a debtor is unrepresented, the Clerk shall serve the official notice of commencement of the case and meeting of creditors under 11 U.S.C. § 341 (Official Form 309), including any accompanying notices and deadlines, upon all entities entitled to receive it.
 - The Clerk shall promptly file a certificate of service that complies with LBR 9013-3, which may be by docket entry.

Section 341 Meeting of Creditors

- Meetings of creditors pursuant to 11 U.S.C. § 341 shall continue to be convened as scheduled. If notice of a meeting has not been served due to the BNC service interruption, the meeting shall be adjourned and shall not be concluded until proper notice has been provided and creditors have had an opportunity to participate. The presiding trustee may conduct such limited examinations as are reasonably necessary to protect the estate and discharge their duties, without prejudice to the right of creditors to participate following proper notice. Adjournments shall comply with Fed. R. Bankr. P. 2003(e).

Service of Entered Orders

- Except as otherwise provided in this Order, counsel for a party who submits a proposed order that is entered by the Court must serve the order on every non-CM/ECF party entitled to notice within three business days after entry of the order.
- If an agreed order is entered by the Court, the parties to the agreed order are responsible for, and shall coordinate, service.

- Debtors shall be served by mail with all orders served on the Default List; provided, however, that if debtor's counsel is responsible for service of the order, then debtor's counsel may serve the debtor by email.
- The serving person shall promptly file a certificate of service that complies with LBR 9013-3.

Service of Scheduling Orders

- Any party filing a motion, application, or other request for relief must serve the filed document and every associated notice on all parties entitled to service or notice.
- If the Clerk or Court issues a separate notice or scheduling order after filing, the moving party shall serve that notice or scheduling order on every non-CM/ECF party entitled to notice within three business days of entry.
- This provision applies equally to requests filed in adversary proceedings, without modifying the service requirements governing summonses and complaints.
- The moving party shall promptly file a certificate of service that complies with LBR 9013-3.

Service of Sua Sponte Orders and Court Decisions

- The Court will direct the manner of service of sua sponte orders and court decisions.
- The Court may specify the party required to effect service, the recipients, and timing of service.

Service of Discharge Orders

- Discharge orders will be served by the BNC upon restoration of BNC services; provided, however, if the debtor is unrepresented, the Clerk shall serve the discharge order on the debtor only.
- Any debtor may voluntarily serve the discharge order on all creditors and parties in interest and promptly file a certificate of service that complies with LBR 9013-3.

Service of Confirmation Order in Chapter 13 Cases

- For cases where a debtor is represented by an attorney, debtor's attorney shall serve the Order Confirming Chapter 13 Plan and Awarding Attorney Fees on all entities entitled to receive it within three business days and shall promptly file a certificate of service that complies with LBR 9013-3.
- For cases where the debtor is unrepresented, the Clerk shall serve the Order Confirming Chapter 13 Plan and Awarding Attorney Fees on all entities entitled to receive it and shall promptly file a certificate of service that complies with LBR 9013-3.

Service of Payroll Orders in Chapter 13 Cases

- The debtor's attorney shall serve the order on the employer and the debtor and promptly file a certificate of service that complies with LBR 9013-3.
- If the debtor is unrepresented, the Clerk shall serve the order on the employer and the debtor and shall promptly file a certificate of service that complies with LBR 9013-3, which may be by docket entry.

Service of Notice of Overdue Installment Payment

- The debtor's attorney shall serve the notice on the debtor and promptly file a certificate of service that complies with LBR 9013-3.
- If the debtor is unrepresented, the Clerk shall serve the notice on the debtor and shall promptly file a certificate of service that complies with LBR 9013-3, which may be by docket entry.

Service of Notice of Failure to File Financial Management Certificate

- The debtor's attorney shall serve the notice on the debtor and promptly file a certificate of service that complies with LBR 9013-3.
- If the debtor is unrepresented, the Clerk shall serve the notice on the debtor and shall promptly file a certificate of service that complies with LBR 9013-3, which may be by docket entry.

Service of Deficiency Notices and Deficiency Orders Upon Debtors Represented by Counsel

- The debtor's attorney shall promptly provide the debtor with a complete copy of every deficiency notice and deficiency order that ordinarily would be transmitted to the debtor through the BNC and shall promptly file a certificate of service that complies with LBR 9013-3.

Service of Notices, Orders, and Other Court-Issued Documents Upon Unrepresented Debtors

- The Clerk shall mail to each unrepresented debtor a complete copy of every notice, order, and other court-issued document that ordinarily would be transmitted to the debtor through the BNC and shall promptly file a certificate of service that complies with LBR 9013-3, which may be by docket entry.

Service of Notices Not Assigned by this Order

- For any Notice for which this Order does not assign responsibility, the Clerk must promptly refer the matter to the Chief Judge for designation of the person responsible for providing notice.

Notices of Electronic Filing and the Avoidance of Duplicate Service

- The BNC disruption does not affect the delivery of a Notice of Electronic Filing (NEF) by CM/ECF. Accordingly, all ECF participants registered in a case have received and will continue to receive Notices electronically.
- No duplicate notice is required to a recipient who has already been properly served through CM/ECF or another authorized method.
- This Order applies to Notices served by the Court through the BNC for which required notice has not been given because of the service disruption.

Access to Creditor Matrix

- The following steps can be used to create a list of creditors for a case:
 - access Query in CM/ECF,
 - enter the case number,
 - click Run Query,
 - click List of Creditors, and
 - choose the “1 column” format.
- The list includes the debtor, the trustee, and the United States Trustee.
- Importantly, this list bypasses creditor preferred address look-up and substitution. There is no access to preferred creditor addresses, pursuant to 11 U.S.C. § 342(e)-(f), during the BNC disruption.
- The list of creditors is provided as a convenience to the parties. It remains the responsibility of the serving party to ensure proper service of all Notices.

Access to PACER (Public Access to Court Electronic Records)

- Unrepresented parties may view bankruptcy court records and obtain a creditor matrix with a valid fee-based PACER account. To register for a PACER account, visit <https://www.pacer.uscourts.gov>. PACER will waive fees if a user accrues less than \$30.00 in a particular quarter.

Additional Relief Related to Disruption

- This Order does not extend, shorten, or alter any statutory or rule-based deadlines or dispense with any required notice or service.
- However, no adverse action may be based on an entity's failure to respond to, or act with respect to a deadline set forth in, an affected Notice, unless the Court determines that the Notice was served in accordance with applicable law.
- Any party affected by delayed or unsuccessful noticing may seek a continuance, additional notice, an extension where legally permitted, or other appropriate relief. Any such request must be made through an appropriate motion in the applicable bankruptcy case or proceeding. The motion must identify the affected notice, explain how the failure to receive notice affected the party, and specify the relief requested. All such motions will be considered by the Court on a case-by-case basis in accordance with applicable law.

Deadlines and Hearing Dates

- Upon request of a party in interest, or on its own initiative where permitted by law, the Court may extend or reset deadlines or continue hearings as necessary to address the interruption.
- Parties may request relief by written motion or orally at a previously scheduled hearing. Parties should confer when practicable and advise the Court whether the requested relief is agreed upon or opposed.
- All scheduled hearings shall proceed unless the Court orders otherwise.

IT IS SO ORDERED.

Dated: October 23, 2026

FOR THE COURT



Chief Judge Beth A. Buchanan
United States Bankruptcy Court
Southern District of Ohio