

## 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.

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 that court notices and orders will be emailed to you by the BNC 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.

## 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’s Electronic Noticing Request (DeBN)* form **and check the Deactivate Electronic Noticing section**; 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 by the court.
- **DeBN is CONVENIENT** - Access court notices and orders anywhere you have internet access.

## QUESTIONS ABOUT DEBN?

### Contact Information:

U.S. Bankruptcy Court  
100 East Vine St. #200  
Lexington, KY 40507  
(859) 233-2608

Office Hours:  
9 am - 3 pm  
Monday - Friday

Mailing Address:  
U.S. Bankruptcy Court  
P.O. Box 1111  
Lexington, KY 40588-1111

[debn\\_registration@kyeb.uscourts.gov](mailto:debn_registration@kyeb.uscourts.gov)

**D**ebtor  
**e**lectronic  
**B**ankruptcy  
**N**oticing

Email Delivery of Court Notices and Orders for Debtors



**FREE**  
**FAST**  
**CONVENIENT**



United States Bankruptcy Court  
Eastern District of Kentucky

## 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 sent through the BNC by email rather than by U.S. Mail.

## WHO IS THE BNC?

The **BANKRUPTCY NOTICING CENTER (BNC)** sends notices and orders from all bankruptcy courts to debtors and other parties in bankruptcy cases.

## WHAT ARE COURT NOTICES AND ORDERS?

Court notices and orders are documents filed by the bankruptcy court. **Here are some examples:**

- Notice of Meeting of Creditors
- Order to Comply with Bankruptcy Rule 1007
- Notice of Requirement to Complete Course in Financial Management
- Notice re: Deficient Documents
- Order of Discharge of Debtor
- Notice of Dismissal

## 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.kyeb.uscourts.gov](http://www.kyeb.uscourts.gov) or at the Clerk's Office.
2. **Complete and sign** the form.
3. Have your attorney file the form electronically for you. If you are not represented by an attorney, mail the form to the Clerk's Office or send it by email to [debn\\_registration@kyeb.uscourts.gov](mailto:debn_registration@kyeb.uscourts.gov).

### **HOW IT WORKS:**

Once the Bankruptcy Court opens your DeBN account, you will receive an email from the BNC confirming activation of the account. This email will contain your personal DeBN account information.

After activation of your DeBN account, all future court notices and orders will be emailed to you. When the court files a notice or order and sends it to the BNC for service, the BNC will email it to you at the end of the day.

Court notices and orders filed prior to activation of your DeBN account will still be sent by U.S. Mail. (This may include the Notice of Meeting of Creditors due to the timing of this entry.)

After the DeBN account is activated, orders and court-generated notices sent through the BNC will be emailed to you at the end of the day.

## 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 document is sent to you as a single PDF attachment to the email. A separate email is sent for each court notice or 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.kyeb.uscourts.gov](http://www.kyeb.uscourts.gov)