



**NOTICE TO PRO SE DEBTOR(S) RE:  
DEBTOR ELECTRONIC BANKRUPTCY NOTICING (DeBN)**

**NOTICE IS HEREBY GIVEN** that Debtor is eligible for Debtor Electronic Bankruptcy Noticing (DeBN). DeBN is a FREE and voluntary service that allows debtors to request delivery of orders and court-generated notices by email rather than by U.S. Mail at a mailing address.

The Bankruptcy Noticing Center (BNC) sends orders and court-generated notices from all bankruptcy courts to debtors and other parties in bankruptcy cases.

Orders and court-generated notices are documents filed by bankruptcy courts. **Here are some examples:**

- Meeting of Creditors Notice
- Notice of Case Commencement Deficiencies
- Notice of Requirement to Complete Course in Financial Management
- Order Confirming Chapter 13 Plan
- Order of Discharge of Debtor
- Orders on Motions

**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).

You are enrolled in DeBN as long as your account is active. This means you will receive electronic notice of orders and court-generated notices 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:

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 to be deactivated
3. Your mailing address on file with the court changes and it no longer matches the DeBN account mailing address

Signing up for DeBN is easy!

1. Obtain a *Debtors Electronic Noticing Request (DeBN)* form. It is available on the court's website at [www.ianb.uscourts.gov/electronic-notice-overview](http://www.ianb.uscourts.gov/electronic-notice-overview), or at the Clerk's Office.
2. Complete and sign the form.
3. File the completed form in person at the Bankruptcy Court Clerk's Office, by mail, or have your attorney file the form.

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

DeBN is free. There is no cost to view or save an order or court-generated notice.

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.

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.

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.ianb.uscourts.gov/electronic-notice-overview](http://www.ianb.uscourts.gov/electronic-notice-overview) or scan the QC Code below.

**Rebecca Hoefer**  
**Clerk, United States**  
**Bankruptcy Court**

