

## WHO CAN SEND EMAILS TO ME?

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 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.

## 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
- 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 orders and court-generated notices sent to you by email.
- **DeBN is FAST** - Receive court orders and notices the same day they are filed, just like attorneys in the case.
- **DeBN is EASY**- Just file the *Debtors Electronic Noticing Request (DeBN)* form and the Court will set up your account.
- **DeBN is MOBILE** - Access orders and court-generated notices anywhere you have internet access.

## QUESTIONS ABOUT DEBN?

**Call the U.S. Bankruptcy Court :  
(319) 286-2200 or (712) 233-3939**

### U.S. Bankruptcy Court Locations

Cedar Rapids Division:  
111 Seventh Ave. SE, Box 15  
Cedar Rapids, Iowa, 52401-2101

Sioux City Division:  
320 6th Street, Room 126  
Federal Building  
Sioux City, IA 51101

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

**Email Delivery of Orders and  
Court-Generated Notices for Debtors**



**FREE  
FAST  
EASY  
MOBILE**



**United States Bankruptcy Court  
Northern District of Iowa**

## WHAT IS DeBN?

DEBTOR ELECTRONIC BANKRUPTCY NOTICING (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.

## WHO IS THE BNC?

The **BANKRUPTCY NOTICING CENTER (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?

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

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

## HOW DO I REQUEST DeBN?

### SIGN UP FOR DeBN - It's easy!

1. **Obtain** a *Debtors Electronic Noticing Request (DeBN)* form. It is available on the court's website at [www.ianb.uscourts.gov](http://www.ianb.uscourts.gov), 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.



## HOW DO I ACTIVATE MY ACCOUNT?

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

## IS DeBN FREE?

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

## 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 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](http://www.ianb.uscourts.gov)