

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 you will receive electronic notice of court notices and orders in **any current 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 will be deactivated if any of the following occur:

- The BNC disables it because the BNC was notified of an email delivery failure (“bounce back”)
- You file a [*Debtor's Electronic Noticing Request \(DeBN\) form*](#) requesting deactivation
- Your bankruptcy case is closed

Please contact the Court to check your DeBN status.

WHAT ARE THE ADVANTAGES OF DEBN?

- **DeBN is FREE** - There is no charge to register or view court notices and orders sent to you by email through DeBN.
- **DeBN is FAST** - Receive court notices and orders the same day they are generated
- **DeBN is CONVENIENT** - Access court notices and orders anywhere you have internet access.

QUESTIONS ABOUT DEBN?

**Call the U.S. Bankruptcy Court
Clerk's Office: (404) 215-1000**

U.S. Bankruptcy Court Locations

Atlanta Division

Richard B. Russell Federal Bldg.
and United States Courthouse
75 Ted Turner Drive, SW
Room 1340
Atlanta, GA 30303

Gainesville Division

Sidney O. Smith Federal Bldg.
and United States Courthouse
121 Spring Street SE
Room 120
Gainesville, GA 30501

Newnan Division

Lewis R Morgan Federal Bldg.
and United States Courthouse
18 Greenville Street
Newnan, GA 30263

Rome Division

United States Courthouse
600 East First Street
Rome, GA 30161

Debtor electronic Bankruptcy Noticing

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



**FREE
FAST
CONVENIENT**

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

January 2022

WHAT IS DeBN?

DEBTOR ELECTRONIC BANKRUPTCY NOTICING (DeBN) is a **FREE** and voluntary service that allows individual debtors to request delivery of court notices and orders from the bankruptcy court, through BNC, by email instead of U.S. Mail.

WHO IS THE BNC?

The **BANKRUPTCY NOTICING CENTER (BNC)** sends court notices and orders from all bankruptcy courts to debtors and other parties in bankruptcy cases by either mail or email.

WHAT ARE COURT NOTICES AND ORDERS?

Court notices and orders refer to the documents from the bankruptcy court, which may include, but are not limited to, the following:

- Notice of Meeting of Creditors
- Notice of Deficiency
- Notice of Hearing
- Notice of Requirement to Complete Financial Management Course
- Order Confirming Chapter 13 Plan
- Order of Discharge of Debtor
- Order on Motion for Relief from Stay
- Order of Dismissal

HOW DO I REQUEST DeBN?

SIGN UP FOR DeBN - It's easy!

1. **Obtain** a [Debtor's Electronic Noticing Request \(DeBN\) form](#) for each debtor in the case from your attorney, the clerk's office, or court's website at www.ganb.uscourts.gov.
2. **Complete and sign** the form.
3. **File the completed form** (photo ID required) by submitting to your attorney; or in person at the Clerk's Office; or by mail to the court with a copy of your driver's license or other Government issued ID.
4. The Court **creates your account**.



IS MY DeBN ACCOUNT AUTOMATICALLY ACTIVATED?

Yes. Once the Bankruptcy Court opens your DeBN account, you will receive an email from the BNC confirming your registration. The BNC email contains your DeBN account number.

IS DeBN FREE?

Yes, DeBN is free. There is no cost to view or save notices and orders received electronically through DeBN.

WILL DeBN EMAILS CONTAIN MORE THAN ONE DOCUMENT?

No. Each notice and order is sent to you as a single PDF attachment to the email. A separate email is sent for each notice and 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.