## DeBN Request Form – Docketing Procedures for Attorneys

The <u>Debtor's Electronic Noticing Request (DeBN)</u> form is a fillable form available on the Court's website. For more information visit the DeBN page.

1. New CM/ECF Event is under **Bankruptcy > Other > Debtor Electronic Noticing** 

During docketing this message appears:

IMPORTANT: This event is to be used only for filing requests/updates/deactivation regarding electronic noticing for debtors. A separate form must be filed for each debtor in a joint case.

If debtor is a non-individual, the following message will display: **Non-Individual Debtors cannot use DeBN**, and docketing cannot continue.

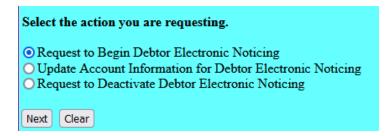
2. In a joint case, there is a prompt to choose which debtor is filing the request form.



3. Verify that debtor's ID has been verified or docketing cannot continue.



4. Select the requested action of the request form.



5. Verify the docket text.



6. The Clerk's Office will process the request form. The debtor will receive a confirmation email regarding activation, deactivation, or update to their DeBN account as requested.