

DeBN Request Form – Docketing Procedures for Attorneys

The [Debtor's Electronic Noticing Request \(DeBN\) 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.

This request is being filed for:

Debtor
 Joint Debtor

Next Clear

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

Has Debtor ID been verified by attorney?

Yes
 No

Next Clear

4. Select the requested action of the request form.

Select the action you are requesting.

Request to Begin Debtor Electronic Noticing
 Update Account Information for Debtor Electronic Noticing
 Request to Deactivate Debtor Electronic Noticing

Next Clear

5. Verify the docket text.

Docket Text: Final Text

Debtor Request to Begin Electronic Noticing (Debtor ID has been verified by Attorney) filed by [REDACTED] on behalf of [REDACTED]. ([REDACTED])

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.