

## 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’s Request to Deactivate Electronic Noticing (DeBN)* form; or
- 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 orders and court-generated notices the same day they are filed, and the same day your attorney receives them.
- **DeBN is CONVENIENT** - Access orders and court-generated notices anywhere you have internet access.

## QUESTIONS ABOUT DEBN?

**Call the U.S. Bankruptcy Court:  
(509) 458-5300**

### U.S. Bankruptcy Court Locations

#### Spokane Office

Street Address:  
904 W Riverside Ave Suite 304  
Spokane WA 99201

Mailing Address:  
PO Box 2164  
Spokane WA 99210

#### Yakima Office

402 East Yakima Ave Suite 200  
Yakima WA 98901

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

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



**FREE  
FAST  
CONVENIENT**



**United States Bankruptcy Court  
Eastern District of Washington**

## 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 Requirement to Complete Course in Personal Financial Management
- Order of Discharge of Debtor
- Order on Motion for Relief from Stay
- Notice of Dismissal

## HOW DO I REQUEST DeBN?

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

1. **Obtain** a *Debtor's Request to Activate Electronic Noticing (DeBN)* form. It is available on the court's website at [www.waeb.uscourts.gov](http://www.waeb.uscourts.gov), or at the clerk's office.
2. **Complete and sign** the form.
3. **File the completed form** by mail, in person at the Bankruptcy Court clerk's office, 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 registration.
2. **To activate your DeBN account**, click on the "Activate my account!" link embedded in the email.
3. The BNC sends a second email confirming activation. This email will contain your personal DeBN account information.

## 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 a DeBN form, please visit the court's website at [www.waeb.uscourts.gov](http://www.waeb.uscourts.gov)