

## How Do I Request DeBN?

### Signing up for DeBN is easy:

1. **Obtain** a DeBN request form at the clerk's office or on the court's website:  
[www.gasb.uscourts.gov/DeBN](http://www.gasb.uscourts.gov/DeBN)
2. **Complete and sign** the form.
3. **File the completed form** in person at the Bankruptcy Court clerk's office (photo ID required), or have your attorney file the form. **Do not mail the form to the court.**
4. The clerk's office creates your account.

Activation of your account is now complete, and you will receive a confirmation email from the BNC.

From this point forward, all future notices and orders filed by the court will be delivered to you via email, as long as your name and address in the bankruptcy case match your name and address in your DeBN account and there are no email transmission failures.

### Keep the Court Advised by Filing an Updated Request Form if You:

- Change your email address;
- File a new case after enrolling in DeBN; or
- Wish to deactivate or reactivate your account.

## Advantages of DeBN:

- **Faster** — You'll receive notices the same day they are filed by the court.
- **Convenient** — Access your notices anywhere you have internet access.
- **No more lost paperwork** — Storing notices on your computer means never losing a paper copy.
- **Less paper clutter** — Helps the environment and reduces paper clutter in your home.
- **It is FREE!**

## Questions About DeBN?

### Savannah Division

124 Barnard Street, 2nd Floor  
Savannah, GA 31401  
912-650-4100

### Augusta Division

Federal Justice Center  
600 James Brown Boulevard  
Augusta, GA 30903  
706-823-6000

### Brunswick Division

801 Gloucester Street, 3rd Floor  
Brunswick, GA 31520  
912-280-1376

# Debtor Electronic Bankruptcy Noticing

## Email Delivery of Notices and Orders

▶ Signing up is **EASY!**

▶ **Faster than mail**

▶ **Earth-friendly**

▶ **Convenient**

▶ **It's FREE!**



United States Bankruptcy Court  
Southern District of Georgia

## What is DeBN?

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

## Who is the BNC?

The **BANKRUPTCY NOTICING CENTER** (BNC) provides services to the bankruptcy court by sending court notices and orders to the parties by either mail or email.

## What are Court Notices and Orders?

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

- Meeting of Creditors Notice
- Notice to File Necessary Papers
- Order Confirming Chapter 13 Plan
- Order of Discharge of Debtor
- Order on Motion for Relief from Stay
- Notice of Dismissal

## Who Will Serve Me via Email?

By enrolling in DeBN, a debtor consents **ONLY** to service of court notices and orders filed by the bankruptcy court. The BNC, on the bankruptcy court's behalf, will prepare and send the emails.

No other parties, such as creditors and trustees, are allowed to use the DeBN program to email debtors—all other parties will continue to serve documents upon the debtor via U.S. mail.

## Length of Enrollment in DeBN:

A DeBN account remains active, unless:

- 1) Debtor's account is automatically disabled due to an email transmission failure (email bounce-back); or
- 2) Debtor files a request to deactivate the account. A debtor may file this request at any time.

As long as the debtor's DeBN account is active, all court notices and orders will be emailed to the debtor by the BNC in **any current or future bankruptcy or adversary case from any bankruptcy court district** in which the debtor's name and address in that case match the name and address in the debtor's DeBN account, including cases where the debtor may be listed as a creditor.

## How it Works:

Once the debtor files a DeBN request form and the clerk's office creates the DeBN account, all future court notices and orders will be emailed to the debtor.

When the court files a notice or order and sends it to the BNC for service upon the debtor, the BNC will email the notice to the debtor at the end of the day. The court notice or order will be emailed as a single PDF attachment, and a separate email will be sent for each court notice or order that has been filed.

There is no limit to the number of times the debtor may view the PDF attachment, and the debtor is free to print the attachment, save it to his or her computer, or simply retain the email for viewing at any time.

If the PDF attachment exceeds 8 MB, the notice will be sent to the debtor by U.S. mail instead of email.

