

## HOW IT WORKS:

Once the debtor activates the DeBN account by clicking on the “Activate my account!” link embedded in the BNC email, all future court notices or 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.

## KEEP THE COURT ADVISED BY FILING AN UPDATED REQUEST FORM IF YOU:

- Change your email address;
- File a new case after enrolling in DeBN (so the court can make sure your name and address in your DeBN account match your new case); or
- Wish to deactivate or reactivate your account.

## 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?

Go to [www.txwb.uscourts.gov](http://www.txwb.uscourts.gov) or call the **U.S. Bankruptcy Court:**

### U.S. Bankruptcy Court Locations

**Austin and Midland Divisions**  
903 San Jacinto, Suite 322  
Austin, TX 78701  
(512) 916-5237

**El Paso Division**  
511 E. San Antonio Ave., Suite 444  
El Paso, TX 79901  
(915) 779-7362

**San Antonio Division**  
615 E. Houston St., Suite 597  
San Antonio, TX 78205  
(210) 472-6720

**Waco Division**  
800 Franklin Ave., Suite 140  
Waco, TX 76701  
(254) 750-1513

# Debtor Electronic Bankruptcy Noticing

Email Delivery of Orders and  
Court-Generated Notices for Debtors



**FREE  
FAST  
CONVENIENT**



United States Bankruptcy Court  
Western District of Texas

## 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:

- Notice of Meeting of Creditors
- Notice Setting or Cancelling Hearing
- Notice of Requirement to Complete Course in Financial Management
- Notice of Transfer/Assignment of Claim
- Order Confirming Chapter 13 Plan
- Order Discharging Debtor(s)
- Order Dismissing Case
- Order on Motion for Relief from Stay
- Order Regarding Motion to Avoid Lien

## HOW DO I REQUEST DeBN?

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

1. **Obtain** a *Debtor's Electronic Noticing Request (DeBN)* form. It is available on the court's website at [www.txwb.uscourts.gov](http://www.txwb.uscourts.gov) or at the clerk's office.
2. **Complete and sign** the form. Joint debtors who each request enrollment must file separate forms.
3. **File the completed form** in person at the clerk's office, mail the original, completed form to the clerk's office, or ask your attorney to electronically file the form on your behalf.



## HOW DO I ACTIVATE MY ACCOUNT?

1. Once the clerk's office creates your DeBN account, you will receive an email from the BNC 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.

## 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 with the clerk's office 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 proceeding 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.

If the debtor's DeBN account is disabled due to an email bounce-back, the BNC will automatically resume paper mailings.

To learn more about DeBN, or to download DeBN forms, please visit the court's website at [www.txwb.uscourts.gov](http://www.txwb.uscourts.gov)