

## WHO CAN SEND EMAILS TO ME?

When you request DeBN, you consent to service by email of ONLY court served 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 from any bankruptcy court** 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 will 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 Electronic Noticing Request (DeBN)* form and check mark the section to request deactivation; 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?

### U.S. Bankruptcy Court Locations

#### **Middle District - Tampa/Ft. Myers**

Sam M. Gibbons United States Courthouse  
801 N. Florida Avenue, Suite 555  
Tampa, Florida 33602  
[ecfhelp@flmb.uscourts.gov](mailto:ecfhelp@flmb.uscourts.gov)

#### **Middle District - Orlando**

George C. Young Federal Courthouse  
400 W. Washington Street, Suite 5100  
Orlando, Florida  
[ecfhelp@flmb.uscourts.gov](mailto:ecfhelp@flmb.uscourts.gov)

#### **Middle District - Jacksonville**

Bryan Simpson United States Courthouse  
300 North Hogan Street Suite 3-3501  
Jacksonville, Florida 32202  
[ecfhelp@flmb.uscourts.gov](mailto:ecfhelp@flmb.uscourts.gov)

**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  
Middle District of Florida

## WHAT IS DEBN?

DEBTOR ELECTRONIC BANKRUPTCY NOTICING (DeBN) is a **FREE** and voluntary service that allows debtors to request delivery of court-served orders and notices by email rather than by U.S. Mail at a mailing address.

## WHO IS THE BNC?

The **BANKRUPTCY NOTICING CENTER (BNC)** provides services to bankruptcy courts by sending orders and court-generated notices to debtors and other parties in bankruptcy cases by either mail or email.

## WHAT ARE ORDERS AND COURT-GENERATED NOTICES?

Orders and court-generated notices are documents prepared and served by bankruptcy courts. **Here are some examples:**

- Notice of Meeting of Creditors
- Notice of Deficient Filing
- Notice of Requirement to Complete Course in Financial Management
- Notice Setting Hearing
- Order Discharging Debtor
- Order Dismissing Case

## HOW DO I REQUEST DEBN?

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

1. **Go to the court's website** to complete and print the request form:  
**[www.flmb.uscourts.gov/debn](http://www.flmb.uscourts.gov/debn)**
2. **Your attorney files** the completed form with the court.
3. **If filing without an attorney**, complete a request form at the Clerk's office or mail in the completed request form.
4. **The court** creates your account.
5. **Activation of your** account is now complete, and you will receive a confirmation email from the BNC. All future orders and court-generated notices 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.

**Note: If both debtors in a joint case request enrollment in DeBN, each debtor must file a separate request form.**

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

- Change your email address;
- Change your physical or mailing 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.

## 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 DeBN forms, please visit the court's website at [www.flmb.uscourts.gov/debn](http://www.flmb.uscourts.gov/debn)