

UNITED STATES BANKRUPTCY COURT
MIDDLE DISTRICT OF FLORIDA



REQUEST BY INDIVIDUAL PRO SE CREDITOR
TO RECEIVE EMAIL NOTIFICATIONS

If you are an **individual creditor** who is not represented by an attorney (pro se creditor) in a bankruptcy case and you have an email account, you may elect to be notified by email (rather than by U.S. Mail) whenever the Court generates a notice or order in the case. If you make this election, you will not receive paper copies of Court-generated notices and orders.

Email notifications will contain a hyperlink to all documents filed in the case. You must have Adobe Acrobat Reader installed to view the documents, and **you must also apply for an account with Public Access to Court Electronic Records (PACER)** at: www.pacer.psc.uscourts.gov. There is no charge for the first time you view a document; however, you will be required to pay an access fee if you access the document again. Please visit the PACER website for fee information. To avoid the access fee, you should print the document or save it to your computer the first time you view it. You will also be notified by email when other parties file papers or documents in the case, which you may also view via PACER. Notwithstanding the email notifications, other parties will still be required to serve you by U.S. Mail with paper copies of the documents they file with the Court.

You may request to stop email notices at any time by completing a "Request to Stop Electronic Notification" form, which is available at: http://www.flmb.uscourts.gov/filing_without_attorney/documents/CreditorRequesttoStopElectronicNotification.pdf.

You must maintain an active, working email account. The Court is not responsible for bounced-back emails. If you change your email address, you must resubmit this form.

****You must submit a separate request for each case in which you elect to receive electronic notifications.****

To request email notifications, please indicate whether this is an original or updated request, and provide the information requested below:

Original Request

Updated Request

Debtor's Name:

Case Number:

Your Name:

Your Address:

Your Contact Phone Number:

Your email address:

(Only one permitted)

By submitting this request, I declare under penalty of perjury that I consent and agree to the following:

- The Bankruptcy Court will send all Court-generated notices and orders to me by email notification to the above-listed email address.
- The Bankruptcy Court will not send Court-generated notices and orders to me by U.S. Mail.
- I will immediately notify the Bankruptcy Court of any change in my email address by submitting a new request form.

Signature of Pro Se Creditor

Date

This form must contain an original signature. Submit the original form by U.S. Mail or delivery to:

U.S. Bankruptcy Court, Attention: Help Desk Support Specialist, 801 N. Florida Avenue, Suite 555, Tampa, FL 33602

Revised: February 22, 2024