

## Who Can Send Emails to Me?

When you request DeBN, you consent to service by email of ONLY court-generated orders and notices. The BNC will send emails to you on behalf of the court. All other parties, including creditors, attorneys, and trustees, must continue to serve documents upon you according to court rules (by U.S. Mail, overnight mail, or personal delivery).

## How Long Do I Stay Enrolled in DeBN?

You are enrolled in DeBN as long as your DeBN account is active.

You will receive electronic notice of court-generated orders and notices in **any current or future bankruptcy case or adversary proceeding (lawsuit) from any bankruptcy court** in which your name and mailing address match the name and mailing address on your DeBN account.

## Can My Account be Cancelled?

Your DeBN account can be cancelled or deactivated if:

- The BNC disables the account because of an email delivery failure (“bounce-back”);
- You submit a *Debtor’s Electronic Noticing Request (DeBN)* form and request deactivation; or
- Your mailing address on file with the court changes and it no longer matches the DeBN account mailing address.

## Advantages of DeBN:

- **FREE!** There is no charge to register for DeBN or to receive and view notices sent to you by email.
- **FAST!** You’ll receive notices the same day they are filed by the court.
- **CONVENIENT!** Access your notices anywhere you access your email.

## Questions about DeBN ? Contact the Clerk’s Office:

### Seattle

United States Courthouse  
700 Stewart Street, Room 6310  
Seattle, WA 98101  
(206) 370-5200  
(206) 370-5280 (Help Desk)

### Tacoma

Tacoma Union Station  
1717 Pacific Avenue, Suite 2100  
Tacoma, WA 98402  
(253) 882-3900  
(253) 882-3939 (Help Desk)

Live CHAT through Court Website:  
[www.wawb.uscourts.gov](http://www.wawb.uscourts.gov)

# Debtor Electronic Bankruptcy Noticing

## Email Delivery of Court-Generated Notices and Orders



- **FREE**
- **FAST**
- **CONVENIENT**



United States Bankruptcy Court  
Western District of Washington

## What is DeBN?

**DEBTOR ELECTRONIC BANKRUPTCY NOTICING (DeBN)** is a FREE and voluntary service that allows debtors to receive bankruptcy court notices and orders by email instead of by mail. With a DeBN account, only the court is allowed to send notices to you by email through the DeBN. You will continue to receive documents from all other parties (such as creditors, trustees and attorneys) via U.S. mail or in person. The Bankruptcy Noticing Center (BNC) sends all court notices and orders to parties by either email or mail.

## What are Court-Generated Notices and Orders?

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

- **Meeting of Creditors Notice**
- **Notice of Deficient Filing**
- **Notice of Requirement to Complete Course in Financial Management**
- **Order Discharging Debtor**



## How Do I Sign Up for DeBN?

1. Obtain the *Debtor's Electronic Noticing Request (DeBN)* form from the court's website ([www.wawb.uscourts.gov](http://www.wawb.uscourts.gov)) or from the clerk's office.
2. Complete and sign the form. If signing electronically, type your full name followed by "/s/".
3. Email the completed form to [debn\\_registration@wawb.uscourts.gov](mailto:debn_registration@wawb.uscourts.gov), or deliver the form to the clerk's office by mail or in person, or have your attorney file the form.
4. The Clerk's office will create your account within 48 hours of receiving your request. You will receive a confirmation email from the BNC when your account is activated. Going forward, all court-generated orders and notices will then be emailed to you as long as you keep your contact information current and there are no email transmission failures.

## How DeBN Works:

Once you submit a DeBN request form and the clerk's office creates your DeBN account, all future court notices and orders will be emailed to you at the end of the same day they are filed. The notice or order will be attached to the email as a single PDF attachment. A separate email will be sent for each notice or order.

There is no limit to the number of times you may view the PDF attachment, and you may print the attachment, save it to your computer, or simply keep 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.

