

**United States Bankruptcy Court
District of Massachusetts**

**Instructions for Activating and Maintaining a
Debtor Electronic Bankruptcy Noticing (DeBN) Account**

Overview of DeBN

DeBN is a **FREE**, fast, and voluntary service that allows a debtor to request delivery of certain court orders and notices by email rather than by U.S. Mail, often the same day the court generates them, and attorneys receive them.

Examples of the most common court orders and notices sent to the debtor¹ and other parties in bankruptcy cases:

- Meeting of Creditors Notice
- Notice of Case Commencement
- Orders to Comply with Bankruptcy Rule(s) 1007 and/or 3015(b)
- Notice of Requirement to Complete Course in Financial Management
- Order Confirming Chapter 11, 12, or 13 Plan
- Order of Discharge of Debtor
- Order on Motion for Relief from Stay
- Order of Dismissal or Conversion

Effect of Activating a DeBN Account

A debtor who requests a DeBN account consents to receiving Court orders and notices by email and accepts responsibility for opening and reading the email. No other parties, including creditors and trustees, can send documents to the debtor by email and instead **MUST** continue to serve documents upon the debtor according to court rules, i.e. by U.S. Mail, overnight mail, or personal delivery.

Requirements for a DeBN account

To activate a DeBN account, a debtor must have:

1. an operating email account (which becomes part of the official Court record, will appear on the certificate of mailing, and be available to the public),
2. reliable internet access, and
3. the latest version of Adobe Acrobat Reader software (to view the PDF documents) which the debtor can download for free.

How to Register for a DeBN Account

1. Download the PDF fillable **Request Regarding Debtor's Electronic Bankruptcy Noticing (DeBN)** form which can be found on the Court's website at www.mab.uscourts.gov or obtain a copy from the Clerk's Office.

¹ A debtor can register for a DeBN account at any time. The Court will only send notices and orders which it issues after the account is created. It is recommended the debtor sign up for a DeBN account when the debtor files the petition in order to receive all eligible orders and notices.

2. Complete, print, and sign the form. **Note:** the signature must be handwritten; “/s/” or an imaged form is not permitted.
3. Include a photocopy of a government issued photo identification.
4. Mail or deliver the completed form with the photocopy of the identification to the Clerk's Office. The debtor's attorney may file the form and identification through CM/ECF.

How to Activate the DeBN Account:

Once the Court activates your DeBN account, the Bankruptcy Noticing Center (BNC)² will send an email to the debtor to confirm it has activated the account. **Tip:** The debtor should add the email address from the BNC to the debtor's contact list to ensure delivery of the Court orders and notices.

What to Expect After Activating the Account

1. After the account is activated certain Court orders and notices are sent to the debtor as a single PDF attachment to an email. A separate email is sent for each Court order or notice. PDF attachments exceeding 8 MB will be sent by U.S. mail to the debtor's mailing address, as these orders and court-generated notices are too large to be sent by email.
2. There is no cost to view a PDF attachment and no limit to the number of times a debtor views the PDF attachment. The debtor can print the PDF attachment, save it to a computer, or retain it for viewing any time.
3. The DeBN account will remain active until the debtor files a request to deactivate³ or the email address is no longer valid.

How to Update or Deactivate the Debtor's DeBN Account

To update an account to add, for example, a change of address, or to reactivate your account, or to deactivate the account, the debtor must file and submit a new **Request Regarding Debtor's Electronic Bankruptcy Noticing (DeBN)** which can be found on the Court's website at www.mab.uscourts.gov or at the Clerk's Office.

Additional Information

- Note: Joint debtors cannot share an account and must file separate Applications.
- The debtor cannot reply to any BNC email or otherwise email BNC to communicate with the Court. The debtor cannot directly email the Court to file any pleadings or documents.
- The debtor can contact the Clerk's Office for more information or questions. The debtor is advised that the Clerk's Office cannot provide legal advice.

² The BNC is operated by a private contractor which sends Court orders and notices **from** all bankruptcy courts **to** debtors and other parties in bankruptcy cases. The BNC **is not** the Court and a debtor who signs up for DeBN cannot email the BNC.

³ The debtor's account will remain active after the case is closed.