Filing DeBN Forms: A How-To Guide

June 12, 2015

Debtor Electronic Bankruptcy Noticing (DeBN)

- This demonstration assumes the following scenario:
  - This is a Joint Debtor case
  - Debtor is declining DeBN
  - Joint Debtor is activating DeBN

Completing the Form

U.S. BANKRUPTCY COURT
DISTRICT OF KANSAS

In re: _____ Case No. _____

DEBTOR'S ELECTRONIC NOTICING REQUEST (DeBN)

CHECK ONLY ONE BOX FOR THE APPLICABLE SECTION BELOW:

☐ **INITIAL ACTIVATION REQUEST:** (Check this box to begin receiving notices and orders from the U.S. Bankruptcy Court via email.)

Pursuant to Bankruptcy Rule 9036, I hereby request receipt of court notices and orders via email, instead of U.S. mail, from the Bankruptcy Noticing Center (BNC) through the U.S. Bankruptcy Court's Debtor Electronic Bankruptcy Noticing (DeBN) program.

I understand that my email address will appear publicly on any certificate of mailing filed by the electronic noticing provider.

I understand that this request is limited to receipt of only notices and orders entered by the U.S. Bankruptcy Court. I will continue to receive documents filed by all other parties, such as the trustee and creditors, via U.S. mail or in person pursuant to court rules.

I understand that I will receive electronic notice of any documents entered by the court in any current or future bankruptcy or adversary case from any bankruptcy court district in which I am listed with the same name and address, including cases where I am listed as a creditor.

I understand that the first time the BNC receives an email bounce-back (undeliverable email), my DeBN account will be automatically disabled. I will then receive notices and orders via U.S. mail, and I must file an updated request form if I wish to reactivate my account.

I understand that enrollment in DeBN is completely voluntary, and I may file a request to deactivate my account at any time.

☐ **INITIAL DECLINATION:** (Check this box to decline receiving notices and orders from the U.S. Bankruptcy Court via email.)

☐ **UPDATE TO ACCOUNT INFORMATION:** (Check this box to make changes to your existing DeBN account.)

I request the following update(s) to my DeBN account:

☐ I have a new email address as indicated below.
☐ I filed a new bankruptcy case, and I have an existing DeBN account. Please review my account to ensure my name and address in my account match this new case.
☐ I request reactivation of my DeBN account so that I may receive court notices and orders via email, instead of U.S. mail.

☐ **REQUEST TO DEACTIVATE ELECTRONIC NOTICING:** (Check this box to request deactivation of your DeBN account.)

I request deactivation of my DeBN account. I understand that by deactivating my account, I will begin receiving notices and orders entered by the U.S. Bankruptcy Court via U.S. mail, instead of email.

I understand that I will continue to receive electronic notices until such time as the Court has deactivated my account.

Under penalty of perjury, I certify that I am a debtor in this bankruptcy case, or the debtor's authorized representative if the debtor is a business, and I have read the applicable section check-marked above and understand and agree to the terms and conditions set forth therein. Neither the U.S. Bankruptcy Court nor the BNC bears any liability for errors resulting from the information I have stated on this form.

Joint debtors who each request enrollment or already have a DeBN account must file separate forms.
If this form is being filed via U.S. mail, please include a copy of a photo identification.

Debtor Signature: _____ Date: _____

Printed Name (and title if a business debtor): _____

Email Address (CAPITAL letters only): _____

Confirm Email Address (CAPITAL letters only): _____

For more information about the DeBN program, visit the Court's website at: www.ksb.uscourts.gov. (3/13)

- Sample form

CHECK ONLY ONE BOX FOR THE APPLICABLE SECTION BELOW:

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I understand that I will receive electronic notice of any documents entered by the court in any current or future bankruptcy or adversary case from any bankruptcy court district in which I am listed with the same name and address, including cases where I am listed as a creditor.

I understand that the first time the BNC receives an email bounce-back (undeliverable email), my DeBN account will be automatically disabled. I will then receive notices and orders via U.S. mail, and I must file an updated request form if I wish to reactivate my account.

I understand that enrollment in DeBN is completely voluntary, and I may file a request to deactivate my account at any time.

☐ **INITIAL DECLINATION:** (Check this box to decline receiving notices and orders from the U.S. Bankruptcy Court via email.)

- Initially choose either "Activation" or "Declination"

☐ **UPDATE TO ACCOUNT INFORMATION:** (Check this box to make changes to your existing DeBN account.)

I request the following update(s) to my DeBN account:

☐ I have a new email address as indicated below.

☐ I filed a new bankruptcy case, and I have an existing DeBN account. Please review my account to ensure my name and address in my account match this new case.

☐ I request reactivation of my DeBN account so that I may receive court notices and orders via email, instead of U.S. mail.

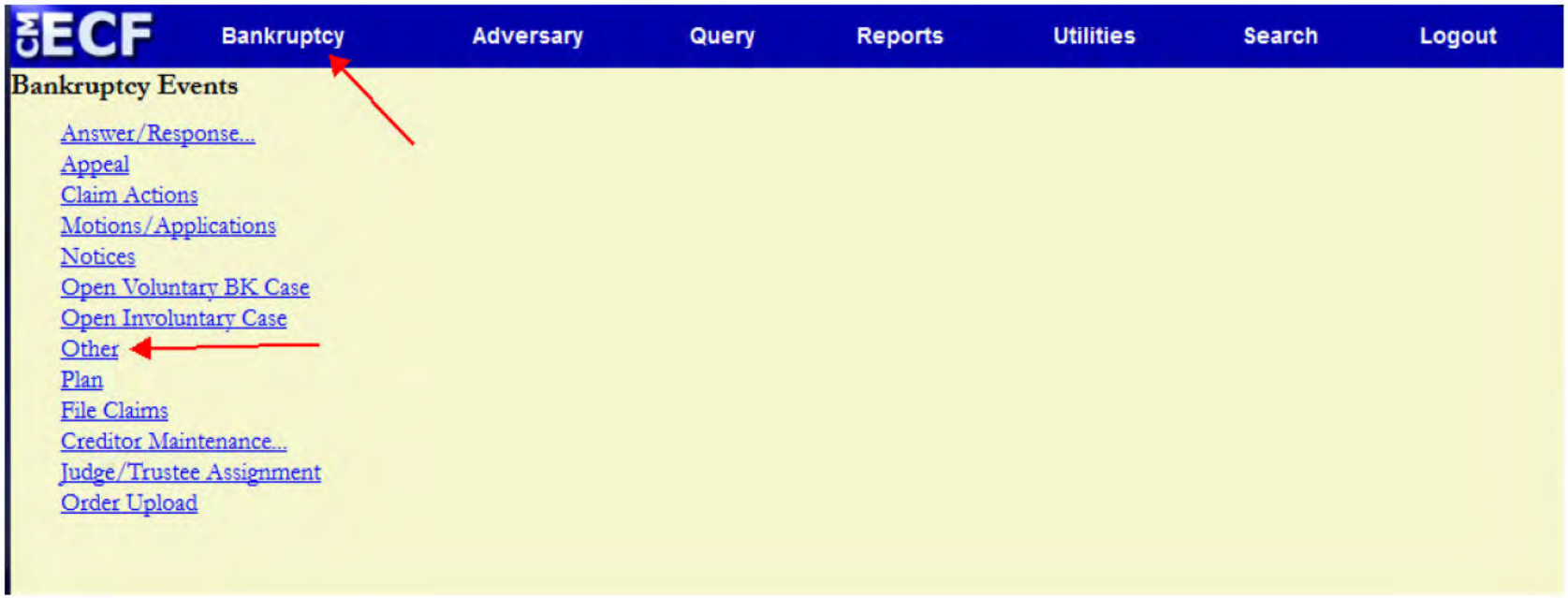
☐ **REQUEST TO DEACTIVATE ELECTRONIC NOTICING:** (Check this box to request deactivation of your DeBN account.)

I request deactivation of my DeBN account. I understand that by deactivating my account, I will begin receiving notices and orders entered by the U.S. Bankruptcy Court via U.S. mail, instead of email.

I understand that I will continue to receive electronic notices until such time as the Court has deactivated my account.

- Updating or deactivating DeBN accounts can be done by completing one of the next two sections on the form

How to File the Form



Log into CM/ECF, then click

- Bankruptcy
- Other

CM ECF Bankruptcy Adversary

File an Other Court Document

Case Number

2:15-bk-20698

Next Clear

- Enter the Case Number
- Click Next

Then on the next screen

- Select DeBN Request Form

CM ECF Bankruptcy Adversary Query Reports Utilities Search Logout

File an Other Court Document

15-20698 Kermit The Frog and Miss Piggy

Type: bk Chapter: 7 v Office: 2 (Kansas City)

Assets: n Judge: RDB

Start typing to find another event. Hold down Ctrl to add additional items.

Available Events (click to select events)

Certificate of Compliance and Motion for Entry of Discharge
Certificate of Credit Counseling
Certificate of Service
Certificate of Service of Tax Information
Change of Address
Chapter 11 Certificate of Voting
Chapter 11 Monthly Operating Report
Chapter 11 Statement of Current Monthly Income Form 22B
Chapter 13 Calculation of Your Disposable Income Form 22C-2
Chapter 13 Statement of Monthly Income 22C-1
Chapter 15 List
Chapter 7 Means Test Calculation 22A-2
Chapter 7 Statement of Monthly Income 22A-1 (Formerly Chapter 7 Means Test)
Cure of Residential Judgment
DeBN Request Form

Selected Events (click to remove events)

DeBN Request Form

Next Clear

File an Other Court Document:

15-20698 Kermit The Frog and Miss Piggy

Type: bk Chapter: 7 v

Assets: n Judge: RDB

☐ Joint filing with other attorney(s).

Next Clear

- Click Next

File an Other Court Document:

15-20698 Kermit The Frog and Miss Piggy

Type: bk Chapter: 7 v

Assets: n Judge: RDB

Select the Party:

Clark, Carl R. [Trustee]
Frog, Kermit The [Debtor]
Piggy, Miss [Joint Debtor]
U.S. Trustee, [U.S. Trustee]

Add/Create New Party

Next Clear

- Choose the debtor and/or joint debtor for whom you are filing the DeBN form(s) (for this example showing a joint debtor case, we select both)
- Click Next

File an Other Court Document:

15-20698 Kermit The Frog and Miss Piggy

Type: bk Chapter: 7 v

Assets: n Judge: RDB

Next Clear

- Click Next

File an Other Court Document:

15-20698 Kermit The Frog and Miss Piggy

Type: bk Chapter: 7 v

Assets: n Judge: RDB

Which debtor is filing a DeBN request form?

Debtor

Next Clear

File an Other Court Document:

15-20698 Kermit The Frog and Miss Piggy

Type: bk Chapter: 7 v

Assets: n Judge: RDB

Which debtor is filing a DeBN request form?

Joint_Debtor

Next Clear

File an Other Court Document:

15-20698 Kermit The Frog and Miss Piggy

Type: bk Chapter: 7 v

Assets: n Judge: RDB

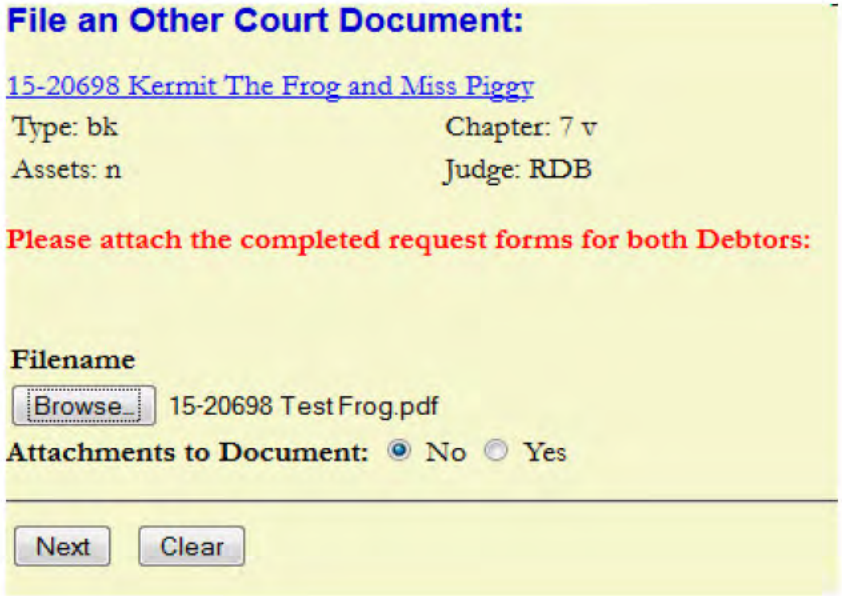
Which debtor is filing a DeBN request form?

Both_Debtors

Next Clear

- Using the drop-down options, choose:
  - Debtor,
  - Joint_Debtor, or
  - Both_Debtors

. . . Then click Next



- Browse and attach your completed DeBN Request Form(s) in pdf format
- Click Next

File an Other Court Document:

15-20698 Kermit The Frog and Miss Piggy

Type: bk Chapter: 7 v

Assets: n Judge: RDB

Select the action for the Debtor:

- ○ Initial Activation Request - Debtor
- ◉ Initial Declination Request - Debtor
- ○ Update Account Information - Debtor
- ○ Deactivate Account - Debtor

Next Clear

File an Other Court Document:

15-20698 Kermit The Frog and Miss Piggy

Type: bk Chapter: 7 v

Assets: n Judge: RDB

Select the action for the Joint Debtor:

- ◉ Initial Activation Request - Joint Debtor
- ○ Initial Declination Request - Joint Debtor
- ○ Update Account Information - Joint Debtor
- ○ Deactivate Account - Joint Debtor

Next Clear

- Select the appropriate action for each debtor whose DeBN Request Form you are filing (in this joint debtor case example, we select an action for both the debtor and joint debtor).
- Click Next

File an Other Court Document:

15-20698 Kermit The Frog and Miss Piggy

Type: bk Chapter: 7 v

Assets: n Judge: RDB

Next Clear

- Click Next

File an Other Court Document:

15-20698 Kermit The Frog and Miss Piggy

Type: bk Chapter: 7 v Office: 2 (Kansas City)

Assets: n Judge: RDB

Docket Text: Final Text

DeBN Request Form: Initial Declination Request for the Debtor and Initial Activation Request for the Joint Debtor Filed by Debtor Kermit The Frog, Joint Debtor Miss Piggy. (Attorney, Judy)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Have you redacted?

Next Clear

- This is the Final Warning Screen!
- Click Next if the information on this screen is correct

File an Other Court Document:

15-20698 Kermit The Frog and Miss Piggy

Type: bk	Chapter: 7 v	Office: 2 (Kansas City)
Assets: n	Judge: RDB	Case Flag: JtDeBN

U.S. Bankruptcy Court - TEST

District of Kansas - TEST

Notice of Electronic Filing

The following transaction was received from Judy Attorney entered on 6/4/2015 at 5:38 PM CDT and filed on 6/4/2015

Case Name: Kermit The Frog and Miss Piggy

Case Number: 15-20698

Document Number: 3

A document number is assigned, but the document is not viewable by the public.

Docket Text:

DeBN Request Form: Initial Declination Request for the Debtor and Initial Activation Request for the Joint Debtor Filed by Debtor Kermit The Frog, Joint Debtor Miss Piggy. (Attorney, Judy)

The following document(s) are associated with this transaction:

Document description: Main Document

Original filename:15-20698 Test Frog.pdf

Electronic document Stamp:

KeyFile (/opt/BKECF/test/server/server/../support/Keys/bkecf.key) is n
ot available for this court.

15-20698 Notice will be electronically mailed to:

Carl R. Clark
trustee@lcdlaw.com, KS10@ecfcbis.com;cclark@lcdlaw.com

U.S. Trustee
ustpregion20.wi.ecf@usdoj.gov

15-20698 Notice will not be electronically mailed to:

Judy Attorney on behalf of Debtor Kermit The Frog
Kansas City, KS

Judy Attorney on behalf of Joint Debtor Miss Piggy
Kansas City, KS

- If anyone other than a court user attempts to view the filed DeBN Request Form, they receive this error message:

You do not have access to the restricted document.

United States Bankruptcy Court
District of Kansas

In re:
Kermit The Frog
Miss Piggy
Debtors

Case No. 15-20698-RDB
Chapter 7

CERTIFICATE OF NOTICE

District/off: 1083-2 User: judy Page 1 of 1 Date Rcvd: June 3, 2015
Form ID: dorpay Total Noticed: 2

Notice by first class mail was sent to the following persons/entities by the Bankruptcy Noticing Center on June 3, 2015.

db +Kermit The Frog, 1234 Green Water Dr, Kansas City, KS 66112-1722

Notice by electronic transmission was sent to the following persons/entities by the Bankruptcy Noticing Center.

jdb +E-mail/PDF: misspiggy@email.com June 3, 2015 00:32:56 Miss Piggy, 1234 Green Water Dr, Kansas City, KS 66112-1722

TOTAL: 1

***** BYPASSED RECIPIENTS *****

NONE. TOTAL: 0

Addresses marked '+' were corrected by inserting the ZIP or replacing an incorrect ZIP.
USPS regulations require that automation-compatible mail display the correct ZIP.

I, Joseph Speetjens, declare under the penalty of perjury that I have sent the attached document to the above listed entities in the manner shown, and prepared the Certificate of Notice and that it is true and correct to the best of my information and belief.

Meeting of Creditor Notices only (Official Form 9): Pursuant to Fed. R. Bank. P. 2002(a)(1), a notice containing the complete Social Security Number (SSN) of the debtor(s) was furnished to all parties listed. This official court copy contains the redacted SSN as required by the bankruptcy rules and the Judiciary's privacy policies.

Date: June 3, 2015 Signature: /s/Joseph Speetjens

CM/ECF NOTICE OF ELECTRONIC FILING

The following persons/entities were sent notice through the court's CM/ECF electronic mail (Email) system on June 3, 2015 at the address(es) listed below:

Judy Attorneyon behalf of Joint Debtor Miss Piggy adminattorney@email.com

Judy Attorneyon behalf of Debtor Kermit The Frog adminattorney@email.com

U.S. Trustee ustpregion20.wi.ecf@usdoj.gov
Carl R. Clark ecfClark@email.com

TOTAL: 4

Sample BNC Certificate of Mailing which shows paper mailing to debtor (who declined DeBN) and email to joint debtor (who enrolled in DeBN).

By enrolling in DeBN, the joint debtor in this example will receive electronic notice days faster than the debtor.

- If a debtor (or joint debtor) has an active DeBN account, a flag will appear on the docket sheet.

JtDeBN

U.S. Bankruptcy Court - TEST
District of Kansas - TEST (Kansas City)
Bankruptcy Petition #: 15-20698

Date filed: 06/03/2015

Assigned to: Judge Robert D. Berger
Chapter 7
Voluntary
No asset

Debtor
Kermit The Frog
1234 Green Water Dr
Kansas City, KS 66112
WYANDOTTE-KS
SSN / ITIN: xxx-xx-6789

represented by **Judy Attorney**
Kansas City, KS

Joint Debtor
Miss Piggy
1234 Green Water Dr
Kansas City, KS 66112
WYANDOTTE-KS
SSN / ITIN: xxx-xx-4321

represented by **Judy Attorney**
(See above for address)

For more information, please visit our website at:

www.ksb.uscourts.gov