

**UNITED STATES BANKRUPTCY COURT
DISTRICT OF NEW JERSEY**

**NOTICE TO THE BAR AND PUBLIC IMPLEMENTING
DEBTOR ELECTRONIC BANKRUPTCY NOTICING (DeBN) PROGRAM**

Notice is hereby given to the bar and public that, effective January 27, 2025, the court will implement the following electronic noticing program:

Debtor electronic Bankruptcy Noticing (DeBN) – a free and voluntary¹ service that allows debtors to request delivery of orders and court-generated notices by email rather than by U.S. Mail. The following is a brief overview of the DeBN program:

- Each debtor who wishes to register for a DeBN account must file Local Form *Debtor Electronic Noticing Request* to consent to receive ONLY orders and court-generated notices to their email address from the Bankruptcy Noticing Center (BNC);
- Attorneys can file the above form on behalf of a debtor in CM/ECF (the court's electronic case filing system) by utilizing a new dedicated event found in the Misc. Events category entitled *Debtor Electronic Noticing Request*. A debtor may also submit to the court a completed Local Form in paper format;
- Once a DeBN account is activated by the court through the BNC, the debtor will begin receiving orders and court-generated notices to their email address;
- There are no costs associated with this program;
- Debtors can view, save, and/or print the PDF of each order or court-generated notice sent to their email address an unlimited number of times; and
- Debtors can deactivate a DeBN account at any time by filing Local Form *Debtor Electronic Noticing Request* with the court and selecting the deactivation option.

In conjunction with this program, Local Form *Change of Address* is being revised. If a debtor who has a DeBN account is updating their mailing address, their DeBN account number must be provided on the Change of Address form so the court can update the account, and the BNC can continue to send notices via email. If a debtor's name and address in CM/ECF does not match their DeBN account, the account will be automatically deactivated by the BNC and email notification to the debtor will revert to paper through U.S. Mail.

Details about the program can be viewed on the court's website, www.njb.uscourts.gov.

Dated: January 24, 2025

Jeanne A. Naughton, Clerk

¹ Debtors who file their case using the Electronic Self Representation (eSR) program will be automatically enrolled in DeBN.

**U.S. BANKRUPTCY COURT
DISTRICT OF NEW JERSEY**

**DEBTOR'S ELECTRONIC BANKRUPTCY NOTICING REQUEST
(DeBN)**

In re: _____ Debtor(s) Case No. _____

CHECK ONLY ONE BOX FOR THE APPLICABLE SECTION BELOW:

INITIAL 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 this request is limited to receipt of only notices and orders filed 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 filed 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 voluntarily, and I may file a request to deactivate my account at any time.

I understand that emails sent may arrive in my email spam folder and I should regularly check it for electronic delivery of my orders and court-generated notices.

UPDATE 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 filed 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.

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 checked 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 submitted on this form.

Joint Debtors who request enrollment or already have a DeBN account must file a separate form.

Signature: _____ Date: _____

Printed Name: _____

Email Address (type or print clearly): _____

UNITED STATES BANKRUPTCY COURT
DISTRICT OF NEW JERSEY

In Re:

Case No.: _____

Adversary No.: _____

Chapter: _____

Judge: _____

CHANGE OF ADDRESS

Under D. N.J. LBR 2002-1(b) this form must be used by a party to change its address during a case or proceeding. **NOTE:** A separate form must be filed in each main case and adversary proceeding where the address of the party needs to be updated. A debtor who wishes to change the address of a creditor previously included on their Schedules may also use this form.

Party's name/type: _____
(Example: John Smith, creditor)

Old address: _____

New address: _____

New phone no.: _____
(if debtor is filing and their phone number has changed).

- Check here if you are a debtor or a joint debtor and you receive court orders and notices by email through the Debtor Electronic Bankruptcy Noticing program (DeBN) rather than by U.S. mail to your mailing address. Please provide your DeBN account number below (DeBN account numbers can be located in the subject title of all emailed court orders and notices).

Debtor's DeBN account number: _____

Joint debtor's DeBN account number: _____

I hereby certify under penalty of perjury that the above information is true. If a debtor, I understand that it is my responsibility to notify the Trustee and any affected party of my change of address.

Date: _____

Signature