

# DeBN: Debtor Electronic Bankruptcy Noticing

Instructions for external filers for docketing the DeBN Request form.

The DeBN Request form docketing event is located under:

Bankruptcy/Adversary and under the Miscellaneous Category.

Event Title: Request to Activate/ Update / Deactivate Debtor's Electronic Noticing (DeBN)

The screenshot shows the ECF system interface for case 8:12-bk-00001-CPM Gary G Grant. The case details include: Type: bk, Chapter: 7 v, Office: 8 (Tampa), Assets: n, Judge: CPM, and Case Flag: DebtEdDue, ADV, FeeDueINST, DeBN. The 'Available Events' list includes: Report, Request (DO NOT USE for motions, applications, objections, payment of admin expenses), Request for Hearing Date (NO PAPER), Request for Notice, Request for Separate Notice by Debtor (Dec 2008 B201 change), Request for Telephonic Hearing, Request for Third Party or Involuntary Summons, and Request to Activate/Update/Deactivate Debtor's Electronic Noticing (DeBN). The 'Selected Events' list shows the DeBN event has been chosen. The interface includes navigation buttons like 'Next' and 'Clear'.

## Quality Assurance Steps:

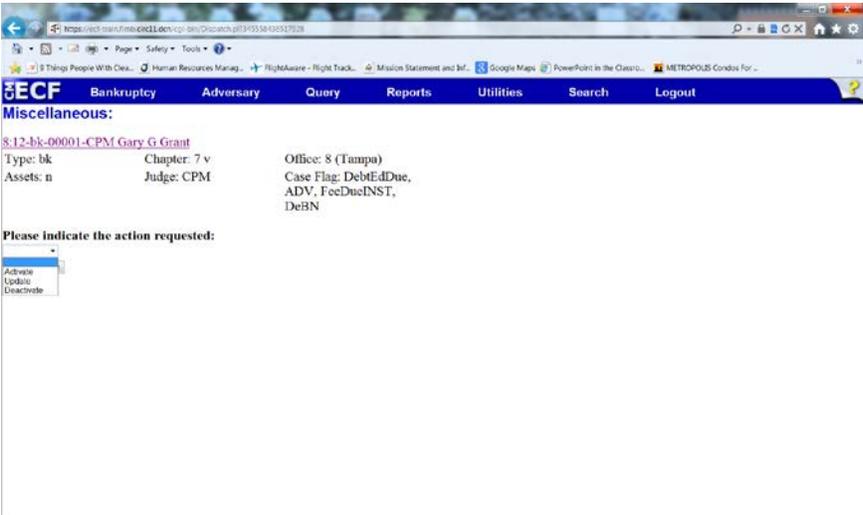
- In a joint case, debtors must have separate request forms.
- Request form should be signed by the debtor or joint debtor.
- For joint cases, both request forms may be scanned together as one pdf image.

## Docketing Steps:

- Select the case number
- Select the category: Bankruptcy/Adversary-Miscellaneous
- Select the event: Request to Activate/ Update/ Deactivate Debtor's Electronic Noticing (DeBN)
- Select the debtor and/ or joint debtor if applicable.
- Attach the pdf imaged request form. This image will be a restricted event, like the Statement of Social Security Number. Attorney filer will see the docket entry, but will not to see the filed pdf image.

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- Please select from the drop down menu what action has been requested:



- Selecting the **Activate** option from the drop down menu will appear on the Modify as Appropriate and the Final Text screen as:



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- Selecting the **Update** option from the drop down menu will require choosing the specific reason the request form has been filed. Please select the update reason from the drop down menu.

The screenshot shows a web browser window with the URL <https://ecf-tram.fms.usdc11don.gov/bv/Dispatch/pr/26176596253>. The page header includes the ECF logo and navigation tabs: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. The main content area is titled "Miscellaneous:" and displays case information for "8.12-bk-00001-CPM Gary G Grant". The case details are as follows:

Type: bk	Chapter: 7 v	Office: 8 (Tampa)
Assets: n	Judge: CPM	Case Flag: DebtEdDue, ADV, FeeDuelNST, DeBN

Below the case details, there is a section titled "Please indicate the update requested:" with a dropdown menu. The dropdown menu is open, showing the following options:

- Change email address
- Reverse existing DeBN account in a newly filed bankruptcy case
- Reactivate DeBN account
- Other change

- Depending on the **Update** option selected, the following will appear on the Modify as Appropriate and Final Text Screens: **Change Email Address**

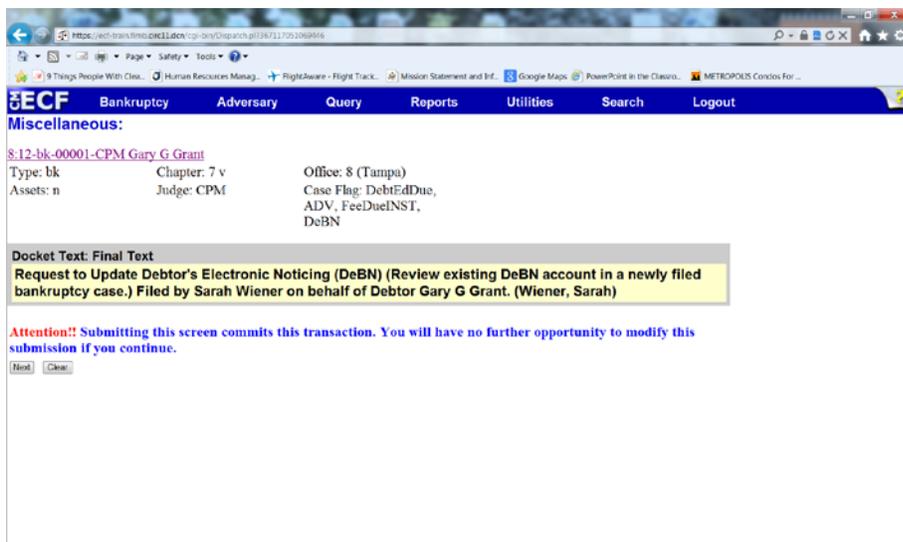
The screenshot shows a web browser window with the URL <https://ecf-tram.fms.usdc11don.gov/bv/Dispatch/pr/1508136890828>. The page header is identical to the previous screenshot. The main content area is titled "Miscellaneous:" and displays the same case information for "8.12-bk-00001-CPM Gary G Grant".

Below the case details, there is a section titled "Docket Text: Final Text" with a yellow background. The text reads: "Request to Update Debtor's Electronic Noticing (DeBN) (Change email address.) Filed by Sarah Wiener on behalf of Debtor Gary G Grant. (Wiener, Sarah)".

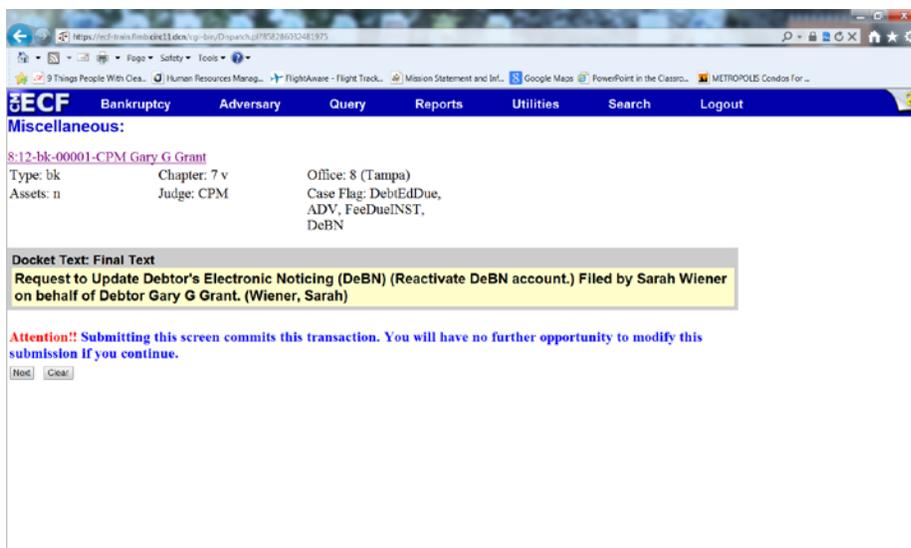
Below the docket text, there is a red "Attention!!" warning: "Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue." At the bottom of the page, there are "Next" and "Clear" buttons.

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- Depending on the option selected, the following will appear on the Modify as Appropriate and Final Text Screens: **Review existing DeBN account in a newly filed bankruptcy case:**

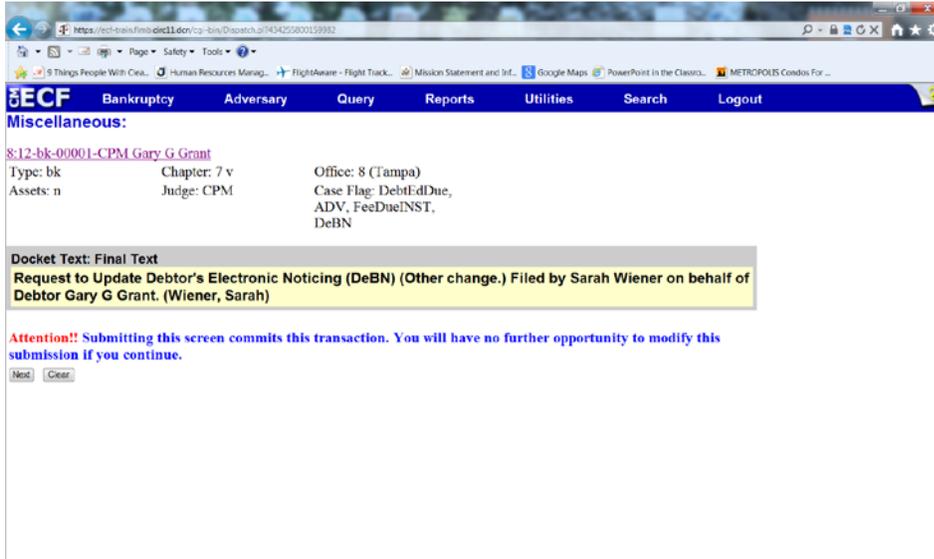


- Depending on the option selected, the following will appear on the Modify as Appropriate and Final Text Screens: **Reactivate DeBN account:**

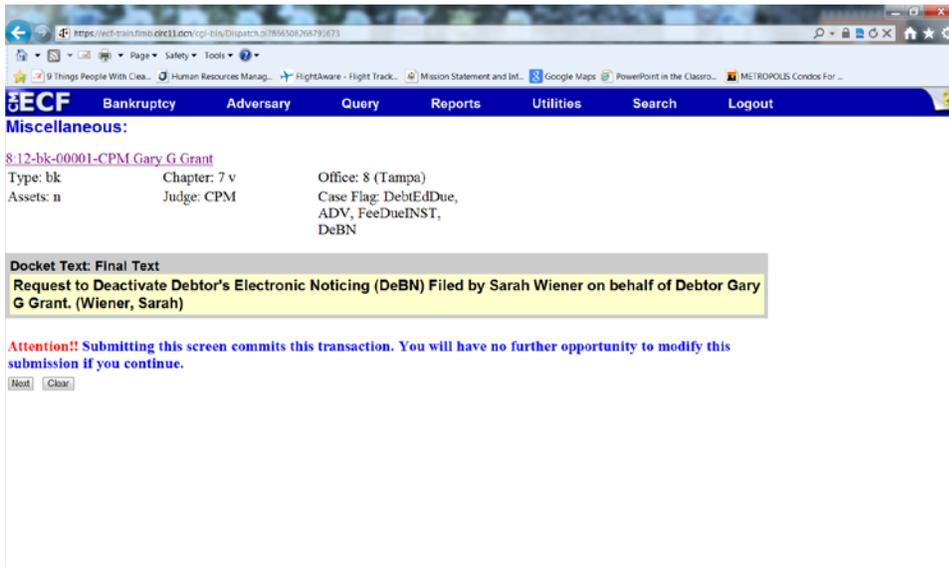


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- Depending on the option selected, the following will appear on the Modify as Appropriate and Final Text Screens: **Other change:**



- Selecting the **Deactivate** option from the drop down menu will appear on the Modify as Appropriate and the Final Text screen as:



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- Once docketed, the entry will receive a docket entry number and a Notice of Electronic Filing will be generated.

## Notice Of Change of Address-Debtor

### Docketing Steps:

- Select the case number
  - Select the category: Bankruptcy/Adversary-Notices
  - Select the event: Notice Of Change of Address-Debtor
  - Select the debtor and/or joint debtor.
  - Attach the pdf image Notice of Change Of Address-Debtor
- When the event, Notice Of Change of Address-Debtor is docketed and the debtor is enrolled in the DeBN noticing program, the docket entry will appear on the Modify as Appropriate and Final Text Screens as:



- The docket entry verbiage will reflect that the debtor is a DeBN Participant.
- Clerk's office staff will make the required updates to the debtor's requested address changes in ECF.
- Designated Court staff will update the debtor address in the BNC interface, to ensure the debtor continues to receive email notifications.