

United States Bankruptcy Courts
Electronic Bankruptcy Noticing Agreement
To initiate Noticing via Email
With Option of Electronic Data Interchange (EDI) for Certain Notices

Name of Subscriber: _____

- All U.S. Bankruptcy Courts OR
 Specific districts only. District(s) of: _____

A subscriber may consent to receive bankruptcy court notices and orders electronically, pursuant to Federal Rule of Bankruptcy Procedure 9036 and Federal Rule of Civil Procedure 5(b). By completing this agreement, the subscriber is consenting to notice via email. There is also a supplemental option (below) to receive certain notices via Electronic Data Interchange (EDI).

The Bankruptcy Noticing Center (BNC) provides centralized notice production and distribution services to the courts.

Email: The BNC will email bankruptcy court notices and orders to the subscriber. The email will contain a hyperlink to a PDF file. Receiving the notice via hyperlink ensures that the size of the email is small and will not clutter the subscriber's inbox. Additionally, the subscriber can access and process case data elements from each PDF notice through Extensible Mark-up Language (XML). This provides two great advantages, as the subscriber can retrieve the case data elements from a PDF file for easy processing while maintaining the PDF image for archives/records retention.

During the first 30 days of email usage, the BNC will send notices via email and U.S. mail to allow the subscriber to confirm the process is working properly. This redundant mode begins from the date the BNC sets up the subscriber's email service, not the date of the subscriber's first emailed notice. The subscriber may request that redundant mode end sooner than 30 days.

Name and Address Matching: In this noticing agreement, the subscriber will enter its name and address exactly as it appears on bankruptcy court notices that it currently receives. Additionally, the subscriber will enter any other name and address variations that appear on bankruptcy court notices received by the subscriber. The BNC software will attempt to match the subscriber's name and address included in the court's record with any name(s) and address(es) provided in this agreement. If there is a match, the notice will be sent electronically. If the subscriber's name and address in the court's record do not match any name(s) and address(es) included in this agreement, the BNC will send the notice via U.S. mail.

EDI: EDI is an option for entities that receive a large-volume of bankruptcy court notices and are seeking an automated method for processing the data contained in those notices. Using the American National Standards Institute (ANSI) X12 3060 175 Court Notice Transaction Set, the BNC will transmit case data elements (e.g., debtor name, trustee name) for the following types of bankruptcy court notices to the subscriber: (1) notices of meeting of creditors (341 notices), (2) notices of assets, (3) notices of dismissal, and (4) notices of discharge.

The BNC will transmit all EDI notices to the Defense Logistics Agency (DLA) Transaction Services, which serves as the collection point for the bankruptcy courts' EDI notices. DLA Transaction Services also serves as the Value Added Network (VAN) and routes the EDI notices to the subscriber's EDI server. DLA Transaction Services collection point and VAN services are free. In case of a DLA system failure, the BNC will provide paper notice to the subscriber.

Electronic Bankruptcy Noticing Agreement (continued)

For a limited period of time, the BNC will provide paper notification in addition to notices sent via EDI transmission. This is known as “redundant mode.” The BNC will terminate redundant mode when it determines that a sufficient period of electronic transmission has been provided to permit effective capture of data. Redundant mode will terminate no later than three months from the first day of EDI usage, but the subscriber may request that redundant mode terminate sooner. The subscriber may request in writing for an extension of redundant mode, not to exceed six months from the first day of EDI usage. The Administrative Office of the U.S. Courts will consider the subscriber’s request and determine whether an extension is warranted.

Either party may terminate this agreement without cause by giving the other party written notice.

NOTE: The BNC does not process all the notices a subscriber may receive in a case. Notices generated by trustees, attorneys, debtors, and some court-generated notices or orders will continue to be mailed to the subscriber’s address specified in the court record.

1. Contact Information

Name	
Entity Name	
Address Line 1	
Address Line 2	
Address Line 3	
City, State, Zip Code	
Phone Number	
Contact Email Address	

Note: Subscriber must notify the BNC if this contact information changes.

2. Subscriber Information

Notices are delivered to addresses based on the court’s case records. Enter subscriber’s name and address EXACTLY as they appear on current bankruptcy court notices.

Name	
Entity Name	
Address Line 1	
Address Line 2	
Address Line 3	
City, State, Zip Code	
Phone	

Electronic Bankruptcy Noticing Agreement (continued)

Email Address to receive notices	
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3. Email Options

Please select an email delivery option by checking one of the boxes below.

	One email with one link to multiple notices (default option if none selected).
	One email with multiple links. Each link contains one notice.
	One email with one link to one notice.

4. EDI Option

The subscriber has the option to receive four notice types by EDI. If subscriber selects this option, the four notice types will be sent via EDI and not by email. Indicate below subscriber's preference.

	Subscriber consents to email only.
	Subscriber consents to email and EDI.

5. Name and Address Variations

Provide names and addresses EXACTLY as they appear on notices subscriber currently receives from the bankruptcy courts as well as any spelling variations. The following information will only be used by the BNC to set up the subscriber's account for the name and address matching process. If more space is needed, attach additional names and addresses for which subscriber receives bankruptcy notices.

Names:

Electronic Bankruptcy Noticing Agreement (continued)

Addresses:

Note: Subscriber must notify the BNC if its names, addresses, or email for noticing change.

6. Authorization

I, the undersigned, am a representative of the named subscriber, and I am authorized to enter into this agreement on behalf of the subscriber. Bankruptcy notices for the subscriber, and any name and address variations included in this agreement, should be directed to the subscriber. The information submitted on this form is true and correct. Neither the BNC nor the court bears any liability for errors resulting from the information submitted herein or from future amendments to this information.

Name of Authorized Representative (printed)	
Signature	
Job Title	
Entity	
Date	

Email, mail, or fax the signed form to the BNC at:

BAE SYSTEMS - Attention BNC Dept.
 45479 Holiday Drive
 Sterling, VA 20166-9411
 Email: ebn@baesystems.com
 Fax: (571) 392-9103

For additional information, go to the EBN web page at ebn.uscourts.gov or call the toll-free help line at 1-877-837-3424.

(Revised September 9, 2015)