

U.S. Bankruptcy Courts
Electronic Bankruptcy Noticing Program
SUPPLEMENTAL E-MAIL NOTIFICATION FORM
for Existing Electronic Data Interchange (EDI) Trading Partners

Certain bankruptcy court notices are transmitted to your organization as EDI transactions, including notices of meeting of creditors, dismissals, discharges, and notices of assets. Court notices that cannot be sent by EDI are sent through the U.S. Mail, unless you elect to receive supplemental e-mail notification.

If you would like to eliminate paper notification altogether, please sign up for e-mail notification below. To learn more about e-mail notification, go to ebn.uscourts.gov.

Advantages of Notification through E-mail: Recipients are able to retrieve their notices through a hyperlink by e-mail. Receiving the notices by e-mail ensures that the sizes of e-mails are small and will not clutter in-boxes. E-mail allows a subscriber to receive notices days faster than the current postal service delivery time. Notices are sent electronically the same day the court produces them. Notices normally sent to all your branch locations can be sent to one e-mail address. E-mailed notices are easy to forward to people. Additionally, e-mailed notices stored on your computer are easier to find when you need them.

Email Enhanced by Extensible Mark-Up Language (XML): E-mail recipients can access and process the case data elements from each PDF notice file through XML. This provides two great advantages, as the subscriber can retrieve variable data elements from the PDF notice for easy processing but still have the PDF image for archives/records retention.

I. E-mail

Recipients are able to retrieve their notices through a hyperlink by e-mail. Receiving the notices by e-mail ensures that the sizes of e-mails are small and will not clutter in-boxes.

Specify E-mail Address for Notice Delivery: _____

Please select a delivery option:

1. E-mail Option 1
One e-mail contains a link to a single PDF file. The PDF file contains multiple notices (e.g., 20 notices in one PDF file). This option is the default if no option is selected.
2. E-mail Option 2
An e-mail contains multiple links to PDF files. Each link contains one notice (e.g., 20 notices have 20 individual links).
3. E-mail Option 3
An e-mail for each notice contains one link to a PDF file (e.g., 20 notices are sent as 20 e-mails, each e-mail with one link).

II. Contact Information

EDI Trading Partner: _____

Specify the person to be contacted regarding supplemental electronic notification:

Contact Name: _____

Contact Phone Number: _____

Contact E-mail: _____

III. How E-mail Notification Works

A. Redundant Mode for 30 Days Only

E-mail service will begin approximately two weeks after you complete and return this form to the Bankruptcy Noticing Center (BNC). During the first 30 days of e-mail service, the BNC also will mail paper copies of notices so that you can confirm the process is working properly. This process is called redundant mode, and it begins from the date the BNC sets up your e-mail service, not the date of your first e-mailed notice. Upon termination of the 30-day redundant mode period, all notices will be sent electronically only.

B. Name and Address Matching

When you completed the EDI Trading Partner Agreement, or any update thereto, you supplied the BNC with all names and addresses for which you wanted court notices to be sent electronically. This list of names and addresses also will apply to your e-mail service. The BNC sends a notice electronically when the names and addresses that you provided per your Agreement match a name and address on the bankruptcy court mailing matrix. If the recipient name and address on the court’s mailing matrix does not match any names or addresses that you provided pursuant to your Agreement, the BNC will mail the notice through the U.S. Postal Service. The U.S. Courts and BNC do not warrant that all court notices will be sent electronically, and court notices that are not transmitted electronically, will be sent via U.S. Mail. You must notify the BNC if your e-mail or names and addresses used for electronic notice change. You can make updates by completing a Change of Account Information Form available at ebn.uscourts.gov.

C. Termination

Either the U.S. Courts or EDI Trading Partner may terminate supplemental e-mail notification without cause by giving the other party written notice.

Note: The BNC does not process all notices you may receive in a case. Notices generated by trustees, debtors, attorneys and some court-generated notices are not processed by the BNC.

IV. Sign and Return

This constitutes an addendum to your EDI Trading Partner Agreement. Neither the BNC nor the courts bear any liability for errors resulting from information submitted herein.

I, the undersigned, am authorized to make the modifications specified on this form or attached hereto on behalf of the EDI Trading Partner. The information submitted on this form is true and correct.

Name of Representative (printed): _____

Signature: _____

Job Title: _____

Entity Name: _____

Date: _____

Please email, mail, or fax the signed form to the BNC at:

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

For additional information, you may call the toll free help line at 1-877-837-3424.
(9/9/2015)