

United States Bankruptcy Courts
Electronic Bankruptcy Noticing Agreement

(To initiate Electronic Bankruptcy Noticing via Internet e-mail with PDF attachment)

Name of Subscriber: _____

- All U.S. Bankruptcy Courts participating in the National Creditor Registration Service (NCRS)**
OR
 Specific Districts only. District(s) of: _____

The courts referred to above are requested to transmit bankruptcy notices electronically through the Bankruptcy Noticing Center (BNC) Electronic Bankruptcy Noticing (EBN) program pursuant to Federal Rule of Bankruptcy Procedure 9036.

This Agreement is provided by the U.S. Bankruptcy Courts and may not be altered or changed in any manner. If you, or your organization, wish to receive bankruptcy notices from the courts electronically instead of through the U.S. mail, please complete this Agreement indicating your consent to notice by e-mail.

Advantages of Notification through E-mail: Recipients are e-mailed their notices attached in Adobe PDF. 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.

How the Program Works:

Redundant Mode. Entities that complete and return this form to the BNC will have EBN service initiated in approximately two weeks. During the first 30 days of EBN service, the BNC will send the notice electronically and by U.S. mail to allow you to confirm the process is working properly. This initial 30-day period is called "redundant mode," and it begins from the date the BNC sets up your service, not the date of your first EBN notice. Upon expiration of redundant mode, all future notices processed by the BNC for the courts will only be sent electronically without further notice.

Your e-mail system must return a Delivery Status Notification (DSN) receipt upon notice delivery. The BNC will initially conduct a test to confirm that your e-mail account will return the required DSN receipt.

Name Matching. The BNC software will attempt to match the name and address provided on this form to the address included in the court's notice instructions. In most cases, the addresses in the court's computer files are provided by the debtor. The BNC software will attempt to match the name (without punctuation) and address and send the notice electronically. If the recipient name and address in the court's notice instructions do not match the name and address on this form, the BNC will mail the notice. If applicable, submit additional names and addresses that debtors designate for you or your organization to the BNC. **You must notify the BNC should your e-mail address, names and mailing addresses used for electronic noticing change.**

In Case of Error). The BNC maintains a record confirming delivery of the electronic notice. If the BNC is unable to confirm receipt of the delivery for any reason, the notice will be printed and mailed the following day. The BNC will not retransmit notices. Should electronic noticing delivery to you be unsuccessful, the BNC will contact you to notify you of this failure. The service may be terminated if the delivery issue is not resolved. Either party may terminate this Agreement without cause by giving the other party written notice.

NOTE: The BNC does not process all the notices you 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 address of record at the court.

EBN NOTICING AGREEMENT: INTERNET E-MAIL PDF

1. CONTACT INFORMATION	
Name	
Entity Name	
Address Line 1	
Address Line 2	
Address Line 3	
Address Line 4	
City, State, Zip Code	
Phone No.	
Contact Email Address	
2. Subscriber Information	Notices are delivered to addresses based on the court's case records, please enter subscriber name and address EXACTLY as it appears on current notices.
Name	
Entity Name	
Address Line 1	
Address Line 2	
Address Line 3	
Address Line 4	
City, State, Zip Code	
Phone	
Email Address to Receive Notices	
3. E-MAIL OPTIONS (CHECK ONE)	
<input type="checkbox"/>	One e-mail with one PDF with multiple notices
<input type="checkbox"/>	One e-mail with multiple PDF attachments
<input type="checkbox"/>	One e-mail with one PDF with one notice

**EBN NOTICING AGREEMENT: INTERNET E-MAIL PDF
(CONTINUED)**

4. NAME AND ADDRESS VARIATIONS - Provide name and addresses EXACTLY as they appear on notices you currently receive from the bankruptcy courts. The following information will only be used by the BNC to set up your account for the name and address matching process. You may attach additional names and addresses (spelling variations) for which you receive bankruptcy notices.

Names:

Addresses:

**EBN NOTICING AGREEMENT: INTERNET E-MAIL PDF
(CONTINUED)**

5. AUTHORIZATION

To be completed if subscriber is a public or private entity:

I, the undersigned, am a representative of the above named entity, and I am authorized to enter into this agreement on behalf of the named entity. Bankruptcy notices for the above named entity, and any attached entity names (spelling variations) and addresses, should be directed to the named entity. Neither the BNC nor the court bears any liability for errors resulting from the information submitted herein or as to future amendments to this information.

Name of Authorized Representative (printed):

Signature:

Job Title:

Entity Name:

Date:

To be completed if subscriber is an individual:

Bankruptcy notices for my name and addresses provided above, and any attached spelling variations, should be directed to my e-mail address above. Neither the BNC nor the court bears any liability for errors resulting from the information submitted herein or errors resulting from future amendments to this information.

Name:

Signature:

Date:

E-mail, 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
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.

(9/9/2015)