

United States Bankruptcy Courts
Electronic Bankruptcy Noticing Agreement
To initiate Electronic Bankruptcy Noticing via E-mail

Complete this agreement to receive your bankruptcy notices via e-mail.

Name of Subscriber: _____

- All U.S. Bankruptcy Courts 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, complete this Agreement indicating your consent to notice by e-mail.

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 size 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 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.

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.

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 if your e-mail address, names, and mailing addresses used for electronic noticing change.**

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 your address specified in the court record.

EBN NOTICING AGREEMENT: INTERNET E-MAIL TEXT

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 E-mail Address.	
2. Subscriber Information	Notices are delivered to addresses based on the court's case records. Enter subscriber name and address EXACTLY as they appear on current notices.
Name	
Entity Name	
Address Line 1	
Address Line 2	
Address Line 3	
Address Line 4	
City, State, Zip Code	
Phone	
E-mail Address to Receive Notices	
3. E-MAIL OPTIONS (CHECK ONE)	
<input type="checkbox"/>	One e-mail with one text link to multiple notices.
<input type="checkbox"/>	One e-mail with multiple text links. Each link contains one notice.
<input type="checkbox"/>	One e-mail with one text link to one notice

EBN NOTICING AGREEMENT: E-MAIL (CONTINUED)

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

Names:

Addresses:

EBN NOTICING AGREEMENT: E-MAIL (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. 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:	

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. 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:	
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.