

United States Bankruptcy Courts
Electronic Bankruptcy Noticing Agreement
To initiate Electronic Bankruptcy Noticing via Facsimile

Complete this agreement to receive your bankruptcy notices via facsimile.

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, please complete this Agreement indicating your consent to notice by facsimile.

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 by facsimile 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 by facsimile without further notice.

The BNC will initially conduct a test to confirm that your fax number is working.

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 fax number, 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 your address specified in the court record.

EBN NOTICING AGREEMENT: FAX

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. 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	
FAX Number to Receive Notices	
Note: Fax notices will be grouped up to 30 pages under one cover sheet.	

**EBN NOTICING AGREEMENT: FAX
(CONTINUED)**

3. 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, please attach additional names and addresses for which you receive bankruptcy notices.

Names:		
Addresses:		

**EBN NOTICING AGREEMENT: FAX
(CONTINUED)**

4. AUTHORIZATION	
To be completed if subscriber is a public or private entity:	
<i>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 for errors resulting from future amendments to this information.</i>	
Name of Authorized Representative (printed):	
Signature:	
Job Title:	
Entity Name:	
Date:	

To be completed if subscriber is an individual:	
<i>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 errors resulting from future amendments to this information.</i>	
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.

(revised 9/9/2015)