

Debtor's Request for Electronic Notice and Consent to Service via Email

Last Updated: September 2015

Updates:

Background

Pursuant to Federal Rule of Bankruptcy [9036](#), a party may make a written request for delivery of notices via email, instead of U.S. mail.

- One email address per form Joint Debtors
- Actual penmanship signature. We will not accept /s/

Step by Step Instructions:

1. Select **Bankruptcy > Other A**
2. Enter the **Case Number**
 - Click Next
3. Verify you are docketing on the correct case
4. Select Debtor's Request for Electronic Notice and Consent to Service via Email from the pick list
 - Click Next
5. Select the **Debtor and / or Joint Debtor** from the pick list
6. Select the appropriate radio button:

Please make the appropriate selection.

Linux Test

Linux Tes

☐ Activation

☐ Update

Linux Test

☐ Deactivation

☐ No signature

Linux Tes

Next

Clear

Linux Test

Linux Tes

- Click **Next**

7. The PDF screen will display

- [Browse Scan and Attach](#)
- Click **Next**

8. A blank screen will display

- Click **Next**

9. **The Final Text screen will display.**

This is your final opportunity to modify the entry before submitting the filing.

- Verify the accuracy of the docket text
- Click **Next** to complete the filing process