



Memorandum

United States Bankruptcy Court
Eastern District of Virginia

TO: Bankruptcy Notice Recipient

FROM: William C. Redden, Clerk

DATE: November 2001

SUBJECT: Electronic Bankruptcy Noticing Internet E-Mail and FAX Service Now Available Through the Bankruptcy Noticing Center

I am pleased to announce that the United States Bankruptcy Court for the Eastern District of Virginia is now offering a new way for you to receive bankruptcy notices from the court. You now may choose to receive overnight bankruptcy notices via Internet e-mail or transmitted as a FAX to your office. Electronic noticing will provide notices days faster than the U.S. Mail. It also will relieve the notice recipient of the need to handle notices received through the U.S. Mail

Should you elect the Internet e-mail alternative, your e-mail provider must be able to provide an electronic acknowledgment of receipt indicating that the electronic notice was delivered to the intended electronic mailbox. One form of electronic acknowledgment used by some providers is the *Delivery Service Notification* (DSN) standard. Some other electronic acknowledgment formats, however, also are supported. The notice will be attached to the message as a file in Adobe's Portable Document Format (PDF). A free PDF reader plug-in is available from Adobe's web site. Such a free plug-in also is available at the court's Internet web site – www.vaeb.uscourts.gov -- under "Local Rules."

Please visit the Electronic Bankruptcy Noticing web page, which is maintained by the Bankruptcy Noticing Center (BNC) at ebn.uscourts.gov for detailed information about this new free electronic service including a list of known DSN compliant e-mail providers, the *Electronic Implementation Guide* and *Electronic Bankruptcy Noticing Questions and Answers*. To initiate this service, an *Electronic Bankruptcy Noticing Agreement* must be signed and returned to the BNC.

Your participation in the free electronic bankruptcy noticing program is encouraged since we believe it will offer many benefits to you and the court. If you choose not to participate, you will continue to receive printed bankruptcy notices in the mail, just as you do now.

For complete electronic noticing information, visit the electronic noticing web page at ebn.uscourts.gov for call the BNC toll-free at 1-877-837-3424 for free technical support. Also, do not hesitate to contact the Clerk's office Electronic Noticing coordinator, Karin Doggett, at 804-916-2472 for additional information. You also can visit the court's EBN home page at www.vaeb.uscourts.gov/ebn/index.htm for a copy of an *Electronic Bankruptcy Noticing Agreement* and related useful information on EBN.